A G E N D A

Municipal District #124 Regular Council
Wednesday, October 11, 2023 - 10:00 AM - MD Council Chambers

Page

CALL TO ORDER

ANNOUNCEMENTS / OPENING REMARKS

ADOPTION OF THE AGENDA

3.1 October 11th, 2023, Regular Council Meeting Agenda

Proposed Motion: Move to accept the October 11th, 2023, Regular Council Meeting Agenda as presented.

ADOPTION OF MINUTES

4.1 September 27th, 2023, Regular Council Meeting Minutes 6 - 9

Proposed Motion: Move to adopt the September 13th, 2023, Regular Council Meeting Minutes as presented.
20230927-DRAFT Regular Council Meeting Minutes -

DELEGATIONS

5.1 Jason Swanson - Manager of Communications and Economic Development Town of Slave Lake 10 - 16
- Rural Renewal Stream Program presentation

Proposed Motion: Move to accept Jason Swanson's Rural Renewal Stream Program presentation as information.
Rural Renewal Presentation for MD of Lesser Slave River

BYLAWS

6.1 Bylaw 2023-05 Amend Bylaw 2021-17 Land Use Bylaw Amendment #8 17 - 24

Proposed Motion: Move to give third reading of Bylaw 2023-05 Land Use Bylaw 2021-17 Amendment #8 for SE-27-65-2-W5 for the purpose of Subdivision of land less than 10 hectares (24.7 acres) as presented.
RFD 2023-05 LUB Amendment #8
2023-05 Bylaw
ALO Map
23-RZ-01_redacted Application

6.2 Bylaw 2023-09 repealing 2012-03 Marten Beach Area Structure Plan Amendment #34 and 2015-09 Smith Area Structure Plan Amendment#1 25 - 32

Proposed Motion: Move to give 1st reading to Bylaw 2023-09 repealing 2012-03 Marten Beach Area Structure Plan Amendment #34 and 2015-09 Smith Area Structure Plan Amendment #1 as presented, and schedule the public hearing for , 2023 at 1:00 p.m.

RFD 2023-09 Area Structure Plans Repeal Bylaw

DRAFT BYLAW 2023-09

2012-03 MB ASP Amendment No. 34

2015-09 Smith ASP Amend 1

POLICIES

7.1 A10 Rugged and Real Post Secondary Scholarship Policy and Procedure 33 - 38

Proposed Motion: Move to adopt the A10 Rugged and Real Post Secondary Scholarship Policy as presented.

Proposed Motion: Move to accept the A10 Rugged and Real Post Secondary Scholarship Procedures as information.

RFD A10 - Rugged & Real Post Secondary Scholarship RFD

A10 - Rugged & Real Post Secondary Scholarship Policy

A10 - Rugged & Real Post Secondary Scholarship Procedure

7.2 E5 Borrow and Right of Way Acquisition Policy and Procedure 39 - 44

Proposed Motion: Move to adopt the E5 Borrow and Right of Way Acquisition Policy as presented.

Proposed Motion: Move to accept the E5 Borrow and Right of Way Acquisition Procedure as information.

RFD-E5 Borrow & Right of Way Acquisition

E5 Borrow & Right of Way Acquisition Policy

E5 Borrow & Right of Way Acquisition Procedure

7.3 E8 Fencing Policy & Procedure 45 - 47

Proposed Motion: Move to adopt the E8 Fencing Policy as amended.

Proposed Motion: Move to accept the E8 Fencing Procedure as presented.

RFD-E8 Fencing Policy

E8 Fencing Policy

E8 Fencing Procedure

7.4 F10 Residential Sewer Grinder Pump Maintenance Policy & Procedure 48 - 54

Proposed Motion: Move to Rescind the F6 Residential Sewer Grinder Pumps and adopt Policy F10 Residential Sewer Grinder Pump Maintenance Policy as presented.

Proposed Motion: Move to accept the F10 Residential Sewer Grinder Pump Maintenance Procedure as information.

RFD - F10 Residential Sewer Grinder Pump Maintenance

F10 Residential Sewer Grinder Pump Mainteance Policy

F10 Residential Sewer Grinder Pump Maintance Procedure

7.5 H8 Licence of Occupation Policy and Procedure 55 - 64

Proposed Motion: Move to adopt the H8 Licence of Occupation Policy as

amended.

Proposed Motion: Move to accept the H8 Licence of Occupation Procedure as information.
RFD H8 Licence of Occupation
H8 License of Occupation Policy
H8 License of Occupation Procedure

7.6 I9 Recreation Facilities Operation - Public Health Emergency Policy and Procedure 65 - 70

Proposed Motion: Move to adopt the I9 Recreation Facilities Operation - Public Health Emergency Policy as amended.

Proposed Motion: Move to accept the I9 Recreation Facilities Operation - Public Health Emergency Procedure as information.
RFD I9 Recreation Facilities Operation - Public Health Emergency Policy(003)
I9 - Recreation Facilities Operation -Public Health Emergency Policy
I9 - Recreation Facilities Operation - Public Health Emergency Procedure

7.7 I12 Family and Community Support Services Program Policy and Procedure 71 - 79

Proposed Motion: Move to adopt the I12 Family and Community Support Services Program Policy as amended.

Proposed Motion: Move to accept the I12 Family and Community Support Services Program Procedure as information.
RFD I12 - Family and Community Support Services Program RFD
I12 - Family and Community Support Services Program Funding Policy
I12 - Family and Community Support Services Program Procedure

7.8 L7.1 Health & Safety Policy and Procedure 80 - 89

Proposed Motion: Move to adopt the L71 Health & Safety Policy as amended.

Proposed Motion: Move to accept the L71 Health & Safety Procedure as information.
RFD - L7.1 Health and Safety Policy
L7.1 Health and Safety Policy
L7.1 Health and Safety Procedure

REQUESTS FOR DECISION

8.1 Marten River Bridge Replacement - STIP Application 90 - 99

Proposed Motion: Move to direct Administration to apply for a Strategic Transportation Infrastructure Program Grant to raise the bridge and replace the girders of BF 72768.
2023 Request for Decision - MB Bridge
ltr_lrn_72768
BF72768-02_LVL1_20230829_P

8.2 Sewer Grinder Pumps - Utilities Strategic Plan 100 - 101

Proposed Motion: #1. Move to direct Administration to discontinue the maintenance and purchasing of the sewer grinder pumps and that the Property Owner will assume ownership of the sewer grinder pump, including all responsibility for inspection, maintenance, repairs, and replacement, including

any costs occurred in respects to the grinder pumps as of January 1st, 2024.
#2. Move to direct Administration to give efficient notice, by multiple communication deliveries, to the residents and utility service account holders.
RFD- Utiities Strategic Plan - Grinder Pump Ownership

REPORTS

9.1 2023 Bridge Inspection Results 102 - 107

Proposed Motion: Move to accept the 2023 Bridge Inspection Results report as information.
REPORT TO COUNCIL - 2023 Bridge Inspection Results
ltr_lrn_06603
ltr_lrn_72768
ltr_lrn_77697
ltr_lrn_09853

9.2 Board Reports - Community Futures
- Community Futures Slave Lake - Councillor Sand
- Community Futures Tawatinaw Region - Councillor Melzer

9.3 Board Reports - Inter-Municipal Committees - Reeve Kerik, Deputy Reeve Spencer, Councillors Melzer and Seatter

9.4 Board Reports - Waste Management
- Athabasca Regional Waste Management Services Commission - Councillors Sand and Fulmore
- Lesser Slave Regional Waste Services Commission - Manger Kolenosky, Deputy Reeve Spencer, Councillors Pearson and Seatter

9.5 Board Reports - Watersheds
- Lesser Slave Lake Watershed Council - Councillors Seatter and Sand
- Athabasca Watershed Council - Councillor Sand

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

9.7 Board Reports - Airport
- Slave Lake Airport Services Commission - Councillors Melzer, Fulmore and Pearson

9.8 Board Reports - Seniors and Housing
- Lesser Slave Lake Regional Housing Authority - Councillors Pearson and Sand
- Homeland Housing - Councillor Melzer

9.9 Board Reports - Planning & Development
- Municipal Planning Commission - Deputy Reeve Spencer, Councillors Seatter and Fulmore

9.10 Board Reports - Economic Development
- Slave Lake Chamber of Commerce - Councillor Seatter

9.11 Board Reports - Tourism
- Slave Lake Regional Tourism - Deputy Reeve Spencer

9.12 Board Reports - Reeve Appointments
- Northern Alberta Development Council/Northern Alberta Elected Leaders

- Director of Wildfire Legacy Corporation

9.13 Board Reports - Regional Alliances

- Alberta North Central Alliance - Reeve Kerik and Councillor Sand

9.14 Board Reports - Tri-Council Committees

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

9.15 Board Reports - Agricultural Services

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

9.16 Board Reports - All Council Committees

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

Proposed Motion: Move to accept the verbal Board Report from Council as information.

NEW BUSINESS

10.1

10.2

CONFIDENTIAL ITEMS - CLOSED SESSION

NOTICE OF MOTION

ADJOURNMENT

MINUTES

Regular Meeting of Council
Municipal District of Lesser Slave River No. 124
September 27th, 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
Khadim Khan	- Ratepayer
Sgt. Bruyns	- Slave Lake RCMP
Sgt. Sehn	- Westlock RCMP
Sandra Rendle	- Community Services Coordinator, MD LSR (Teams)
Rhonda Muzyka	- Health & Safety, MD LSR
Leslie Bensch	- Human Resources Manager, MD LSR
Donna Cross	- Acting Director of Utilities, MD LSR
Kendra Kozdroski	- Agricultural Fieldman Coordinator, MD LSR (Teams)
Cody Borris	- Transportation Manager, MD LSR
Jeremy Dumaresque	- Utility Manager, MD LSR
Paul Mulholland	- Peace Officer, MD LSR
Shari Spencer	- Document Conveyance Coordinator, MD LSR
Marilyn Gladue	- Recording Secretary, MD LSR

CALL TO ORDER

Reeve Kerik called the meeting to order at 10:00 a.m.

ADOPTION OF AGENDA

September 27th, 2023, Regular Council Meeting Agenda

MOTION 360-23

Moved by Councillor Pearson to accept the September 27th, 2023, Regular Meeting of Council agenda as amended:

Add:
9.1 ASCHA Conference October 5, 2023
9.2 First Responder Appreciation – Smith Fire
9.3 Capital Update Report Amended
9.4 Police Funding Invoice
9.5 MD Tour Information

Closed Session
10.2 Industrial Land – FOIP Section 16
10.3 Travelling Timbers – FOIP Section 18
10.4 Complaint – FOIP Section 20
10.5 Staff update – FOIP Section 16

CARRIED

ADOPTION OF MINUTES

September 13th, 2023, Regular Council Meeting Minutes

MOTION 361-23

Moved by Councillor Seatter to adopt the September 13th, 2023, Regular Council Meeting Minutes as presented.

CARRIED

DELEGATE

Khadim Khan – Smith Ratepayer

DRAFT

MOTION 362-23
Moved by Deputy Reeve Spencer to accept Khadim Khan concerns as information.

CARRIED

Sgt. Bruyns – Slave Lake RCMP & Sgt. Jeff Sehn – Westlock RCMP

MOTION 363-23
Moved by Councillor Seatter to accept the introduction of Sgt. Jeff Sehn of the Westlock RCMP and Sgt. Bruyns' report as information.

CARRIED

REQUESTS FOR DECISION

Utilities Strategic Plan

MOTION 364-23
Moved by Councillor Melzer to approve and accept the 2023 Utilities Strategic Plan document as presented.

CARRIED

MDLSR Water Rates Calculations Presentation Review

MOTION 365-23
Moved by Councillor Pearson to phase in a utility rate change over a three-year period, to allow for the goal if fair and equitable subsidized rates for all users effective January 1st, 2024.

CARRIED

Asset Disposal

MOTION 366-23
Moved by Councillor Sand to approve the disposal of the attached list of assets through a licensed auction mart with the reserve bids as suggested by Administration.

CARRIED

Police Funding Model Invoice

MOTION 367-23
Moved by Deputy Reeve Spencer that Council approves payment of $197,503 to the Alberta Public Safety and Emergency Services for the Policy Funding Model with $43,140 coming from the Operating Reserve.

CARRIED

REPORTS

Muskeg Creek Bridge Posting

MOTION 368-23
Moved by Councillor Pearson to accept the Muskeg Creek Bridge Posting report as information and further discuss at 2024 budget deliberations.

CARRIED

Smith Bridge Repair Update

MOTION 369-23
Moved by Councillor Pearson to accept the Smith Bridge Repair Update as information.

CARRIED

MOTION 370-23

Moved by Deputy Reeve Spencer to direct Administration to schedule a meeting with MLA Scott Sinclair with Reeve Kerik, Deputy Reeve Spencer, and CAO Kolenosky.

CARRIED

Director/Manager Reports – 3rd Quarter Reports

Capital Projects

MOTION 371-23
Moved by Councillor Seatter to accept the Capital Projects report as information.

CARRIED

Community Services

MOTION 372-23
Moved by Councillor Sand to accept the Community Services report as information.

CARRIED

Agricultural Services

MOTION 373-23
Moved by Councillor Melzer to accept the Agricultural Services report as information.

CARRIED

Health & Safety

MOTION 374-23
Moved by Councillor Seatter to accept the Health and Safety report as information.

CARRIED

Human Resources

MOTION 375-23
Moved by Councillor Pearson to accept the Human Resources report as information.

CARRIED

Transportation & Facilities

MOTION 376-23
Moved by Deputy Reeve Spencer to accept the Transportation & Facilities report as information.

CARRIED

Utilities

MOTION 377-23
Moved by Deputy Reeve Lana to accept the Utility report as information.

CARRIED

Planning & Development

MOTION 378-23
Moved by Councillor Pearson to accept the Planning and Development report as information.

CARRIED

Protective Services

MOTION 379-23
Moved by Deputy Reeve Spencer to accept the Protective Services report as information.

CARRIED

Financial

MOTION 380-23
Moved by Councillor Melzer to accept the MD of Lesser Slave River No.124 – Statement of Operations as of August 31st, 2023, report for information.

CARRIED

MOTION 381-23
Moved by Councillor Fulmore to accept the MD of Lesser Slave River No.124 – 2023 Capital Budget – Updated YTD September 19, 2023, as information.

CARRIED

NEW BUSINESS

Alberta Seniors & Community Housing Association (ASCHA) North Region Meeting October 5th, 2023

MOTION 382-23
Moved by Deputy Reeve Spencer to approve Councillors Sand and Pearson to attend the North Region Meeting on October 5th, 2023, in Sherwood Park, Alberta.

First Responders Appreciation

MOTION 383-23
Moved by Councillor Seatter to approve and direct Administration to have an Appreciation Dinner for the First Responders (in regards to the Smith Fires SOL) to be held at the Smith Complex in Smith, Alberta.

CARRIED

CLOSED SESSION

MOTION 384-23
Moved by Councillor Pearson to go into Closed Session at 3:07 p.m. as per the following Sections of the FOIP Act with CAO Kolenosky 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

CARRIED

Recording Secretary exited at 3:35 p.m.

MOTION 385-23
Moved by Councillor Pearson to return to Open Session at 4:25 p.m.

CARRIED

ADJOURNMENT

MOTION 386-23
Moved by Councillor Seatter to adjourn at 4:26 p.m.

CARRIED

_____
Chief Administrative Officer

_____
Reeve

Rural Renewal Stream

MD of Lesser Slave River

Friday, October 6, 2023

Town of SLAVE LAKE

AGENDA ITEM #5.1

Background

- **The Rural Renewal Stream as part of the Alberta Advantage Immigration Program was introduced by the Government of Alberta in the Spring 2022.**
- **The Rural Renewal Stream supports the attraction and retention of newcomers to rural Alberta through a community-driven approach that supports local economic development needs and contributes to the growth of the community. The Rural Renewal Stream empowers rural communities to recruit and retain foreign nationals to live, work, and settle in their communities.**
- **Town of Slave Lake Council directed administration to apply to become a "Designated Community" in Q4 2022 and Q1 2023. The Town received Designated Community status on March 10, 2023.**
    - Community designation will last 3 years to the date that the community received email confirmation of designation. There will be an option to extend the designation by an additional 2 years to a maximum of 5 years.
- **Each Designated Community can manage the Rural Renewal Stream as they see fit so long as the program meets all eligibility (and other) requirements set by the Province.**
- **The program is designed to fill vacancies through two streams of candidates: true newcomers and existing residents looking to use the RRS as a 'fast track' to permanent residency.**

Background

- **Several municipalities that received Community Designation have since pulled out (Big Lakes County and the Town of High Prairie) of the program due to lack of staff capacity and underestimating the significant workload requirements.**
- **A major MD-based employer (Tolko) requested to join the Town of Slave Lake Rural Renewal program in June 2023 with a signed Letter of Support dated June 29, 2023 from MD LSR Council, this was accepted by the Manager in the aim of bolstering economic development efforts in the region.**
- **Once Town Council was notified of Tolko being accepted into the program, it directed Administration to send Letters of Offer to neighbouring municipalities (MD of LSR, Big Lakes County, MD of Opportunity, and the Town of High Prairie) to manage their Rural Renewal Stream on their behalf using the Town's Rural Renewal management structure and process for an annual fee.**
    - This fee is not meant to act as a revenue generator but rather to cover the significant staff time required to manage the program.
    - The Town of Slave Lake is not here to "sell the program" – this is an offer in the aim of bolstering economic development efforts in the region.
    - Tolko will be admitted into the program regardless of your decision as they were accepted into the program prior to Town Council asking for Offer Letters to be sent.

Town of Slave Lake RRS Process

- **This process does not solve some of the existing issues of our region with it comes to labour attraction and recruitment efforts**
  - E.g., Lack of affordable housing, lack of designated settlement services, etc.
- **The TOSL RRS program requires employers to take an active and LEAD role (with support from the TOSL) in ensuring endorsed candidates successfully settle and integrate into the community. This is particularly true for candidates in neighbouring municipalities as there may not be as many settlement resources in their destination community compared to the TOSL.**
- **Employers that are not willing to take a lead role in assisting endorsed candidates settle into the community will not be accepted into the program.**

Performance to Date

- **A total of 25 employers (23 from TOSL, 1 from Sawridge First Nation, and 1 from MD of Lesser Slave River) have been approved to participate in the program**
- **A total of 39 Letters of Endorsement have been issued to candidates to fill local job vacancies.**
  - 17 candidates are newcomers (vast majority from South Asia), 22 are existing residents (here on temporary work visas) looking to use the RRS to obtain their permanent residency.
- **It is important to note that even with the RRS, candidates may have to wait several months before receiving a decision from the Government of Alberta on whether their Rural Renewal Application is approved.**
  - First Letters of Endorsement were issued to candidates by the TOSL in early May. To date the TOSL is unaware of any candidate making it through the entire process and landing in Slave Lake.
- **The TOSL does not assist employers in the selection of candidates, nor does it assist candidates in their immigration applications. Permanent Residency decisions are the sole discretion of the Government of Canada.**

Potential Risks / Unknowns for MD of Lesser Slave River

- **The number of MD businesses that will want to take advantage of the program.**
  - To date, the TOSL has been approached by two MD based employers – Tolko (already grandfathered into the program) and Fas Gas Smith (owner is utilizing the program for their Slave Lake location).
- **Influx of new workers may worsen the already challenging housing situation (lack of affordable housing).**
- **Lack of settlement services in the region. Candidates not settling successfully in the community due to not being fully prepared or aware of what life is like in rural Northern Alberta.**

Questions?

Lesser Slave River

Request for Decision

Title:	Bylaw 2023-05 Land Use Bylaw Amendment #8
Date:	10/11/2023
Presented By:	Ann Åsfrid Holden, Planning & Development Officer
Attachments:	Bylaw 2023-05, Application, Maps

Proposed Motion	*Move to give third reading of Bylaw 2023-05 Land Use Bylaw 2021-17 Amendment #8 for SE-27-65-2-W5 for the purpose of subdivision of land less than 10 hectares (24.7 acres) as presented.*
Administrations Recommendation(s)	As proposed.

BACKGROUND
An application has been received from a landowner to change the current land use zoning of SE-27-65-2-W5 from Agricultural District to Residential Un-Serviced District. The application to rezone is a condition of a subdivision approval since the parcel to be subdivided will be 4.04 ha (10 ac) and the minimum size of an agricultural parcel is 10 ha (24.7 ac).

A change in land use zoning requires an amendment to the Land Use Bylaw. Bylaws related to Land Use must go through a Public Hearing process.

Bylaw 2023-05 as presented for third reading proposes to amend Land Use Bylaw 2021-17 and change the present zoning of SE-27-65-2-W5 from Agriculture (A) to Residential Un-Serviced (RUS) District.

ALTERNATIVE OPTIONS
Not proceeding with third reading of Bylaw 2023-05 Land Use Bylaw 2021-17 Amendment #8.

BENEFIT/RISKS
Not proceeding with third reading would make it impossible for the applicant to complete the subdivision and it would create uncertainty for developers. The landowner has completed all other conditions of the subdivision approval.

STRATEGIC ALIGNMENT
Land Use Bylaw 2021-17 require a minimum size of 10 ha (24.7 ac) for an agricultural zoned parcel of land. As the subdivision is registered, the parcel of land will not have enough land to remain in the Agricultural land use district. The Agricultural district allows owners a range of uses that are not allowed in the Residential Un-Serviced district. The reason for this difference is that a larger parcel of land, which leads to less density, can accommodate uses with more impact on land around it than a small parcel of land. Redistricting is good governance - land use is key to sustainable growth and development.

FINANCIAL IMPLICATION
Standard costs to process a change in land use application (Planning & Development staff time, advertising) can be anticipated. The application fee of $500, which covers the cost of processing the application, has been paid by the landowner.

OTHER CONSIDERATIONS
Section 692 of the *Municipal Government Act* requires a municipality to hold a public hearing with respect to amending a statutory plan or land use bylaw in accordance with Section 230 after giving notice of it in accordance with Section 606. A public hearing for this application was held on June 14, 2023.

COMMUNICATION STRATEGY
Below is a timeline showing the progression of Bylaw 2023-05 Land Use Bylaw 2021-17 Amendment No. 8:

- May 10, 2023 – first reading of Bylaw 2023-05
- May 17, 2023 – written notification sent to landowner, adjacent landowners, and referral agencies
- May 24, 2023 – advertisement in Lakeside Leader (week one)
- May 31, 2023 – advertisement in the Lakeside Leader (week two)
- June 8, 2023 – deadline for written submissions to be included in agenda
- June 14, 2023 – Public Hearing (Council Chambers at 10:15 PM)
- June 14, 2023 – second reading of Bylaw 2023-05
- October 11, 2023 – Council decision on Bylaw 2023-05
- October 11, 2023 – Registration of Subdivision

Prepared by:	Ann Åsfrid Holden, Planning and Development Officer
Reviewed By:	Jillian Bishop, Administrative Assistant – Planning and Development
Approved	Barry Kolenosky, Chief Administrative Officer

BYLAW 2023-05

A BYLAW OF MUNICIPAL DISTRICT OF LESSER SLAVE RIVER NO. 124 IN THE PROVINCE OF ALBERTA, TO AMEND BYLAW 2021-17 LAND USE BYLAW AMENDMENT #8

WHEREAS Sections 639 & 640 of the *Municipal Government Act*, RSA 2000, and amendments thereto, empowers a Council to adopt a Land Use Bylaw within the Municipal District of Lesser Slave River No. 124;

WHEREAS the Municipal District of Lesser Slave River No. 124 Council has adopted Bylaw 2021-17 Land Use Bylaw;

WHEREAS Section 191 (1) of the *Municipal Government Act*, and amendments thereto, provides the power to pass a bylaw under this or any other enactment includes a power to amend or repeal the bylaw;

WHEREAS the amendment or repeal must be made in the same way as the original bylaw and is subject to the same consents or conditions or advertising requirements that apply to the passing of the original bylaw, unless this or any other enactment provides otherwise;

WHEREAS the Council for the Municipal District of Lesser Slave River No. 124 deems it appropriate and expedient to amend Bylaw 2021-17 Land Use Bylaw; and

NOW THEREFORE the Council of Municipal District of Lesser Slave River No. 124 in the Province of Alberta, duly assembled, hereby amends Bylaw 2021-17 Land Use Bylaw as follows:

1. The land use district of SE-27-65-2-W5 changes from Agricultural (A) to Residential Un-Serviced (RUS), as shown on Schedule "A" which is attached hereto and forms part of this Bylaw.

2. Bylaw 2021-17 Land Use Bylaw is hereby amended.

3. Bylaw 2023-05 AMENDMENT #8 forms part of Bylaw 2021-17 Land Use Bylaw.

4. This Bylaw 2023-05 AMENDMENT #8 becomes effective upon the date of the final passing thereof.

This Bylaw takes effect immediately after third reading and upon being signed.

READ for a first time this 10th day of May, 2023.

Murray Kerik, Reeve

Barry Kolenosky, Chief Administrative Officer

ADVERTISED the 24th day of May, 2023.

ADVERTISED a second time the 31st day of May, 2023.

PUBLIC HEARING held on 14th day of June, 2023.

READ for a second time this 14th day of June, 2023.

READ for a third and final time this _____ day of _____, 2023.

_____
Murray Kerik, Reeve

_____
Barry Kolenosky, Chief Administrative Officer

Schedule "A"

Legend

- Land Parcels
- Hydro Area
- Hydro Line
- Railway

Roads

- Provincial Roads
- Municipal Roads
- Private Roads
- Parcel to change from Agricultural to Residential Un-Serviced Land Use District

April 20, 2023 10TM NAD 83

Land Use Bylaw Amendment of SE-27-65-2-W5

The MD of Lesser Slave River makes no representations or warranties regarding the information contained in this document, including, without limitation, whether said information is accurate or complete. Persons using this document do so solely at their own risk, and the MD of Lesser Slave River shall have no liability to such persons for any loss or damage whatsoever.

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Application no.: 23-RZ-01

Form Received: Apr. 26 | 2023

Lesser Slave River
Planning & Development

LAND USE BYLAW AMENDMENT APPLICATION

This form is to be completed in full wherever applicable by the registered owner of the land that is subject of the application or by a person authorized to act on the registered owner's behalf.

APPLICANT NAME: Marvin Schneider
HOME PHONE:
MOBILE PHONE:
MAILING ADDRESS:
POSTAL CODE: T0G 0Z0
EMAIL ADDRESS:

Complete below if different from applicant:
REGISTERED LANDOWNER NAME:
HOME PHONE:
MOBILE PHONE:
MAILING ADDRESS:
POSTAL CODE:

LAND LOCATION

Quarter	Section	Township	Range	Meridian	OR	Lot	Block	Plan
SE	27	63	2	5				

LAND USE CLASSIFICATION AMENDMENT PROPOSED

FROM: Farm Land TO: Residential

IS THIS AMENDMENT A CONDITION OF SUBDIVISION OR DEVELOPMENT? X **YES** **NO**

DESCRIBE THE HISTORICAL USE/CONTENTS OF THE LAND *(Please check all that apply)*

Gravesite | Industrial Site | Oil/Gas | Landfill | Sewage: X Open Discharge | Lagoon
Storage of Hazardous Materials | X Other

REASONS SUPPORTING PROPOSED AMENDMENT *(Please include additional pages if space below is insufficient)*

Subdividing 10 acres off the Quarter Section to settle on estate.

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF $____, AND HEREBY DECLARE THAT THE ABOVE INFORMATION IS, TO THE BEST OF MY/OUR KNOWLEDGE, FACTUAL AND CORRECT.
NOTE: *Registered owner's signature is required if different from applicant.*

Marvin Schneider
APPLICANT SIGNATURE **DATE** April 24, 2023

Marvin Schneider
REGISTERED LANDOWNER SIGNATURE **DATE** April 24, 2023

MUNICIPAL DISTRICT of LESSER SLAVE RIVER no.124 | BOX 722, SLAVE LAKE AB T0G 2A0 | Tel 780.849.4888 | Toll-Free 1.866.449.4888 | Fax 780.849.4939
BOX 93, FLATBUSH AB T0G 0Z0 | Tel 780.681.3929 | Toll-Free 1.866.681.3929 | Fax 780.681.3936

Lesser Slave River
Planning & Development

LAND USE BYLAW AMENDMENT APPLICATION | RIGHT OF ENTRY

Please complete the following right-of-way form and include it with your Development Permit Application.

Right of Entry for an Authorized Person of the Municipal District of Lesser Slave River no. 124 for the purpose of a Site Inspection of the Land Affected by the Proposed Permit Application.

X I DO

I DO NOT

give consent for an authorized person of the Municipal District of Lesser Slave River no. 124 to enter upon the land that is subject to the application for the purposes of making a site inspection in order to evaluate the proposed application and monitor its compliance.

LAND LOCATION

Quarter	Section	Township	Range	Meridian	OR	Lot	Block	Plan
SE	27	65	2	5				

Marvin Schneider
APPLICANT NAME (PLEASE PRINT)

Marvin Schneider
APPLICANT SIGNATURE

DATE April 24, 2023

FOR ADMINISTRATIVE USE

FEE ENCLOSED: Yes No

AMOUNT:

RECEIPT NO.:

MUNICIPAL DISTRICT of LESSER SLAVE RIVER no. 124 | BOX 722, SLAVE LAKE AB T0G 2A0 | Tel 780.849.4888 | Toll-Free 1.866.449.4888 | Fax 780.849.4939

BOX 93, FLATBUSH AB T0G 0Z0 | Tel 780.681.3929 | Toll-Free 1.866.681.3929 | Fax 780.681.3936

Lesser Slave River
Planning & Development

INSTRUCTIONS FOR LAND USE BYLAW AMENDMENT APPLICATIONS

PLEASE NOTE: An application to amend this Bylaw shall be made to the Development Officer on the prescribed form accompanied by the following:

1. A non-refundable application fee of $500 made payable to the Municipal District of Lesser Slave River;
2. A certificate of title, or copy, of the land affected by the proposed amendment application that has been issued by the Alberta Land Titles Office within the last thirty (30) days or other documents satisfactory to the Development Authority;
3. The applicant's name, address and interest in the subject property;
4. A brief written statement by the applicant providing reasons and support for the application;
5. Permission for right-of-entry by the Development Officer and/or other persons authorized by the MD; and
6. An application to change the land use designation shall include an accurate and fully dimensioned graphic representation of the subject lands affected by the proposed amendment.

If any assistance regarding Land Use Bylaw amendments is required, please contact the Municipal District of Lesser Slave River office in your area:

Flatbush: 780.681.3929 or toll free 1.866.681.3929
All other areas: 780.849.4888 or toll free 1.866.449.4888

MUNICIPAL DISTRICT *of* LESSER SLAVE RIVER *no.*124 | BOX 722, SLAVE LAKE AB T0G 2A0 | *Tel* 780.849.4888 | *Toll-Free* 1.866.449.4888 | *Fax* 780.849.4939
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Lesser Slave River

Request for Decision

Title:	Area Structure Plans Repeal Bylaw
Date:	10/11/2022
Presented By:	Ann Holden
Attachments:	Bylaw 2023-09 being a Bylaw of the Municipal District for the purpose of repealing 2012-03 Marten Beach Area Structure Plan Amendment #34 and 2015-09 Hamlet of Smith Area Structure Plan Amendment #1 Bylaw 2012-03 Marten Beach Area Structure Plan Amendment #34 Bylaw 2015-09 Smith Area Structure plan Amendment #1

Proposed Motion	*Move to give first reading of Bylaw 2023-09 and schedule a public hearing.*
Administration's Recommendation(s)	As proposed.

BACKGROUND:

The Smith Area Structure Plan and the Marten Beach Area Structure Plan were repealed September 22, 2021. However, the Administration did not include the amendments to the Area Structure Plans (ASP) in the repeal bylaw. To clean up the MD Bylaws, the amendments to these two ASPs should also be repealed.

ALTERNATIVE OPTIONS:

1. Repeal Bylaw 2012-03.
2. Repeal Bylaw 2015-09
3. Leave current bylaws in place.

BENEFIT/RISKS:

Repealing the two ASP amendments aligns with repeals already completed.
There are no known risks.

STRATEGIC ALIGNMENT:

Repealing Area Structure Plans aligns strategically with the Land Use Bylaw 2021-17.

FINANCIAL IMPLICATION:

There are no known financial implications.

OTHER CONSIDERATIONS:

The review of the Area Structure Plans revealed that they were outdated. For example, the Smith ASP did not even include the water and sewer lines, and the Marten Beach ASP, did not mention the flood risk or what to do to mitigate it.

COMMUNICATION STRATEGY:

The repeal of a bylaw must be made in the same way as the original bylaw. To pass a statutory plan, the bylaw must go through first reading, being advertised for two consecutive weeks prior to a public hearing, and finally, second and third reading after the public hearing.

First reading:	October 11, 2023
Advertising:	To be determined at the Council Organizational Meeting on October 25, 2023, but ideally October 11 and November 1, 2023
Public hearing:	To be determined at the Council Organizational Meeting on October 25, 2023
Second reading:	To be determined at the Council Organizational Meeting on October 25, 2023
Third reading:	To be determined at the Council Organizational Meeting on October 25, 2023

Prepared by:	Ann Holden, Planning and Development Officer
Reviewed by:	Jillian Bishop, Administrative Assistant, Planning and Development Dawn Lynn Durocher, Municipal Clerk
Approved by:	Barry Kolenosky, Chief Administrative Officer

DRAFT BYLAW 2023-09

OF THE MUNICIPAL DISTRICT OF LESSER SLAVE RIVER NO.124

Being a Bylaw of the Municipal District for the purpose of repealing 2012-03 Marten Beach Area Structure Plan Amendment #34 and 2015-09 Smith Area Structure Plan Amendment #1

WHEREAS Section 191 (1) of the *Municipal Government Act*, being *Chapter M-26* of the Statutes of Alberta, as Amended, provides for Council the power to pass a bylaw under this or any other enactment includes the power to amend or repeal the bylaw;

WHEREAS the amendment or repeal must be made in the same way as the original bylaw and is subject to the same consents or conditions or advertising requirements that apply to the passing of the original bylaw, unless this or any other enactment provides otherwise;

WHEREAS the Council of the Municipal District of Lesser Slave River No. 124 has determined the Marten Beach Area Structure Plan Amendment #34 and Smith Area Structure Plan amendment #1 is no longer current, relevant or valid;

NOW THEREFORE, the Council of the Municipal District of Lesser Slave River No. 124 in the Province of Alberta, duly assembled, hereby repeals the following bylaws:

2012-03 – Marten Beach Area Structure Plan Amendment #34

2015-09 – Smith Area Structure Plan Amendment #1

This Bylaw takes effect immediately after third reading and upon being signed.

READ for a first time this _____ day of _____, 2023

_____
Murray Kerik, Reeve

_____
Barry Kolenosky, Chief Administrative Officer

ADVERTISED the _____ day of _____, 2023

ADVERTISED a second time the _____ day of _____, 2023

PUBLIC HEARING held on _____ day of _____, 2023

READ for a second time this _____ day of _____, 2023

_____
Murray Kerik, Reeve

_____
Barry Kolenosky, Chief Administrative Officer

READ for a third and final time this _____ day of _____, 2023

_____
Murray Kerik, Reeve

_____
Chief Administrative Officer, Barry Kolenosky

DRAFT

BYLAW 2012-03

OF THE MUNICIPAL DISTRICT OF LESSER SLAVE RIVER NO. 124

Being a Bylaw of the Municipal District to Amend the Marten Beach Area Structure Plan

Amendment No. 34

WHEREAS Section 633 and 636 of the Municipal Government Act, Chapter M-26, 2000 and amendments thereto, empowers Council to amend an Area Structure Plan.

AND WHEREAS the Council for the Municipal District of Lesser Slave River No. 124 deems it appropriate and expedient to amend an Area Structure Plan for the purpose of providing a framework for the subsequent subdivision and development of an area of land within our boundaries.

AND WHEREAS Sections 692 of the Municipal Government Act, RSA 2000, Chapter M-26 with amendments, requires Council to hold a public hearing with respect to the proposed bylaw according to hold a public hearing with respect to the proposed bylaw accordint o Section 606 of the Act, giving notice of it in accordance with subsection (2) and (3) of this section:

NOW THEREFORE, the Council for the Municipal District of Lesser Slave River No. 124, duly assembled hereby amends the Marten Beach Area Structure Plan as attached to and forming part of this Bylaw as Schedule "A" and Schedule "B"

This Bylaw becomes effective upon the date of the final passing thereof.

Read a first time this 14th day of March, A.D., 2012

Reeve

Manager

ADVERTISED the 28th day of March, A.D., 2012

ADVERTISED a second time the 4th day of April, A.D., 2012

Public Hearing Held on 11th day of April, 2012 at 1:00 pm. A.D., 2012

Read a second time this 25 day of April, A.D., 2012

Read a third time and finally passed, this 25 day of April, A.D., 2012

Reeve

Manager

BYLAW 2012-03

SCHEDULE "A"

Policy 1.5 of Bylaw 96-09 (being the Marten Beach Area Structure Plan) as follows:

1.5 No further residential subdivision or re-subdivision to create additional lots will occur within the community, with the exception of Plan 875 TR, Block 7, Lot 5

BYLAW 2012-03

SCHEDULE "B"

The Marten Beach Area Structure Plan Bylaw 96-09 of the Municipal District of Lesser Slave River No. 124, and amendments hereto, is hereby amended as follows:

a) to change the classification of Plan 875TR, Block 7, Lot 5 from Commercial to Residential as shown below

(C) Commercial TO (R) Residential

Figure 1
Proposed Amendment
Marten Beach Area Structure Plan

Lot 5; Block 7; Plan 875 TR
M.D. of Lesser Slave River, AB

BYLAW 2015-09

OF THE MUNICIPAL DISTRICT OF LESSER SLAVE RIVER NO. 124

Being a Bylaw of the Municipal District to Amend the Hamlet of Smith Area Structure Plan

Amendment No. 1

WHEREAS Sections 633 & 636 of the Municipal Government Act, RSA 2000, and amendments thereto, empowers a council to adopt amend an Area Structure Plan;

AND WHEREAS the Council for the Municipal District of Lesser Slave River No. 124 deems it appropriate and expedient to amend an Area Structure Plan for the purpose of providing a framework for the subsequent subdivision and development of an area of land within the Hamlet of Smith Area Structure Plan;

AND WHEREAS Sections 692 of the Municipal Government Act, RSA 2000, and amendments thereto, requires the Council to hold a public hearing with respect to the proposed Bylaw according to Section 606 of the Act after giving notice of it in accordance with subsections (2) and (3) of this section;

NOW THEREFORE, the Council for the Municipal District of Lesser Slave River No. 124 HEREBY ENACTS AS FOLLOWS:

1. The Hamlet of Smith Area Structure Plan of the Municipal District of Lesser Slave River No. 124, Bylaw No. 95-26, is hereby amended as follows:

   a) That the A Hamlet of Smith Development Concept designation for Plan 4970MC Lot R1 be amended from Downtown Commercial to Parks and Open Space, as shown on Schedule "A" which is attached hereto and forms part of this Bylaw.

2. Bylaw 95-26 is hereby amended.

3. This Bylaw forms part of the Hamlet of Smith Area Structure Plan.

4. This Bylaw becomes effective upon the date of the final passing thereof.

Read a first time this 24th day of June, A.D., 2015

Reeve

Manager

ADVERTISED the 22nd day of July, A.D., 2015

ADVERTISED a second time the 29th day of July, A.D., 2015

Public Hearing Held on 12th day of August, 2015 at 1:00pm. A.D., 2015

Read a second time this 12th day of August, A.D., 2015

Read a third time and finally passed, this 12th day of August, A.D., 2015

Reeve

Manager

Schedule "A"

Plan 4970MC
Lot R1
"COMMERCIAL DOWNTOWN" TO "PARKS & OPEN SPACE"
+/- 1 ac. (0.4 ha)
Private Road way
903 9th Ave
Hwy No. 2A
N

Lesser Slave River

Request for Decision

Title:	Policy A10 – Rugged & Real Post-secondary Scholarship
Date:	10/11/2022
Presented By:	Sandra Rendle, Community Services Coordinator
Attachments:	Policy A10 – Rugged & Real Post-secondary Scholarship – Draft Rugged & Real Post-secondary Scholarship Procedure – A10

Proposed Motion	1. *Move to adopt A10 – Rugged & Real Post-secondary Scholarship Policy as amended.* 2. *Move to accept A10 Rugged & Real Post-secondary Scholarship Administrative Procedure as information.*
Administration's Recommendation(s)	As proposed.

BACKGROUND:

Council reviewed Policy A10 – Rugged & Real Post-secondary Scholarship at the October 4, 2023, Committee of the Whole meeting and made a motion to bring the Policy forward to the October 11m 2023 Council Meeting.

Changes include removing the administrative procedures from the policy and adding the evaluation criteria the applicants will have to adhere to.

ALTERNATIVE OPTIONS:

1. Move that Council approve Policy A10 – Rugged and Real Post-secondary Scholarship and the Administrative Procedure – A 10 as presented.
2. Move that Council approve Policy A10 – Rugged and Real Post-secondary Scholarship and the Administrative Procedure – A 10 as amended.
3. Move to bring back Policy A10 to an upcoming COW Meeting for further discussion.

BENEFIT/RISKS:

Benefit:
A Policy will provide clear directions to council, administration, and scholarship applicants.

Risk:
None

STRATEGIC ALIGNMENT:

Aligns with the new Policy and Procedure Development Policy.

FINANCIAL IMPLICATION:

Funding for the scholarship will be included in the annual operational budget. The amount will depend on how many scholarships are awarded each year.

OTHER CONSIDERATIONS:

N/A

COMMUNICATION STRATEGY:

The Policy will be advertised the same as other policies. Successful Scholarship recipients will be advertised on our website and social media platforms.

Prepared By: Sandra Rendle, Community Services Coordinator
Reviewed By: Dawn Lynn Durocher, Municipal Clerk
Approved By: Barry Kolenosky, Chief Administrative Officer

Lesser Slave River

Title:	**RUGGED & REAL POST-SECONDARY SCHOLARSHIP PROGRAM POLICY**
Policy Number:	**A10**
Effective Date:	**2023-10-11**
Resolution:	To be added once approved by Council
Department Responsible:	Council
Supersedes Policy No:	
Next Review Date:	**October 11, 2026**

POLICY STATEMENT:

In keeping with our vision that the Municipal District of Lesser Slave River No. 124 is a municipality where prosperity is the norm, and where people are equipped to care for themselves, for the land, and one another, Council wishes to provide a scholarship to a worthy student from the Municipal District who reflects our values and who has been accepted at a post-secondary institution for a trade, diploma, or degree program to reflect that desired vision.

DEFINITIONS:

Applicant means any individual who has applied for the Rugged and Real Post-secondary Scholarship Program

Council means the duly elected Council of the Municipal District of Lesser Slave River No. 124

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

PRINCIPLE:

To establish an annual scholarship entitled the "Municipal District of Lesser Slave River No. 124 Rugged and Real Post-secondary Scholarship Program" and the criteria for awarding it. A secondary purpose is that of engaging residents who are pursuing further studies to better themselves.

1. **Eligibility**
    a. Applicants must be high school graduates and currently reside in the Municipal District of Lesser Slave River No. 124; applicants may also be seasonal/student staff of the MD, regardless of residence.
    b. Applicants must provide evidence of acceptance in a post-secondary program for a trade, diploma, or degree program.
    c. Applicants must complete the prescribed application form for the scholarship and provide a resume.
    d. For clarity, there is no requirement that the scholarship recipient is required to return to the Municipal District upon graduation, but it is hoped that they will be an informal future ambassador for it.

2. **Application Deadline**

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a. Applications with required information shall be due by 4:30 p.m. on the last Friday of June. No exceptions will be made for late applications.
b. Administration will ensure that the scholarship and deadline of application is communicated through the Municipal District website and social media platforms.

3. Value

a. The scholarship(s) shall be $1,000 and Council will set aside funds for at least one scholarship annually.

4. Judging Criteria

- All applications for the Rugged & Real Post-secondary Scholarship Program will be reviewed by Council. The successful candidate will be selected based on eligibility and an evaluation of their speech/essay using the following criteria Points - Citizenship and community involvement (leadership capabilities/mentorship)
- 30 Points - Delivery (audience connection, flow of information, ease and understandability)
- 30 Points - Creativity and Originality
- 10 Points - Length (appropriate length)

5. Payment of Scholarship

a. A cheque shall be issued in the applicant's name upon awarding of the scholarship.

Chief Administrative Officer Barry Kolenosky	Date
Reeve Murray Kerik	Date

RELATED DOCUMENTS: Rugged and Real Post-secondary Scholarship Procedure – A10

DRAFT

Lesser Slave River

TITLE: **RUGGED & REAL POST SECONDARY SCHOLARSHIP** **PROCEDURE NO**: A10

RESOLUTION: **EFFECTIVE DATE**: October 11, 2023

DEPARTMENT RESPONSIBLE: Community Services **NEXT REVIEW DATE**: Oct. 11, 2023

GENERAL GUIDELINES:

This procedure is to ensure that every application is reviewed in a consistent manner following the criteria for awarding it.

DEFINITIONS:

Applicant means any individual who has applied for the Rugged and Real Post-secondary Scholarship Program

Council means the duly elected Council of the Municipal District of Lesser Slave River No. 124

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

PROCEDURE:

Administration will manage all Rugged & Real Post-Secondary Scholarship Applications for the Municipal District, which includes the following:

- Advertising the scholarship on the Municipal District website and social media platforms;
- Respond to applicants' questions in the timely manner;
- Receive and process all applications;
- Ensure no exceptions are made to late applications, the deadline for application is 4:30 p.m. on the last Friday of June;
- Maintain detailed records of applicants, including past scholarships received from the Municipal District; and
- All information contained within the application is kept **confidential and not a public record**.

Administration will follow the processes below when bringing grant funding applications forward:

- Ensure applications meet the following criteria:
- Must be a high school graduate;
- Currently resides in the Municipal District of Lesser Slave River No. 124 or is a seasonal/student of the MD regardless of residence; and
- Has provided evidence of acceptance in a post-secondary program or trade diploma, or degree program.
- Prepare an RFD to be presented during a closed session next Regular Meeting of Council after the application deadline, including:
- Application and supporting documentation;
- Evidence of acceptance in a post-secondary program or trade diploma, or degree program;
- Evaluate applications (speech/essay) using the following criteria and present recommendations with reasons.
- 30 Points - Citizenship and community involvement (leadership capabilities/mentorship)
- 30 Points - Delivery – (audience connection, flow of information, ease and understandability)
- 30 Points - Creativity and Originality

DRAFT

Lesser Slave River

- 10 Points - Length (appropriate length); and
- List applications in order of highest to lowest scoring.
- Once awarded, prepare letter from the Municipal District, to be signed by the Reeve and prepare RFC for account payable in a timely manner;
- Send correspondence/cheques to the applicants indicating, successful or unsuccessful, and encourage unsuccessful recipients to resubmit an application the following year if they meet the eligibility criteria; and
- Ensure scholarship recipients are advertised on the MD Website and social media platforms.

Community Services will continuously monitor the policy and procedure for effectiveness and make necessary changes as required.

DRAFT

_____ _____

Chief Administrative Officer
Barry Kolenosky

Date

Lesser Slave River

Request for Decision

Title	E5 Borrow and Right- Of-Way Acquisition
Date	October 4, 2023
Presented By:	Cody Borris
Attachments	E5 Borrow and Right- Of-Way Acquisition Policy E5 Borrow and Right- Of-Way Acquisition Procedure

Proposed Motion	1. *Move to adopt policy E5 Borrow and Right of Way Acquisition as amended.* 2. *Move to accept E5 Borrow and Right of Way Acquisition procedure as information.*
Administrations Recommendation(s)	As proposed.

BACKGROUND
Policy E5 Borrow and Right- Of-Way Acquisition was taken to the Committee of the Whole meeting on October 4, 2023, and council made recommendations to add more clarification to policy. These recommendations were added to the policy and additional changes were made to the procedures to reflect council's direction.

ALTERNATIVE OPTIONS
Make no changes to policy.
Bring forth policy to future COW meeting for discussion

BENEFIT/RISKS
It is to the benefit of the municipality to have a policy that is fair and equitable for all parties when acquiring land for burrow pits and right of way for infrastructure improvements.

STRATEGIC ALIGNMENT
The revised policy aligns with direction from Council to revise and update policy.

FINANCIAL IMPLICATION
The financial implications will be reviewed during budget planning.

OTHER CONSIDERATIONS
N/A

COMMUNICATION STRATEGY
Updated policy will be advertised on MD website.

Prepared By: Cody Borris Transportation & Facilities Maintenance Manager
Reviewed By: Tanya Courtorielle, Transportation Administrative Assistant
Dawn Lynn Durocher, Municipal Clerk
Approved By: Barry Kolenosky, Chief Administrative Officer

Lesser Slave River

Title:	**BORROW AND RIGHT-OF-WAY ACQUISITION DRAFT**
Policy Number:	**E5 – Amended**
Effective Date:	**2023-10-11**
Resolution:	
Department Responsible:	Transportation Department
Supersedes Policy No:	**E5**
Next Review Date:	**October 11, 2026**

POLICY STATEMENT:

In order to provide a standard for the Municipality to enter into a legal agreement with landowners in an orderly and timely manner for the acquisition and or use of lands required for road construction, road widening, upgrading, facilities, and any other infrastructure requiring land purchases.

DEFINITIONS:

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.

PRINCIPLE:

1. This policy shall include the standard for the purchase of lands, for right of way acquisition, back sloping and borrow pit agreements.

2. Acquisition shall mean the purchasing and or obtaining a lease, license, easement, agreement, workplace, or option to purchase land required for an approved, planned, and budgeted projects of the Municipality through negotiation with the landowner.

3. The compensation payable to the landowner shall be based on the market value of the land or partial taking, damages attributable to disturbance, and damages for injurious affection. The value of these kinds of damages will be determined by the Chief Administrative Officer in accordance with appraisals and Court or Board precedents which have dealt with similar cases. The underlying principle is that a landowner should be no worse off after a proposed taking than before, and any value paid should reflect this principle.

DRAFT

_____ _____
Chief Administrative Officer Date
Barry Kolenosky

_____ _____
Reeve Date
Murray Kerik

RELATED DOCUMENTS:

DRAFT

Lesser Slave River

TITLE: **BORROW AND RIGHT-OF-WAY ACQUISITION** **PROCEDURE NO**:

RESOLUTION: **EFFECTIVE DATE**: 2023-10-11

DEPARTMENT RESPONSIBLE: Transportation **NEXT REVIEW DATE**: October 11, 2026

GENERAL GUIDELINES:
This procedure shall include the standard for the purchase of lands, for right of way acquisition, back sloping and borrow pit agreements.

DEFINITIONS:

MDLSR: means the Municipal District of Lesser Slave River #124 having jurisdiction under the Municipal Government Act and other applicable legislation.

PROCEDURE:

1. Acquisition shall mean the purchasing and or obtaining a lease, license, easement, agreement, workplace or option to purchase land required for an approved, planned, and budgeted projects of the Municipality through negotiation with the landowner.

2. The compensation payable to the landowner shall be based on the market value of the land or partial taking, damages attributable to disturbance, and damages for injurious affection. The value of these kinds of damages will be determined by the Chief Administrative Officer in accordance with appraisals and Court or Board precedents which have dealt with similar cases. The underlying principle is that a landowner should be no worse off after a proposed taking than before, and any value paid should reflect this principle.

3. The Chief Administrative Officer, Senior Managers, consultants or their designate shall negotiate the acquisition of required interests in land on behalf of the MDLSR.

4. Administration shall ensure the following:
a) Ensure the appropriate documentation is executed and registered at the Land Titles office to secure the interest acquired by the Municipality.

b) Maintain accurate and complete land project files.

c) To obtain all the necessary consents and/or postponements of encumbrance holders on title.

d) To prepare and provide estimates of costs of land acquisition for budget purposes.

e) To oversee direct and evaluate an external consultant (land agents, surveyors, appraisers, etc.) retained to assist on land acquisitions.

f) Coordinate and administer any required expropriations.

g) To ensure negotiated settlements are fair and equitable.

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Lesser Slave River

5. The land purchaser shall endeavor to acquire land by discussion, conference and final agreement on the terms of a voluntary transfer of land. All properties shall be appraised to determine the fair market value of land and/or property and estimated value of partial taking prior to contacting the landowner. The negotiations will be in good faith and will not exceed a reasonable time frame. Exhaustive negotiations must be taken prior to any discussions on expropriation proceedings.

6. All agreements for the purchase of land shall be in writing in a format acceptable by administration. The conditions or undertakings by the Municipality shall always be in writing and contained within the main agreement, appendix agreement, or confirming letters to landowners.

7. The purpose of providing gland compensation is to ensure that MDLSR pays a fair rate to landowners for road Right-of-Way and / or landscape/ borrow areas, and further to ensure that fair compensation is made to landowners for crop damage loss due to landscape/ borrow areas.

a) Payment to be made at current market value in that Township according to computer calculations based on Land Titles values and land sales information.

b) A minimum of one acre will be paid to the landowner for land compensation on a quarter section. If the exact acreage cannot be determined at the time the Easement is signed, the Easement will state the price to be paid per acre, and the compensation will be paid on completion of the legal survey.

c) A Caveat will be registered on the property to formalize the agreement, until the legal survey has been completed.

8. Payment for lands to the landowner shall not be released until the acquired interest is secured on the title to the land or a registerable transfer has been obtained. Administration shall ensure all required consents and/or postponements have been obtained from applicable encumbrance holders prior to release.

9. Administration shall ensure the Municipality has met all of its commitments under the various agreements. Any necessary releases shall be obtained, and all damages payments paid. Any necessary legal surveys and partial discharges into plans shall be prepared and registered to complete the land transaction.

10. Expropriation shall be implemented if negotiations break down or terms of voluntary transfer are unacceptable after a reasonable time frame. Recommendations for expropriation of property shall be forwarded to Council for the necessary resolution. Administration shall notify the property owner of the time and date when Council is to consider an expropriation resolution. The landowner, if they desire, shall be given an opportunity to present their position to Council prior to consideration of authorizing resolution to expropriate. Once the authorizing resolution of expropriation is obtained by Council, the matter is then turned over to the Municipal solicitors.

11. Administration shall have the responsibility to process utility easements and roadway dedications required for development if:

a) a signed Development Agreement or intention exists with the party whom the easement or roadway benefit; and

b) the easement or roadway dedication location and alignment is acceptable to the Planning and Development Department.

12. The Chief Administrative Officer or designate shall be authorized and empowered to sign and seal the required documents described in this policy.

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Lesser Slave River

13. All easements executed by the MDLSR in conjunction with developments will be returned in trust to the developers on the strict condition that postponements to any prior financial encumbrances on title are obtained.

_____	_____
Chief Administrative Officer	Date
_____	_____
Reeve	Date

RELATED DOCUMENTS:

DRAFT

Lesser Slave River

Request for Decision

Title:	E8 Fencing Policy
Date:	10/4/2023
Presented By:	Cody Borris
Attachments:	E8 Fencing Policy E8 Procedure

Proposed Motion	1. *Move to adopt policy E8 Fencing as presented* 2. *Move to accept the E8 Fencing Procedure as information*
Administration's Recommendation(s)	As proposed

BACKGROUND:
Council reviewed Policy E8 Fencing Policy during the Committee of the Whole meeting held October 4, 2023. Administration was directed to bring forward a revised policy that aligns to current municipal best management practices. The current policy is outdated and does not follow the current policy structure.

ALTERNATIVE OPTIONS:
Make no changes to policy.

BENEFIT/RISKS:
It is to the benefit of the municipality to have a policy that is clear and concise to help guide and support the Transportation department.

STRATEGIC ALIGNMENT:
The revised policy aligns with direction from Council to revise and update policy.

FINANCIAL IMPLICATION:
N/A

OTHER CONSIDERATIONS:
N/A

COMMUNICATION STRATEGY:
Updated Policy will be advertised on MD website.

Prepared By: Cody Borris Transportation & Facilities Maintenance Manager
Reviewed By: Tanya Courtorielle, Transportation Administrative
Dawn Lynn Durocher, Municipal Clerk
Approved By: Barry Kolenosky, Chief Administrative Officer

Lesser Slave River

Title:	**FENCING**
Policy Number:	**E8 – Amended**
Effective Date:	**2023-10-11**
Resolution:	
Department Responsible:	Transportation Department
Supersedes Policy No:	**E8**
Next Review Date:	**October 11, 2026**

POLICY STATEMENT:

To establish the Municipal District standard for fencing requirements for road upgrading, back sloping, or brushing purposes.

DEFINITIONS:

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.

PRINCIPLE:

1. If a fence being supplied is in the best interest of the Municipal District and its road program, then the Municipal District will build the fence.
2. If the landowner is desirous of providing labor for approved fence construction with the Municipal District supplying materials, the Municipal District may consider a bill payment if it reflects an amount established by Council as an acceptable rate per mile for fencing.
3. If the Municipal District or its employees take out a fence, salvageable material is the property of the Municipal District. If the owner takes out an existing fence, he will be allowed to retain salvageable material.
4. Wherever possible, Transportation Department may re-use fencing materials.
5. If no fence exists, the Municipal District shall not be obligated to construct a fence.

DRAFT

Chief Administrative Officer	Date
Reeve	Date

Lesser Slave River

TITLE: **FENCING**

PROCEDURE NO: E8

RESOLUTION:

EFFECTIVE DATE: October 11, 2023

DEPARTMENT RESPONSIBLE: Transportation

NEXT REVIEW DATE: Oct 11, 2026

GENERAL GUIDELINES:

To establish a procedure of standard for fencing requirements for road upgrading, back sloping, or brushing purposes.

PROCEDURE:

1. The minimum standard for fencing will be as follows:

a) Either 12-gauge wire, double strand three-wire fencing or to the standard presently in place, whichever is of the higher quality.

b) Steel posts or treated posts with a minimum diameter of 5 inches and a length of 6.5 to 7.0 feet; varying post lengths may be used where conditions warrant in the view of the Transportation Department

c) Posts are to be placed 16 feet apart.

d) Corner post and staple placement are to the landowner's requirements.

2. Fencing, when required, may be carried out by either the applicable landowner or the private sector. A minimum of three quotes must be obtained before awarding a contract to a firm or an individual

3. When a fence is to be rebuilt due to construction, it shall be built to a standard equal to the existing fence unless a cost-sharing arrangement is made with the landowner to upgrade his fence.

Chief Administrative Officer
Barry Kolenosky

Date

Related Documents: E8 Fencing Policy

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Lesser Slave River

Request for Decision

Title	Residential Sewer Grinder Pump Maintenance Policy
Date	10/11/2023
Presented By:	Donna Cross
Attachments	Residential Sewer Grinder Pump Maintenance Policy & Procedure F6- Residential Sewer Grinder Pumps

Proposed Motion	1. *Move to the Rescind Policy F6 Residential Sewer Pumps and adopt Policy F10 Residential Sewer Grinder Pump Maintenance Policy as presented.* 2. *Move to accept F10 Residential Sewer Grinder Pump Maintenance Procedure as information.*
Administrations Recommendation(s)	As proposed

BACKGROUND
Upon Administration's review it has been determined that Policy F6, Residential Sewer Grinder Pumps requires rescinding as there are several factors to the policy that do not pertain to the Operations of the MD. Recognizing that there is a need for a policy to be in place , Administration has drafted Policy 10 Residential Sewer Pump Maintenance Policy. This policy is intended to detail the ownership and responsibility of the Municipal of Lesser Slave River and the Property Owner in relations to the residential sewer grinder pumps. Resulting from the October 4th, Committee of the Whole meeting, Council directed Administration to bring forth Policy F10 for adopting.

ALTERNATIVES
Council could motion to keep Policy F6 in place and not accept Policy F10.

BENEFITS/RISKS
There is no perceived risks to rescinding Policy F.6, Rescinding expired policies removes inaccurate information. Regularly reviewing your policies and procedures keeps your organization up to date with the latest regulations and technology, as well as consistent with best practices. Your policies are more consistent and effective, and they help protect the organization, the employees, and the ratepayers.

STRATEGIC ALIGNMENT
Policies are written statements that set standard of performance of the Municipality as a whole, and guidelines from the manner in which Municipality initiative and activities are carried out. Policies require rescinding to ensure that the active policy fits the intended purpose. Accurate polices assist in building effective and efficient communication between Administration and Ratepayers

FINANCIAL IMPLICATIONS
None perceived financial implications with the recommended motion.

OTHER CONSIDERATIONS
Rescinding and or adopting polices gives Council the opportunity to change direction in reference to the policy subject.

COMMUNICATION STRATEGY
If Council's direction is to rescind Policy F6 and approve Policy F10, the documentation will be updated on the Municipal Website.

Prepared By: Donna Cross, Acting Director of Utilities and Operational Services
Reviewed By: Dawn Lynn Durocher, Municipal Clerk
Approved By: Barry Kolenosky, Chief Administrative Officer

Lesser Slave River

Title:	**RESIDENTIAL SEWER GRINDER PUMP MAITNEANCE POLICY**
Policy Number:	**F10**
Effective Date:	**2023-10-11**
Resolution:	To be added once approved by Council
Department Responsible:	Utilities and Operational Services
Supersedes Policy No:	**F6 Residential Grinder Pumps**
Next Review Date:	**October 11, 2026**

POLICY STATEMENT:

The Municipal District of Lesser Slave Rivier is responsible for municipally owned water and wastewater services for communities within the Municipality. Municipal wastewater collection systems have typically consisted of gravity sewers connected to a local wastewater. However, in some locations, topography and other servicing challenges has required the installation of low-pressure sewer systems which require grinder pump packages to service certain properties.

This policy is intended to deal with ownership, and responsibility of the Municipal District of Lesser Slave River and the property owners in relation to the residential sewer grinder pumps.

DEFINITIONS:

"Appurtenances" means accessories, equipment required for sewer grinder pump.

"MDLSR" means the Municipal District of Lesser Slave River.

"Grinder pump" means a sewage grinder pump that is equipped with a grinder system the pump inlet, which cuts and grinds material that enters the sewer tank prior to pumping into the municipal owned low pressure sewer system.

"MSS" mean the Municipal Servicing Standards: manual that is designed to provide an information guide to set standards governing design, preparation and submission of plans and specifications for the construction of municipal improvements in the municipality.

"Property Owner" means the person registered as the owner of the property pursuant to the provision of the Land Title Act and shall include the person who is purchasing a property under an Agreement sale.

"Property" means a parcel of as defined in the *Municipal Government Act*. (Alberta).

PRINCIPLE:

1. The property owner will assume ownership of the sewer grinder pump, including all responsibility for inspection,

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maintenance, repairs, and replacement; including any costs occurred in respects to the grinder pumps.

2. The property owner is responsible for all costs incurred to purchase, install, and commission the pump and or sewer package and appurtenances on private property up to the sanitary curbstop at the property line. This includes retention of a MDLSR approved contractor to complete the installation as per manufacturer specifications.

3. The warranty period applies only to the mechanical aspects of the sewer pump. The warranty is honored by the pump distributor and not that of the MDLSR.

4. The warranty will remain with the pump regardless of any changes in property ownership.

5. That any pump repairs incurred due to negligence, deliberate abuse or damages caused by the flushing of products not recommended by the MDLSR or the manufacturer may void the warranty period. This can include but not be limited to the flushing of fats, oils and greases, powdered detergents, hair, hydrocarbons, feminine hygiene products, diapers, cat litter, abrasives, etc.

6. Damages due to the settling of the tank or other conditions not related to the pump itself will be the responsibility of the property owner or their installation contractor and not that of the MDLSR.

7. Any repairs due to freezing or lack of use due to prolonged absence will be the responsibility of the property owner and not that of the MDLSR.

8. The MDLSR is responsible to provide the design specifications set forth in the MSS pertaining to the sewer pump, sewer package, and any appurtenances required for the installation of a private sewer system.

9. The MDLSR is not responsible for any property damage, or any claims, costs, or damages, associated with the improper use or negligence by the property owner or occupant related to the pump package and its policies or any related infrastructure installed on the property of the owner. Further, the MDLSR is not responsible in any way for investigations, clean-up, or property damage related to the failure of the pump.

10. That the MDLSR will not provide any maintenance such as the removal or installation of any pumps installed in any tank not supplied by the Municipal District. In this case, the MDLSR will exchange or provide a new pump as requested by the homeowner with all costs being the responsibility of the homeowner.

11. All call outs to investigate an alarm or other costs incurred (such as MDLSR employee time, electrical, excavation, plumbing, etc.) the costs will be added to the MDLSR invoice to the property owner as specified in the rate bylaw.

12. All accounts must be up to date and in good standing prior to an MDLSR representative responding to a call out and/or the purchasing of a new sewer grinder pump.

13. A signed 5-year agreement or an invoice that proves the pump has been paid in full must be proven prior to the MDLSR employee or designated representative will complete a pump installation.

14. If a property equipped with a sewer system connected to the MDLSR collection is rented, it is recommended the homeowner should provide signing authority to the tenant allowing engagement by the MDLSR in the event of an emergency and the homeowner cannot be contacted.

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Chief Administrative Officer Barry Kolenosky	Date
Reeve Murray Kerik	Date

RELATED DOCUMENTS: Policy F6 Residential Grinder Pumps
Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26

Lesser Slave River

TITLE: **RESIDENTIAL SEWER GRINDER PUMP MAINTENANCE** **PROCEDURE NO**: F10

RESOLUTION: **EFFECTIVE DATE**: October 11, 2023

DEPARTMENT RESPONSIBLE: Utilities **NEXT REVIEW DATE**: October 11, 2026

GENERAL GUIDELINES:

Property Owners eligible under Policy F10 for routine maintenance and repair of their pumps, shall follow the procedure below to request an inspection or repair of their grinder pump.

DEFINITIONS:

"**MDLSR"** means Municipal District of Lesser Slave River

"**Property Owner"** means the person registered as the owner of the property pursuant to the provision of the *Land Title Act* and shall include the person who is purchasing a property under an Agreement sale.

"Resident" means the person residing at the property but is not the titled Property Owner.

PROCEDURE:

1. The Property Owners will be expected to provide their name, number, address, and the problem with their sewer grinder pump when calling for service.
2. The MDLSR reserves the right to have up to 48 hours response time for any sewer pump calls of emergency or non-emergency matters.
3. The MDLSR Utilities Department does not attend on site calls after regular business hours, weekends, or holidays.
4. Any person who calls and requests pump maintenance or a new pump must have their account in current good standing. This will be checked by the Utilities Administration prior to creating a work order
5. Any person who is requesting a new pump must either first enter into a 5-year agreement or have proof of a paid in full invoice for the new pump. This will be checked by the Utilities Administration prior to creating a work order.

Call Request During Work Hours

For request during regular business hours (8;30 to 4:30) Monday to Friday the Resident shall call the Customer Service at the Municipal District Slave Lake main administrative office at 780.849.4888 and request to speak to the Utilities Department.

6. Administration will collect all vital information which will include:
   - First and last name of the person calling
   - If the person calling is the Property Owner
   - Address of the property the call is pertaining to
   - Contact phone number of the person calling
   - What problem is pertaining to.

7. If the person calling is not the property owner, this person will be responsible to have the property owner call the MD Administration office and acknowledge the maintenance call is being requested.
8. Administration will notify the person calling that it can take up to 48 hours (two business days) for an operator to respond to this callout.

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Lesser Slave River

9. Administration will enter a work order to the Utilities Department though Asset Essentials Program.
10. The Utilities Operator assigned to the work order will call the owner to assist with the problem and gather more information. (This call may resolve the issue and eliminate the need of a site visit.).
11. The Utilities Operator will set a time and date for the site visit if required.
12. Once the work is completed the Utilities Operator will generate a completed work order for both the Owner and the Office. This work order will be used for invoicing costs to the Property owner.
13. Administration will generate an invoice for the Owner to cover all costs associated with the job. The Assigned Utilities Operator will close the off the work order in Asset Essential Program.
14. Administration will add the pump information (serial number), warranty and other pertinent documentation into Asset Essential Program under the property address.

Call Request Outside of Regular Business Hours

For requests outside of regular business hours, on weekends, and holidays the Property Owner shall call the regular Slave Lake Administration Office at 780.849.4888, which then will be answered by the MD After-Hours Answering Service.

15. The after-hours Attendant will relay your concern to the Utilities on-call staff.
16. The on-call staff will contact the Property Owner within 3 hours to discuss the problem and give them as much guidance as possible.
17. On call Utilities operator will instruct the Property Owner to call the Main Slave Lake Administration office at 780.849.4888 and request to speak with the Utilities Department.
18. Steps 6 to 13 will be completed.

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Barry Kolenosky – Chief Administrative Officer Date

Related Documents/Cross Reference: *Land Title Act, Statutes of Alberta 2000, Chapter L-4*
F6 Residential Sewer Grinder Pump Policy

Lesser Slave River

Request for Decision

Title:	Policy H8 – Licence of Occupation Policy & Procedure
Date:	10/11/2023
Presented By:	Ann Holden
Attachments:	Policy H8 – Licence of Occupation Policy, H8 Licence of Occupation Procedure

Proposed Motion:	*Move to adopt H.8 Licence of Occupation Policy as amended.* and *Move to accept the H.8 Licence of Occupation Procedure as information.*
Administrations Recommendation(s)	As proposed.

BACKGROUND:

Council has requested that Administration review the Licence of Occupation policy. After the Dominion of Canada was formed in 1867, the dominion government arranged for its new territories to be surveyed into townships and sections. Road allowances are where roads can be constructed if the need arises. In the case of the MD of Lesser Slave River, road allowances are owned by the Province of Alberta (s. 16) but under the control of the municipality (s. 18).

The municipality owns land such as Environmental Reserves, Municipal Reserves and Public Utility Lots. When encroachments occur onto municipal owned lands, the municipality may grant permission to encroach onto the land, as specified in the *Municipal Government Act*.

Municipalities will, from time to time, be asked to allow a person to use a municipal road, including undeveloped road allowances. The main reasons why residents wish to pursue a Licence of Occupation (LOC) are to gain access to their property through an undeveloped road allowance, to graze animals, or where buildings are encroaching onto municipal owned or controlled land.

The policy has the potential to be contentious since there are real and perceived benefits and disadvantages to the ways the policy is carried out. One of the main issues of contention seems to be how people are allowed to close off the land. The farmers want to ensure the safety of livestock by erecting a fence or gate. Hunters, on the other hand, want to ensure they have access to crown land. If the municipality only allows one type of closure, i.e., Texas gate, the option may be cost-prohibitive for family farms, or they could be installed in an unsafe manner. If gates are the only options, some locations may be unsuitable due to high crime rates, i.e., theft due to its metal content. Since each location is unique, restricting the type of use may limit the purpose of the policy of balancing private citizens' needs versus the public interest.

Research On Other Municipalities
Municipalities have different ways of dealing with requests to use lands that are controlled by the municipality (i.e., Municipal Reserves, road allowances, and Environmental Reserves). Some municipalities have a bylaw to regulate the use and occupation of municipal, while others have policies.

ALTERNATIVE OPTIONS:

1. Keep the policy as it is currently.
2. Make minor changes.
3. Go in a new direction.

BENEFITS/RISKS:

The benefit of having a policy for Licence of Occupation is that the MD can formalize a fair and consistent process of how the road allowances and other MD controlled land is allowed to be used.
Not everyone will agree on the policy as there are strong views on the use of public land adjacent to privately owned land. There is a risk of increasing complaints.

STRATEGIC ALIGNMENT:

The main legislative authority over the policy is the *Municipal Government Act*. Several sections apply to this policy. In addition, the *Traffic Safety Act* and municipal bylaws also apply to this policy.

- *Municipal Government Act* section 16 – title to roads.
- *Municipal Government Act* section 18 – control of roads.
- *Municipal Government Act* section 61 – municipality may grant rights over property (including road allowances).
- *Municipal Government Act* section 609 – no person can acquire an estate or interest in land owned by the municipality by unauthorized occupation.
- *Municipal Government Act* section 651.2 on encroachments onto a road that is under the direction, control, and management of the municipality.
- *Municipal Government Act* section 676 – changes to environmental reserve's use or boundary
- *Traffic Safety Act* Section 13(1) – the general powers of a municipality include authorizing a licence or permit for the temporary use of a road allowance that is terminable on 30 days' notice.
- Bylaw 2022-12 – to control and regulate the use of roads in Lesser Slave River, the Chief Administrative Officer has the authority to issue a licence of occupation for a roadway under the jurisdiction and control of the municipality.
- Bylaw 2020-10 Chief Administrative Officer Bylaw that authorizes the CAO to "negotiate contracts, agreements and transactions required for the effective operation of the Municipal District of Lesser Slave River No. 124 and to recommend the approval of such to Council."
- Bylaw 2012-09 Municipal Development Plan – requires all subdivision and development proposals to have access to developed roads.

FINANCIAL IMPLICATION:

Negligible

OTHER CONSIDERATIONS:

Several property owners in the MD of Lesser Slave River own property without a public road access. These lots may have been one of the quarter sections in a full section without road access that are sold individually and not as full sections. A predictable, fast process is preferable to all parties involved in the process.

COMMUNICATION STRATEGY:

To adopt a new policy the following steps are needed: A policy can be approved by council at a regular meeting and does not have to go through a hearing process.
Communication strategy for the Licence of Occupation: as set out in the procedure.

Prepared by:	Ann Holden, Planning and Development Officer
Reviewed by:	Jillian Bishop, Administrative Assistant, Planning and Development and Dawn Lynn Durocher, Municipal Clerk
Approved by:	Barry Kolenosky, Chief Administrative Officer

Lesser Slave River

Title:	LICENCE OF OCCUPATION POLICY
Policy Number:	H8
Effective Date:	October 11, 2023
Motion Number:	
Department Responsible:	PLANNING AND DEVELOPMENT
Supersedes Policy No:	**N/A**
Review Date:	October 11, 2026

POLICY STATEMENT:

The Municipality requires a policy to formalize a process for the fair, consistent, and effective identification, review, and management of the use of land owned by or under the direction, control, and management of the Municipal District of Lesser Slave River No 124. The municipality may consider entering into a Licence of Occupation Agreement with a person(s) or business(s) who wishes to occupy or use the land. A Licence of Occupation Agreement grants permission to the Licensee to use the lands but does not grant exclusive rights to the area.

DEFINITIONS:

"Agricultural Licence of Occupation" means a Licence of Occupation Agreement for the use of land for animal life. The uses include, but are not limited to, the pasturing, grazing, and watering of livestock.

"Licence of Occupation Agreement" means a temporary agreement whereby a person(s) or business(s) is granted the right to use land owned by or under the direction, control, and management of the Municipal District for certain purposes without becoming entitled to exclusive possession of them.

"Licence of Occupation" means a Licence of Occupation Agreement for the use of land for access road, pasturing, grazing, watering of livestock, temporary outdoor patio, encroachment of fences or buildings and any other similar uses approved by Council.

"Licence of Occupation Holder" means the person(s), business or corporation using the lands for the term of the Licence of Occupation Agreement.

"Licence of Occupation, Encroachment" means a structure that is encroaching onto land owned or controlled by the Municipal District.

"Licence of Occupation, Patio/Sidewalk" means a portion of an eating or drinking place that is located on a public sidewalk. This may include the placement of furniture and provides waiter and waitress service.

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

"Municipal District Owned Land" means all land registered in the name of the Municipal District and land that is under the direction, control, and management of the Municipal District. This may include parcels of land designated as Municipal Reserve (MR), Environmental Reserve (ER), Reserve (R), School Reserve (SR), Public Utility lots and Road Allowances, as well as easements and right-of-ways registered in the Municipal District's name across privately owned land.

"Public Thoroughfare" means any right-of-way under the jurisdiction and maintenance of the Municipal District which may be used by the public in general and which serves as the frontage street to the abutting property.

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Lesser Slave River

PRINCIPLES:

A Licence of Occupation shall:

- Be terminable on 30 days notice in writing;
- Be for a specific period of time and for a term not exceeding 365 days;
- Include a map showing the exact location of the use;
- Be limited to a specific purpose(s);
- Require an indemnification on the part of the permittee;
- Require the LOC holder to maintain liability insurance;
- Require a fee as shown; and may be amended from time to time, in the schedule of fees by-law;
- Require the permittee to be responsible for any weed control;
- Require the permittee to install gates/Texas gates at suitable locations if applicable;
- If a gate is installed, the gate is to remain unlocked;
- Require the permittee to be responsible to restore any damage done to the permitted area to a state;
- Be advertised in the Lakeside Leader;
- Be satisfactory to the Municipal District.

Should an applicant request exclusive rights to the lands, Administration shall follow the *Road Closure Policy (for Lease or Sale of Road Plans and Road Allowances)*

A business owner located along a Public Thoroughfare may wish to enter into a Licence of Occupation Agreement for the temporary placement of seating or dining furniture. The applicable fees shall be in accordance with the Schedule of Fees Bylaw, as amended and shall be renewed annually.

Cutting hay does not fall under the regulations of this Policy.

The Municipal District will not consider entering into a Licence of Occupation Agreement respecting any use or any activity that will negatively impact or affect Municipal District's operations or public safety.

Suspensions Of Licence of Occupation Agreements:

- Should the applicant fail to pay the applicable Licence of Occupation fees or if any additional monies owing as a result of an Agreement are in arrears, the Agreement shall be suspended until the monies owed are paid and current.
- Licence of Occupation Agreements cannot be passed on to another Licence of Occupation Holder. The Licence of Occupation Holder is not permitted to sublet the lands.

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Chief Administrative Officer Barry Kolenosky	Date
Reeve Murray Kerik	Date

RELATED DOCUMENTS:

- Schedule "A" Application
- Licence of Occupation Procedure

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SCHEDULE "A" APPLICATION

TO BE COMPLETED BY THE REGISTERED OWNER:		
Name:		
Mailing Address:		
		Postal Code:
Phone:	Email:	
Legal Description:		
Description of Road Allowance (i.e. plan number; all that portion located on the west side of land description):		
Description of use (includes anything built such as Texas gates, part of buildings, etc):		
Reasoning/Relevant Information:		
Certificate of Title attached: yes no		
Signature:		Date:

The personal information on this form is collected under the authority of **Section 33 (c)** of the Alberta Freedom of Information and Protection of Privacy Act. The information will be used to process your application(s) and your name and address may be included on reports that are available to the public. If you have any questions on the collection and use of this information, please contact the FOIP Coordinator at (780) 849-4888.

Information submitted to MDLSR Council: All pertinent information included in a written submission received from the public that is presented to a Council, Committee or Board meeting of the MD of Lesser Slave River becomes part of the public meeting minutes, unless otherwise requested by the individual in writing. Any personal information pertinent to the issue (including but not limited to, name and legal land description) could be recorded in the public minutes of the meeting.

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Lesser Slave River

TITLE: **LICENCE OF OCCUPATION**

PROCEDURE NO: H8

RESOLUTION:

EFFECTIVE DATE: October 11, 2023

DEPARTMENT RESPONSIBLE: Planning & Development

NEXT REVIEW DATE: Oct. 11, 2026

GENERAL GUIDELINES:

These procedures are to ensure that every application is reviewed in a consistent manner. A License of Occupation Agreement authorizes a specific use on Municipal District Owned Land which grants the Lessee non-exclusive rights to the lands for a one (1) year term.

PROCEDURE:

Planning and Development will manage all License of Occupation Agreements for the Municipal District, which includes the following:

- Keep record of all requests for a License of Occupation Agreement.
- Send correspondence to Licensees with respect to collecting additional information, termination, expiry or renewal of an existing License of Occupation Agreement; and
- Keep templates up to date and relevant.

Planning and Development will receive all written requests to use Municipal District Owned Land. The written request shall include:

- The legal land description and or civic address of the said lands;
- A detailed description of the intended use or activity of the said lands, which may include a map;
- Contact information of the applicant which includes a mailing address and phone number; and
- Current Certificate of Title (current within the last thirty (30) days).

Planning and Development will refer the request to other departments along with:

- A copy of the request and description of the proposal;
- The legal land description and map; and
- Any additional information necessary to render a decision.

Internal Department Referrals

- Operations Services
- Utility Services
- Community Services
- The Chief Administrative Officer (CAO) and/or designate

External Department Referrals:

- Alberta Transportation where the proposal is adjacent to a Provincial Highway.
- Alberta Environment and Parks where the proposal is adjacent to a waterbody or Crown Land.
- Utility Providers in the area and where a right of way is identified on the Certificate of Title.
- Agencies with an interest in the lands, as noted on the Certificate of Title.

Planning and Development may also wish to consult with adjacent landowners if the request is adjacent to a privately owned property. A Licence of Occupation is to be advertised to the general public in the Lakeside Leader for one week.

Once the referral is complete and comments are received, Planning and Development shall:

- Bring it to Council for approval.
- If denied, notify the applicant, and provide the reason.

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- If approved:
  - Prepare the License of Occupation Agreement with applicable schedules for signing.
  - Collect the applicable fees in accordance with the Schedule of Fees.
  - Update tracking and mapping.

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Barry Kolenosky – Chief Administrative Officer

Date

Lesser Slave River

SCHEDULE "A" APPLICATION

TO BE COMPLETED BY THE REGISTERED OWNER:		
Name:		
Mailing Address:		
		Postal Code:
Phone:	Email:	
Legal Description:		
Description of Road Allowance (i.e., plan number; all that portion located on the west side of land description):		
Description of use (includes anything built such as Texas gates, part of buildings, etc.):		
Reasoning/Relevant Information:		
Certificate of Title attached: yes no		
Signature:		Date:

The personal information on this form is collected under the authority of **Section 33 (c)** of the Alberta Freedom of Information and Protection of Privacy Act. The information will be used to process your application(s) and your name, and address may be included on reports that are available to the public. If you have any questions on the collection and use of this information, please contact the FOIP Coordinator at (780) 849-4888.

Information submitted to MDLSR Council: All pertinent information included in a written submission received from the public that is presented to a Council, Committee or Board meeting of the MD of Lesser Slave River becomes part of the public meeting minutes, unless otherwise requested by the individual in writing. Any personal information pertinent to the issue (including but not limited to, name and legal land description) could be recorded in the public minutes of the meeting.

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Lesser Slave River

Request for Decision

Title:	Policy I9 – Recreation Facilities Operation – Public Health Emergency Policy – Draft
Date:	10/11/2022
Presented By:	Sandra Rendle, Community Services Coordinator
Attachments:	Policy I9 – Recreation Facilities Operation – Public Health Emergency Recreation Facilities Operation – Public Health Emergency Procedure – I9

Proposed Motion	1. *Move to adopt Policy I9 Recreation Facilities Operational – Public Health Emergency as amended* 2. *Move to accept procedure I9 Recreation Facilities Operational – Public Health Emergency as information.*
Administration's Recommendation(s)	As proposed.

BACKGROUND:

Council reviewed Policy I9 – Recreation Facilities Operation – Public Health Emergency Policy and the Recreation Facilities Operation – Public Health Emergency Administrative Procedure at the October 4, 2023, Committee at the Whole meeting and made a motion to bring the Policy forward to the October 11, 2023 Council Meeting.

Changes include updating the verbiage regarding COVID-19 and replacing it with Public Health Emergency and rewording the Policy Statement.

ALTERNATIVE OPTIONS:

1. Move that Council approve Policy I9 – Recreation Facilities Operation – Public Health Emergency Policy and the Recreation Facilities Operation – Public Health Emergency Administrative Procedure – I9 as presented.
2. Move that Council approve Policy I9 – Recreation Facilities Operation – Public Health Emergency Policy and the Recreation Facilities Operation – Public Health Emergency Administrative Procedure – I9 as amended.
3. Move to bring back Policy I9 to an upcoming COW Meeting for further discussion.

BENEFIT/RISKS:

Benefit:
A Policy will provide clear directions to council, administration, and facility users.

Risk:
None. Having a policy and procedure in place is being proactive instead of reactive.

STRATEGIC ALIGNMENT:

Aligns with the new Policy and Procedure Development Policy

FINANCIAL IMPLICATION:

None.

OTHER CONSIDERATIONS:

N/A

COMMUNICATION STRATEGY:

If approved, the Policy will be advertised the same as other Policies and Procedures.

Prepared By: Sandra Rendle, Community Services Coordinator
Reviewed By: Dawn Lynn Durocher, Municipal Clerk
Approved By: Barry Kolenosky, Chief Administrative Officer

Lesser Slave River

Title:	**RECREATION FACILITIES OPERATIONAL –PUBLIC HEALTH EMERGENCY POLICY**
Policy Number:	**I9 – Amended**
Effective Date:	**October 11, 2023**
Resolution:	To be added once approved by Council
Department Responsible:	Community Services
Supersedes Policy No:	**I9**
Next Review Date:	**October 11, 2026**

POLICY STATEMENT:

The Municipal District of Lesser Slave River owns and operates several recreational facilities and grounds throughout the municipality. In the event a public health emergency is issued under the *Public Health Act*, the Municipal District will follow the orders and guidelines as required by the province and ensure users of municipal facilities, are operating in compliance with any current and evolving conditions and restrictions that have/or will be issued.

DEFINITIONS:

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

Public Health Emergency means a situation that poses a significant risk to human health and well-being.

PRINCIPLE:

To ensure the public and facility users are aware of any public health emergencies or advisories issued under the *Public Health Act* and that every possible and practical attempt to follow the order and guidelines will be made.

1. RESPONSIBILITIES

a. The municipality and the users of the recreational facilities have a shared responsibility as set by the orders and guidelines provided by the province and will adhere to and ensure the orders and guidelines are being followed.

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2. MONITORING

a. Administration will monitor orders and guidelines regarding public health emergencies and update the facility's agreements to ensure users/renters adhere to any conditions/restrictions as set by the province and will inform Council of any pending changes that may need to be enacted.

_____	_____
Chief Administrative Officer	Date
_____	_____
Reeve	Date

RELATED DOCUMENTS: Recreational Facilities Operation – Public Health Emergency Procedure

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Lesser Slave River

TITLE: Recreation Facilities Operation - (Public Health Emergency)

PROCEDURE NO: I9

RESOLUTION:

EFFECTIVE DATE: October 11, 2023

DEPARTMENT RESPONSIBLE: Community Services

NEXT REVIEW DATE: October 11, 2026

GENERAL GUIDELINES:

This procedure is to ensure in the event that a public health emergency is issued under the *Public Health Act*, that the Municipal District as operators of the recreation facilities and the users adhere to the order and guidelines as outlined by the province.

DEFINITIONS:

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

Public Health Emergency means a situation that poses a significant risk to human health and well-being.

PROCEDURE:

Community Services will monitor any public health emergencies issued under the *Public Health Act* and amended user rental agreement to adhere to the order and guidelines to ensure compliance.

Community Services will inform the public and facility users (individuals, groups, rentals) of the need to adhere to the current and evolving orders and guidelines regarding a public health emergency when utilizing municipal recreational facilities and grounds by posting on our website, social media, provision of linkage to provincial website, and physical posting on municipal recreational grounds and within facilities where practical.

All large gathering recreational facilities, including but not limited to community complexes, arenas, equestrian grounds, and outside events to be held on Municipal District-owned or operated property, shall require a formalized /amended agreement which advises of the need to operate and follow any current and evolving order and guideline regarding a public health emergency, and further, the liability of hosting the use/event will follow the hosting parties and the attendees of the use/event. This will include both multiple-use agreements and or single-use agreements.

If required, under the order and guidelines, the user (individual, groups, renter) shall follow the protocol on cleaning and preparation for disinfection protocol immediately following the use/event as stated within the agreement. This disinfection protocol will be performed by the Municipal District and/or contracted janitor acting on behalf of the Municipal District. All costs associated with this disinfection protocol will be borne by the user/renter.

The Municipal District at any given time, has the liberty and right to suspend, cancel, postpone, any use/event due to changes to the order and guidelines regarding a public health emergency, or by the user/renter not following conditions as stated within the user/rental agreement, without compensation to the user.

If the recreational facilities require closure due to a public health emergency, the municipality will advise upcoming scheduled users as needed.

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Community Services will continuously monitor the policy and procedure for effectiveness and make necessary changes as required.

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Chief Administrative Officer Date

Lesser Slave River

Request for Decision

Title:	Policy I12 – Family and Community Support Services Program Policy
Date:	10/11/2023
Presented By:	Sandra Rendle, Community Services Coordinator
Attachments:	Policy I12 – Family and Community Support Services Program Policy – Draft Family and Community Support Services Program Procedure I12

Proposed Motion	1. *Move that Council approve Policy I12 – Family and Community Support Services Program Policy* 2. *Move to accept the Family and Community Support Services Program Administrative Procedure – I12 as information.*
Administration's Recommendation(s)	As proposed.

BACKGROUND:

Council reviewed *Policy I12* – Family and Community Support Services Program Policy and the Family and Community Support Services Program Administrative Procedures at the October 4, 2023, Committee of the Whole meeting and made a motion to bring the Policy forward to the October 11, 2023, Council Meeting.

Changes include removing the administrative procedures from the policy and adding the addition of eligible FCSS programming and services as per the *Family and Community Support Services Act.*

ALTERNATIVE OPTIONS:

1. Move that Council approve Policy I12 – Family and Community Support Services Program Policy and the Family and Community Support Services Program Administrative Procedures – I12 as presented.
2. Move that Council approve Policy I12 – Family and Community Support Services Program Policy and the Family and Community Support Services Program Administrative Procedures – I12 as amended.
3. Move to bring back Policy I12 to an upcoming COW Meeting for further discussion.

BENEFIT/RISKS:

Benefit:
A Policy will provide clear directions to council, administration, and applicants.

Risk:
None

STRATEGIC ALIGNMENT:

Aligns with the new Policy and Procedure Development Policy.

FINANCIAL IMPLICATION:

Funding allocation will be added to the yearly operational budget. With the Municipal District contributing 20% of the funding as per the FCSS agreement between the province and the MD.

OTHER CONSIDERATIONS:

N/A

COMMUNICATION STRATEGY:

Once approved the Policy will be advertised the same as all other policies.

Prepared By: Sandra Rendle, Community Services Coordinator
Reviewed By: Dawn Lynn Durocher, Municipal Clerk
Approved By: Barry Kolenosky, Chief Administrative Officer

Lesser Slave River

Title:	**FAMILY AND COMMUNITY SUPPORT SERVICES PROGRAM**
Policy Number:	**I12**
Effective Date:	**October 11, 2023**
Resolution:	To be added once approved by Council
Department Responsible:	Community Services
Supersedes Policy No:	**G.3**
Next Review Date:	**October 11, 2026**

POLICY STATEMENT:

Family & Community Support Services (FCSS) is a voluntary joint municipal/provincial funding program to develop, support and fund preventative social services that promote and enhance the well-being among individuals, families, and communities. Under the partnership, the province of Alberta provides an amount not exceeding 80% of the program's cost. The Municipal District must allocate no less than 20% of the total program budget as a matching share allocated from its operating budget.

The FCSS program receives its mandate and requirements from the *Family* & *Community Support Services Act and Regulation.* The Act and Regulation set out the terms and conditions for the development and delivery of local preventative social services through direct programming and the provision of financial assistance through the grant program.

The Municipal District supports, encourages, and values the FCSS program as an opportunity to provide a basis for the physical and mental health of its citizens, development of its youth, stability for its seniors and overall community fellowship, generosity, compassion, and spirit.

DEFINITIONS:

Community Assistance Board means an internal board made up of all members of Council.

Council means the duly elected Council of the Municipal District of Lesser Slave River No. 124

FCSS means the Family and Community Support Services Program

Minister means the Minister determined under section 16 of the *Government Organization Act*

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

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PRINCIPLE:

To authorize the Municipal District's participation in the FCSS program and to define the role, responsibility and accountability of Council, the Community Assistance Board, Administration, and funding applicants.

1. Municipal District Responsibility

In providing the establishment, administration, and operation of an FCSS program, the Municipal District must do the following.

a. promote and facilitate the development of stronger communities;
b. promote public participation in planning, delivering, and governing the program and services provided under the FCSS program;
c. promote and facilitate the involvement of volunteers;
d. promote efficient and effective use of resources, and
e. promote and facilitate co-operation and co-ordination with allied service agencies operating within the Municipal District.

2. Council Responsibility

a. Council will authorize via resolution the signing of the FCSS Agreement;
b. Council will budget the 20% cost share operational funding assistance for the FCSS program on an annual basis; and
c. Council authorizes the Community Assistance Board to allocate FCSS funds towards programs and services for Municipal District citizens.

3. Community Assistance Board Responsibility

a. The Community Assistance Board will meet four times per year (February, May, August, and November) to vet, prioritize and allocate funds towards FCSS programs and services;
b. When the budget is fully allocated, the Community Assistance Board will stop accepting applications for FCSS funding; and
c. The Community Assistance Board will provide strategic direction to the Council regarding FCSS programs and services.

4. Eligible Applicants

The following entities are eligible for FCSS Funding:
a. non-profit organizations;
b. School Councils; and
c. Other government agencies.

5. Ineligible Applicants

The following entities are ineligible for FCSS funding:
a. For-profit organizations;
b. Religious organizations; and
c. Individuals.

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6. Eligible FCSS Programming and Services

Services to assist communities to identify their social needs and develop responses to meeting those needs, including:

a. raising public awareness around community issues, developing strategies for community advocacy;
b. developing comprehensive social community plans and initiatives, environmental scans, service reviews, strategic planning, program planning; and
c. in-kind support to community-based groups (until they can sustain themselves) such as provision of office space, printing, photocopying, help with preparing proposals, etc.

Services to promote, encourage and support volunteer work in the community including:

d. recruitment, training, and placement services;
e. resources to support volunteers; and
f. coordination of volunteer services.

Services to inform the public of available services, including:

g. information and referral services;
h. community information directories;
i. newcomer services; and
j. interagency coordination.

Services that promote the social development of children and their families, including:

k. parent-child development activities;
l. parent-child development activities; and
m. support services for young school age children.

Services that enrich and strengthen family life by developing skills so people can function more effectively within their own environment, including:

n. parenting and family life education and development programs, marriage enrichment;
o. retirement planning;
p. programs for single adults and single parents;
q. courses designed to enhance self-awareness and personal growth, individual, family and group counselling services that are educational and not treatment oriented and
r. youth development services.

Services that enhance the quality of life of the retired and semi-retired, including:

s. home support services;
t. education and information services;
u. outreach and coordination services; and
v. self-help socialization activities.

Services provided under a program may offer direct assistance including money, food, clothing, or shelter to sustain an individual or family during a public health emergency under the *Public Health Act* or any extenuating circumstances such as fire or flood as the Minister may determine.

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7. Ineligible FCSS Programming and Services

Services provided under an FCSS Program must not include any of the following:

a. provide primarily for the recreational needs or leisure time pursuits of individuals;
b. offer direct assistance, including money, food, clothing, or shelter, to sustain an individual or family;
c. be primarily rehabilitative in nature; and
d. be duplicate services that are ordinarily provided by a government or government agency.

8. FCSS Funding Application Progress

Applicants must fill our an FCSS Funding Application Form and submit it to the Municipal District prior to one of the following dates:

a. January 31st;
b. April 30th;
c. July 31st; and
d. October 31st.

The Community Assistance Board will meet at the next available Council meeting after each quarterly deadline to vet, prioritize and allocate funds towards FCSS programs and services.

Applicants that have received FCSS funding must send in a FCSS Final Report to the Municipal District on or before February 15th of the year following the year the grant was received.

Failure to submit an FCSS Final Report will disqualify an applicant's standing to apply for additional FCSS funding (until such time that an FCSS Final Report is submitted).

Receipt of FCSS funding does not imply that funding will be provided for subsequent applications or in subsequent years.

9. Chief Administrative Officer

a. The Chief Administrative Officer (or designate) is the Director of FCSS;
b. The Chief Administrative Officer and the designate are the municipal signing officers for the FCSS documents;
c. The Chief Administrative Officer (or designate) will be the liaison between the Community Assistance Board and the FCSS applicants; and
d. The Chief Administrative Officer (or designate) will be responsible for carrying out the direction and decisions as set by Council and the Community Assistance Board.

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Chief Administrative Officer Barry Kolenosky	Date
Reeve Murray Kerik	Date

RELATED DOCUMENTS:
FCSS Grants to Groups Funding Application Form
Family and Community Support Services Program Procedure – I12

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TITLE: **FAMILY & COMMUNITY SUPPORT PROGRAM** **PROCEDURE NO**: I12

RESOLUTION: **EFFECTIVE DATE**: October 11, 2023

DEPARTMENT RESPONSIBLE: Community Services **NEXT REVIEW DATE**: October 11, 2026

GENERAL GUIDELINES:

This procedure is to ensure that every application is reviewed in a consistent manner. Family and Community Support Services (FCSS) Program allows for non-profit organizations, school councils and other government agencies to apply for funding to assist with eligible FCSS programming and services.

DEFINITIONS:

Community Assistance Board means an internal board made up of all members of Council.

Council means the duly elected Council of the Municipal District of Lesser Slave River No. 124

FCSS means the Family and Community Support Services Program

Minister means the Minister determined under section 16 of the Government Organization Act

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

PROCEDURE:

Community Services will promote FCSS Programming within the Municipal District.

Community Services will manage all FCSS Funding Applications for the Municipal District, which includes the following:
- Bring forward the provincial FCSS Agreement for a resolution to sign the agreement.
- Maintain a list of all applications received and the intake in which the application was presented to the CAB, including funds awarded in past years;
- Maintain a list of all final reports received; and
- Receive and process all applications.

Community Services will follow the processes below when bringing grant funding applications forward:
- Ensure FCSS Funding is included in budget deliberations each year, seeking 20% funding allocations for the Municipal District portion of the FCSS Program.
- Review all applications for eligibility, as outlined in the *Family and Community Support Services Act*;
- Prepare an RFD to be presented to the Community Assistance Board (CAB), including:
- Application
- Ensure all applications are brought forward to the first Regular Meeting of Council the following Community Assistance Board intakes:
    - January 31,
    - April 30,
    - July 31, and
    - October 31

Applications received after the deadline will be brought forward during the next intake, Administration will notify the

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applicant when applications are received after the deadline;

- Prepare RFC for account payable in a timely manner;
- Send correspondence to all applicants of the status of their application, successful or unsuccessful;
- Maintain detailed records of applicants, including past grants received both operational and capital; and
- Ensure funding allocations are advertised on the MD Website and social media platforms.

Community Services will continuously monitor the policy and procedure for effectiveness and make necessary changes as required.

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Chief Administrative Officer
Barry Kolenosky

Date

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Request for Decision

Title:	Health & Safety Policy L7.1
Date:	October 11th, 2023
Presented By:	Rhonda Muzyka
Attachments:	Health and Safety Policy L7.1

Proposed Motion(s):	1. *Move to adopt Policy L7.1 Health & Safety Policy as amended.* 2. *Move to accept Procedure L7.1 Health & Safety Procedure as information.*
Administrations Recommendation(s):	As proposed

Background

Canadian Health and Safety Legislation requires employers to have a health and safety program in their workplace. A written occupation health and safety policy helps define and promote an effective OHS program. Such a policy should communicate the Municipal District of Lesser Slave River No. 124, commitment to a healthy and safe workforce, and be signed by senior management, be reviewed regularly, and updated as needed.

CSA Standard Z45001-19 "Occupational health and safety management systems — Requirements with guidance for use" defines an OHS policy as "intentions and direction of an organization, as formally expressed by its top management."

It is recommended that the OHS policy be reviewed at least annually. A review may also be conducted before the scheduled revision date, especially when there is a change to the workplace that affect the policy, or the health and safety of workers. The Minister of Jobs, Economy, and Trade "shall publish a plan for the review of the OHS Code every 3 years as mandated by the Occupational Health and Safety Act Part 5." The Alberta Occupational Health and Safety Act, Regulations and Code was amended March 31, 2023.

The changes to the Health and Safety Policy are aligned with the 3 basic rights of our employees, contractors and stakeholders and reflects top management commitment to the Health and Safety of our employees.

The Municipal District of Lesser Slave River No. 124 (L7.1) Occupational Health and Safety Policy indicates:

"5.2 The MD will review and update the Health and Safety Policy, at minimum, once every three years."

Alternative Options
Do not approve the Health and Safety Policy as presented.
Discuss further and refer to a future meeting.

Benefits/Risks
The Occupational Health & Safety Act, Regulations and Code will be amended yearly with priorities set out by the Provincial Government, and is part of the Red Tape Reduction Action Plan. The OHS code will see changes, to Modernizing Language, and a review of the act, regulation, and code until 2026, with annual priority reviews.

Strategic Alignment
The Municipal District can set themselves up for annual review to ensure compliance with Provincial Legislation, as part of Council Strategic Alignment to review policies for the Municipal District of Lesser Slave River No. 124.

Financial Implications
N/A

Other Considerations
The Health and Safety Policy L7.1 is due for a review as per policy every 3 years. The Municipal District of Lesser Slave River No. 124 should have a yearly review to ensure compliance with Provincial Legislation.

Communication Strategy
The Health and Safety Policy and Procedure be communicated at the next regular Safety Meeting for each department and put on the Workhub for compliance.

Prepared by:	Rhonda Muzyka, RPR, NCSO, RMHSA
Reviewed by:	Dawn Lynn Durocher, Municipal Clerk
Approved by:	Barry Kolenosky, Chief Administrative Officer

Lesser Slave River

Title:	**HEALTH AND SAFETY POLICY**
Policy Number:	**L-7.1 – Amended**
Effective Date:	**October 11, 2023**
Resolution:	
Department Responsible:	Health and Safety
Supersedes Policy No:	**L-7.1**
Next Review Date:	**October 11, 2024**

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 OH&S 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.

DEFINITIONS:

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.

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.

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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.

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Chief Administrative Officer Barry Kolenosky	Date
Reeve Murray Kerik	Date

RELATED DOCUMENTS: L7.1 HEALTH AND SAFETY PROCEDURE

Lesser Slave River

TITLE: **HEALTH & SAFETY PROCEDURE**

PROCEDURE NO: L7.1

RESOLUTION:

EFFECTIVE DATE: October 11, 2023

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: 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.

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.

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
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.

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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.

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

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- 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.

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.

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- 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
- 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).

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- 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.

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.

SUPPORTING REFERENCES AND RESOURCES

References to related organization-wide procedures, forms, and resources:

- *Occupational Health & Safety Act, Regulations and Code*
- Municipal District of Lesser Slave River No. 124 Health and Safety Program Manual

References to related Municipal District policies and bylaws:

- K.7 – Disciplinary Action Policy
- K.9 – Grievance Policy
- K.34 – Workplace Violence Policy
- K.35 – Discrimination and Harassment Policy
- K.36 – Respectful Workplace Policy
- L7.1 Health and Safety Procedure

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Barry Kolenosky – Chief Administrative Officer

Date

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Request for Decision

Title:	**Marten River Bridge Replacement – STIP Application**
Date:	10/11/2023
Presented By:	Shari Spencer
Attachments:	Low Rating Advisory Letter BF 72768 Bridge Assessment Report

Proposed Motion	*To direct Administration to apply for a Strategic Transportation Infrastructure Program Grant to raise the bridge and replace the girders of BF 72768.*
Administration's Recommendation(s)	As proposed

BACKGROUND:

The Marten River Bridge was constructed in 2006 and consists of a three-span, thirty-three-meter-long precast concrete girders with a concrete substructure. This bridge provides access to the hamlet of Marten Beach via Northshore Drive and sees approximately 150 vehicles per day.

The bridge was built to the Alberta Transportation specifications that were recommended at the time. This included the use of lightweight aggregates in the girders, which were found to be substandard for freeze-thaw conditions. Alberta Transportation issued BIM Advisory#6 to provide guidance on the rehabilitation of bridges with these girders in 2017. The strategy was to increase the inspection frequency and when the girders received a rating 2-3, to replace the girders.

In 2020 a sudden drop was observed in the condition of the bridge superstructure(girders), they went from an 8 rating to a 2. In 2023 a level two inspection was completed that found severe concrete scaling and disintegration on multiple girders and disintegration, pitting and damage to the tops of the girders creating a very rough riding surface. The riprap on the underside of the embankments has been washed away as well. A low rating notice was issued to the Municipality and Alberta Transportation and Economic Corridors (ATEC) on September 29, 2023.

The existing bridge girders are outdated Alberta Transportation Standard SC girders. The interior girders match the size of the new ATEC standard; however the exterior girders are 400mm narrower than the new current standard. To replace the girders while reusing as much of the existing bridge as possible, custom forms for the exterior girders would need to be used or the substructure would need to be adjusted to account for the additional 800 mm.

ALTERNATIVE OPTIONS:

The level two inspection identifies two possible rehabilitation/replacement options.

The first option is to just replace the girders. The inside girders could be replaced with ATEC standard SLW girders, while the exterior girders would have to be custom designed girders to match the dimensions of the existing girders. To facilitate the repairs, the bridge will need to be closed with traffic accommodations in place. The bridge rail, approach slabs, and girders will be demolished and disposed of. The abutments will be backfilled, and new slope protection installed. New girders, bridge rail, guardrail, and approach slabs will be installed.

Once the new superstructure is installed the bridge deck waterproofing would be installed and the bridge paved. The final step would be re-paving the road to tie into any elevation changes at the bridge.
This strategy is expected to extend the life of the bridge by 75 years. It is anticipated that the construction would take 3 weeks to complete. Upon completion of the scope of work, BF 72768 would have an estimated replacement year of 2098.

The second option is to raise the bridge replace the girders with eight standard girders and modify the substructure. This includes all the work in the first option, except instead of using custom girders the substructure would be modified to accommodate the standard size girders. There is negligible cost difference between modifying the substructure or using custom girders. To do this the abutment seats would be raised and widened with a cast-in-place concrete extension, while the piers would be raised and widened with a steel pier cap. When this work is being done, the bridge could be raised to account for the frequent flooding events that are experienced in the area. This would include re-grading the road to tie into the new bridge elevation and adjusting any roadside features that are affected by the elevation change. Some of these changes would include re-grading the side slopes, extending the guardrail, milling, and paving the roadway. The additional road work means that this option is slightly more expensive than the first option. This option requires a bridge closure of four weeks and extends the life of the bridge by 75 years.

The third option which is not identified in the report is to do nothing and continue to monitor the bridge.

BENEFIT/RISKS:

Option one is a solid option, it keeps the bridge safe for public traffic however it fails to bring the bridge completely up to current standards, and it does not mitigate overflooding events in any way.

Option two also keeps the bridge safe for public traffic, however it does so with a modern structure that is up to standard. It also raises the bridge slightly so that the risk of overflooding events is less likely. This should not have any detrimental effect on the hamlet downstream, or any effect on possible mitigation action taken in the hamlet of Marten Beach.

Option three is risky, the bridge will fail at some point and with the frequent flooding in the area it could create a very dangerous dynamic (both from a point of emergency egress and if the bridge washes out during a high-water event, the debris could wash into the hamlet). The MD could potentially be liable for any injury or damage because of the bridge failure as BIM advisory #6 is very clear that the girders should be replaced at this point.

STRATEGIC ALIGNMENT:

Option two aligns with the MD's strategy to provide a safe and efficient transportation network, as well as to mitigate the flooding threat experienced by the hamlet of Marten Beach.

FINANCIAL IMPLICATION:

Option one is estimated to cost approximately $2,002,000, while option two is estimated at $2,115,000. This is a difference of $113,000 (5.6% difference).

Administration would like to apply to the Strategic Transportation Infrastructure Program for 75% of the funding for this project. This would mean the Municipality would pay either $500,500 or $528,750. With the difference of the MD contribution only being $28,250 Administration is recommending that option two be applied for.

OTHER CONSIDERATIONS:

N/A

COMMUNICATION STRATEGY:

The application will be advertised on the website, and if successful communicated as part of the capital budget.

Prepared By: Shari Spencer, Document Conveyance Coordinator
Reviewed By:
Approved By: Barry Kolenosky, Chief Administrative Officer

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September 29, 2023
File: 2023-3495

Shari Spencer
Document Conveyance Coordinator
M.D. of Lesser Slave River
P.O. BOX 722, 3000 – 15TH AVENUE
SLAVE LAKE, AB, T0G 2A0

Re: LOW RATING ADVISORY BF 72768

Dear Shari:

BF 72768 located NE 18-75-5-W5M has a rating of 2 or less based on the recent level one BIM inspection completed on August 29, 2023.

Bridge File No.	Stream	Rating	Element	Reason for Low Rating	Recommendation
72768	Marten Creek	• 2	• Girders	• Spalled and scaled girders due to issues from Low Weight Aggregate	• Replace girders • Monitor until replaced

The Level 1 BIM photos are attached for your reference.

Yours truly,

Matt Harty, P.Eng.
Project Engineer

MH

Enclosure: Level 1 BIM Report

cc: Brent Herrick, Alberta Transportation
Todd Warshawski, Alberta Transportation

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Associated Engineering — GLOBAL PERSPECTIVE LOCAL FOCUS.	MD of Lesser Slave River	File No.:	72768-2
		Date:	August 29, 2023
Over:	Marten Creek	By:	Matt Harty / Forrest Chatwin
Highway / Location:	NE 18-75-5-W5M Local Road near Slave Lake	Page:	1 of 6

Roadway alignment looking north, note windrows and vegetation along approaches at all corners

Roadway alignment looking south

Associated Engineering — GLOBAL PERSPECTIVE LOCAL FOCUS.	MD of Lesser Slave River	File No.:	72768-2
		Date:	August 29, 2023
Over:	Marten Creek	By:	Matt Harty / Forrest Chatwin
Highway / Location:	NE 18-75-5-W5M Local Road near Slave Lake	Page:	2 of 6

Channel alignment looking east

Channel alignment looking west

Associated Engineering — GLOBAL PERSPECTIVE LOCAL FOCUS.	MD of Lesser Slave River	File No.:	72768-2
		Date:	August 29, 2023
Over:	Marten Creek	By:	Matt Harty / Forrest Chatwin
Highway / Location:	NE 18-75-5-W5M Local Road near Slave Lake	Page:	3 of 6

Looking west at bridge

Approach at NW has settled creating a bump

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		Date:	August 29, 2023
Over:	Marten Creek	By:	Matt Harty / Forrest Chatwin
Highway / Location:	NE 18-75-5-W5M Local Road near Slave Lake	Page:	4 of 6

Bolt pulled through at NW 45-degree bracket

Scaling/disintegrating of girder tops has created potholes and a rough riding surface

Associated Engineering — GLOBAL PERSPECTIVE LOCAL FOCUS.	MD of Lesser Slave River	File No.:	72768-2
		Date:	August 29, 2023
Over:	Marten Creek	By:	Matt Harty / Forrest Chatwin
Highway / Location:	NE 18-75-5-W5M Local Road near Slave Lake	Page:	5 of 6

Severe scaling of span 3 west side curb, typical of all spans and sides and affecting post anchorage

Span 1 girder 1 with severe scaling at pier 1. Girders have Light Weight Aggregate and have severe scaling on deck top and curbs

Associated Engineering — GLOBAL PERSPECTIVE LOCAL FOCUS.	MD of Lesser Slave River	File No.:	72768-2
		Date:	August 29, 2023
Over:	Marten Creek	By:	Matt Harty / Forrest Chatwin
Highway / Location:	NE 18-75-5-W5M Local Road near Slave Lake	Page:	6 of 6

Erosion/fill settlement under south abutment, typical of north abutment

Drift caught at pier 1, riprap does not extend to streambed.

Lesser Slave River

Request for Decision

Title:	Sewer Grinder Pumps- Utilities Strategic Plan
Date:	10/11/2023
Presented By:	Donna Cross, Acting Director of Utilities & Operational Service
Attachments:	N/A

Proposed Motion	*Motion to direct Administration to discontinue the maintenance and purchasing of the sewer grinder pumps and that the Property Owner will assume ownership of the sewer grinder pump, including all responsibility for inspection, maintenance ,repairs, and replacement, including any costs occurred in respects to the grinder pumps as of January 1st, 2024.* *Motion to direct Administration to give efficient notice, by multiple communication deliveries, to the residents and utility service account holders.*
Administration's Recommendation(s)	As proposed

BACKGROUND:

Administration has developed a strategic plan that identifies and addresses current operational inefficiencies and ineffectiveness of the delivery of services that are hindering positive implementation of Utilities Department's long-term vision, providing fair and equitable utility services to MD,s residents and utility service consumers. This plan was aligned and approved by council on September 27/2023. Planning and proactive operations is one of the department's main focuses. This principle includes the understanding, application, and continuous improvement of awareness, communication, documentation, and maintenance. Upon review of departmental processes , it has been concluded that an area of improvement is to lower the overall municipal liability and operational costs and ensuring that all services are delivered to each Ratepayer in a fair and equitable manner.

One service that is contributing to the decrease of efficiency and effectiveness within the department is Administration's responsibility for the purchase and maintenance of the sewer grinder pumps. Since the installation of the Southshore low pressure sewer system, Administration has been responsible for the installation and maintenance of the grinder pumps. This was not the intention of Council when the system was first constructed ;rather Administration would be responsible for the servicing and providing of the sewer pumps for the first year. Staff is required to respond to any trouble shooting calls which then they deal with the problem at hand. It is a minimum of two staff for the removal/ install of the pumps and is an average of 3 to 4 hours of time allotted to respond to a pump request, dependent on the situation. There is a substantial cost for the operator's wage and the equipment required to perform this service that is not being recouped. The initial purchase cost and shipping of the sewer pump also has become the responsibility of the Municipality's which results in additional expenditures. Although Administration understands the initial inconvenience that this may cause the ratepayer, after careful review of this service Administration feels it is in the best interest for the municipality to discontinue the services of purchasing and maintain the sewer grinder pumps and make this the responsibility of the Property Owner.

ALTERNATIVE OPTIONS:

Council may choose to not accept the recommended motion and direct Administration to continue the maintenance

and purchasing of the sewer grinder pumps. A consideration for this work process will be the need for additional staffing to manage the sewer grinder pump maintenance so to not impede the daily operations of the facilities and systems.

BENEFIT/RISKS:

Administration will have increased time to contribute towards the maintenance and daily operation of the public treatment facilities and systems which will result in a more effective and efficient services for all ratepayers within the municipality. There will be a decrease in operational costs which is a major contributor to the cost of treating/ distributing water and process wastewater.
Ratepayers may have difficulty maintaining their systems which could cause issues within their private sewage system. There is also the risk of the Ratepayer installing pumps that do not meet the Municipal Servicing Standards required for low pressure grinder sewer pumps .

STRATEGIC ALIGNMENT:

The discontinuation of the maintenance and purchasing of the sewer grinder pumps aligns with the approved Utilities Strategic plan as it will decrease operational costs and increase efficiency in operational maintenance and processes.

FINANCIAL IMPLICATION:

By ownership/maintenance of the sewer grinder pumps becoming the responsibility of the property owner, this would decrease potential liability issues, substantial expenditures of additional resources for the municipality.

Purchase and maintenance costs of the sewer grinder pumps will have an impact on ratepayers as it will become their full responsibility and not that of the Municipality .

OTHER CONSIDERATIONS:

Administration feels that the Municipality should not directly own or operate the sewer grinder pumps due to the additional capital costs and the complications of undertaking work on private lands.

COMMUNICATION STRATEGY:

Upon the approval of the Utilities Strategic Plan- Discontinuation of Maintenance and Purchase of Sewer Grinder Pumps, by Council, Administration will inform the residents through social media, local newspaper , and other social media platforms. Administration will begin the implementation of the Notification and Educational information process throughout the next three months until the changes are executed as of January 1,2024.
An information session will be held with staff to ensure there is an understanding of the document and the correct avenues of communication for ratepayers to receive when having inquires towards the Strategic Plan.

Prepared By: Donna Cross, Acting Director of Utilities & Operational Service
Reviewed By: Marilyn Gladue, Executive Assistant
Approved By: Barry Kolenosky, Chief Administrative Officer

Lesser Slave River

Report to Council

Title	2023 Bridge Inspection Results
Presented By:	Shari Spencer, Document Conveyance Coordinator
Attachments	Low Rating Advisory Letters for BF77697, BF09853 and BF06603

Proposed Motion	*To accept the 2023 Bridge Inspection Results report as information.*
Administrations Recommendation(s)	As proposed.

Alberta Transportation and Economic Corridors (ATEC) recommends that all bridges be inspected on a five-year basis. If they receive an overall condition rating on one of these inspections of 4 or less, than it is recommended that further investigation be done on the specific components of the bridge, and/or the inspection cycle be reduced to every three years until the bridge can be rehabilitated. The findings from these inspections are used by Administration to make plans and recommendations going forward for bridge maintenance, grant applications etc.

Due to a number of conditions such as staff turnover and contractor availability during the COVID-19 pandemic, the Municipal District has fallen behind on their inspections. Currently the Municipality has 52 active bridge files and should be inspecting 10 bridges each year. In 2023 the MD undertook inspections on 18 and will continue to inspect a higher amount in 2024 in order to get caught up.

The 2023 inspections resulted in four “Low Rating Advisory Letters” to be issued. These letters were issued on BF77697 (Fallen Timber Bridge near Hondo), BF09853 (Mooney Creek Bridge on Sawridge Road), BF72768 (Marten River Bridge) and BF06603 (Muskeg Creek Bridge on Muskeg Road). A Low Rating does not mean that the weight limits on the bridge need to be lowered, or that failure is imminent. It just means that there is a component of the bridge that requires closer inspection and possibly repair or replacement.

A separate council agenda item has been submitted on BF72768, recommending that a Strategic Transportation Infrastructure Program grant be applied for.

The Low Rating Advisory was issued on BF77697 because most of the structure is not visible or accessible due to water levels. Because of this they had to rely on an inspection from 2012, however BF77697 did have work completed on it in 2017, but the Bridge File was not properly updated with ATEC. Administration is working with Associated Engineering to research this history and with the repairs taken into account, the rating may be changed. If it is not, then the engineer will recommend that a Level Two Coring Assessment be done in 2024, to assess the condition of the bridge.

BF09853 was issued a Low Rating Advisory because the timber piles show some signs of rot, and the bridge deck shows significant wear. It is recommended that Level 2 Coring Assessment be done in 2024 to determine the extent of the rot. If the rot is superficial, than the MD could install running boards on the bridge deck as a rehabilitation measure. The 2024 Level Two would determine a rehabilitation or replacement plan for 2025.

BF06603 was issued a Low Rating Advisory due to significant rot and splitting of the timber piles. As was discussed at the September 27, 2023 council meeting, a weight restriction of five tonnes was posted for this bridge. It was difficult to determine exactly how much rot was present on the timbers because of the water levels. There are two options with this bridge, a Level Two Coring Assessment could be done on this to see if the piles could be rehabilitated or if they are too far gone. This likely wouldn't happen until 2024, pushing the repair work into the 2025 budget. Alternatively, the MD can assume that the damage is advanced enough to warrant the replacement of the piers and apply for a STIP grant in 2023 for 2024 work. The bridge itself was built in 1968, and received some minor repairs in 2013, but not to the timber pilings.

The rest of the bridge files needed minor maintenance repair work, if any and a maintenance program will be incorporated into the 2024 operating budget for this work.

By including the recommended Level Two Coring Assessments into the 2024 operating budget, we are managing our assets and operations in a consistent way, while still ensuring that we are making the best use of taxpayer monies. There is little risk to waiting to complete the Level Two Coring on these structures until 2024, there are alternate routes that can be used if needed, and traffic counts on these bridges are relatively low. The MD will still have STIP applications submitted for the Smith Bridge Preliminary Design and the Marten Beach Bridge Girder Replacement, as well as a STIP application was received for BF79260 near Flatbush that needs to be completed in 2024 as well.

Each Bridge inspection is approximately $500 (when we schedule several together, we get better pricing) and the Level Two Coring inspections are estimated to be $7,000 each. The maintenance plan is still being developed and will be presented in the 2024 operating budget.

Prepared by: Shari Spencer, Document Conveyance Coordinator
Reviewed by:
Approved by: Barry Kolenosky, Chief Administrative Officer

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September 1, 2023
File: 2021-3190

Shari Spencer
Document Conveyance Coordinator
M.D. of Lesser Slave River no. 124
P.O. Box 722, 3000 – 15th Avenue
Slave Lake, AB, T0G 2A0

Re: LOW RATING ADVISORY BF 06603-1

Dear Sharri:

BF 06603-1 located SW 7-73-4-W5M has a rating of 2 or less based on the recent level one BIM inspection completed on August 29, 2023.

Bridge File No.	Stream	Rating	Element	Reason for Low Rating	Recommendation
06603-1	Muskeg Creek	• 2	• Pier Piles	• Pier 1 pile 1 and pier 2 pile 1 are crushing from the struts • Pier 2 piles 2-4 have large splits and appear to be leaning	• Post the bridge to 5 tonnes • Conduct level 2 coring inspection • Post/replace piles as required

Yours truly,

Matt Harty, P.Eng.
Project Engineer
MH

cc: Brent Herrick, Alberta Transportation
Todd Warshawski, Alberta Transportation

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September 29, 2023
File: 2023-3495

Shari Spencer
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M.D. of Lesser Slave River
P.O. BOX 722, 3000 – 15TH AVENUE
SLAVE LAKE, AB, T0G 2A0

Re: LOW RATING ADVISORY BF 72768

Dear Shari:

BF 72768 located NE 18-75-5-W5M has a rating of 2 or less based on the recent level one BIM inspection completed on August 29, 2023.

Bridge File No.	Stream	Rating	Element	Reason for Low Rating	Recommendation
72768	Marten Creek	• 2	• Girders	• Spalled and scaled girders due to issues from Low Weight Aggregate	• Replace girders • Monitor until replaced

The Level 1 BIM photos are attached for your reference.

Yours truly,

Matt Harty, P.Eng.
Project Engineer

MH

Enclosure: Level 1 BIM Report

cc: Brent Herrick, Alberta Transportation
Todd Warshawski, Alberta Transportation

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September 29, 2023
File: 2023-3495

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SLAVE LAKE, AB, T0G 2A0

Re: LOW RATING ADVISORY BF 77697

Dear Shari:

BF 77697 located SW 23-70-1-W5M has a rating of 2 or less based on the recent level one BIM inspection completed on August 28, 2023.

Bridge File No.	Stream	Rating	Element	Reason for Low Rating	Recommendation
77697	Tributary to Athabasca River	• 2	• Piles	• Rotten piles – unable to confirm	• Dewater structure to inspect substructure or check clearance in the winter • Replace / repair as required

The Level 1 BIM photos are attached for your reference.

Yours truly,

Matt Harty, P.Eng.
Project Engineer

MH

Enclosure: Level 1 BIM Report

cc: Brent Herrick, Alberta Transportation
Todd Warshawski, Alberta Transportation

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September 29, 2023
File: 2023-3495

Shari Spencer
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M.D. of Lesser Slave River
P.O. BOX 722, 3000 – 15TH AVENUE
SLAVE LAKE, AB, T0G 2A0

Re: LOW RATING ADVISORY BF 09853

Dear Shari:

BF 09853 located SE 3-73-6-W5M has a rating of 2 or less based on the recent level one BIM inspection completed on August 28, 2023.

Bridge File No.	Stream	Rating	Element	Reason for Low Rating	Recommendation
09853	Mooney Creek	• 2	• Abutment piles	• Abutment 1 pile 1 with greater than 25mm split with a visible void	• Core piles • Replace / stub piles as required

The Level 1 BIM photos are attached for your reference.

Yours truly,

Matt Harty, P.Eng.
Project Engineer

MH

Enclosure: Level 1 BIM Report

cc: Brent Herrick, Alberta Transportation
Todd Warshawski, Alberta Transportation

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