



# AGENDA

Municipal District No.124 Regular Council  
Wednesday, March 27, 2024 - 10:00 AM - MD Council Chambers

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## CALL TO ORDER

## ANNOUNCEMENTS / OPENING REMARKS

## ADOPTION OF THE AGENDA

- 3.1 March 27, 2024, Regular Meeting of Council Agenda

*Proposed Motion: Move to adopt the March 27, 2024, Regular Meeting of Council Agenda as presented.*

## ADOPTION OF MINUTES

- 4.1 March 13, 2024, Regular Meeting of Council Minutes 4 - 9

*Proposed Motion: Move to adopt the March 13, 2024, Regular Meeting of Council Minutes as presented.*

[03132024 - DRAFT MINUTES -Regular Council](#)

- 4.2 March 14, 2024, Special Meeting of Council Minutes 10 - 11

*Proposed Motion: Move to adopt the March 14, 2024, Special Meeting of Council Minutes as presented.*

[03142024 - DRAFT MINUTES -Special Mtg Capita Budget](#)

- 4.3 March 15, 2024, Special Meeting of Council Minutes 12 - 13

*Proposed Motion: Move to adopt the March 15, 2024, Special Meeting of Council Minutes as presented.*

[03152024 - DRAFT MINUTES -Special Mtg Capita Budget](#)

## DELEGATIONS

- 5.1 Deputy Minister Rae-Ann Lajeunesse 11:15 a.m. - 12:15 p.m. CLOSED SESSION

## CONFIDENTIAL ITEMS - CLOSED SESSION

- 6.1 Closed Session as per Sections 21 & 25 of the FOIP Act.

*Proposed Motion: Move to into Closed Session at \_\_\_\_\_ a.m./p.m.*

*Proposed Motion: Move to return to Open Session at \_\_\_\_\_ a.m/p.m.*

- 6.2 Land Sales

- 6.3 Municipal Planning Commission (MPC) Draft Training
- 6.4 AEP Agreement review

## **BYLAWS**

### **7.1 2024-0 Tax Rate Bylaw - To be distributed at meeting**

*Proposed Motion: Move to give first reading to Bylaw 2024- Tax Rate as presented.*

*Proposed Motion: Move to give second reading to Bylaw 2024- Tax Rate as presented.*

*Proposed Motion: Move to give unanimous consent to proceed to third and final reading of Bylaw 2024- Tax Rate as presented.*

*Proposed Motion: Move to give third and final reading of Bylaw 2024- Tax Rate as presented.*

### **7.2 2024-0 Imposition of Penalties Bylaw - To be distributed at meeting**

*Proposed Motion: Move to give first reading to Bylaw 2024- Imposition of Penalties as presented.*

*Proposed Motion: Move to give second reading to Bylaw 2024- Imposition of Penalties as presented.*

*Proposed Motion: Move to give unanimous consent to proceed to third and final reading to Bylaw 2024- Imposition of Penalties as presented.*

*Proposed Motion: Move to give third and final reading to Bylaw 2024- Imposition of Penalties as presented.*

### **7.3 2024-0 Emergency Management Bylaw - To be distributed at meeting**

*Proposed Motion: Move to give first reading to Bylaw 2024- Emergency Management Bylaw.*

*Proposed Motion: Move to give second reading to Bylaw 2024- Emergency Management Bylaw.*

*Proposed Motion: Move to give unanimous consent to third and final reading to Bylaw 2024- Emergency Management Bylaw.*

*Proposed Motion: Move to give third and final reading to Bylaw 2024- Emergency Management Bylaw.*

## **REQUESTS FOR DECISION**

### **8.1 Provincial Recreation Area Agreement**

*Proposed Motion: Move to approve the Municipal District of Lesser Slave River No. 124 and Alberta Environment & Parks entering into an agreement, in the amount of \$90,000, for general maintenance at Chain Lakes, Fawcett Lakes, and Lawrence Lake Provincial Recreation Area for 2024.*

### **8.2 Appointment of Director and Deputy Director(s) of Emergency Management**

14 - 20

*Proposed Motion: Move to appoint Alex Pavcek as Director of Emergency Management for the Municipal District of Lesser Slave River No. 124.*

*Proposed Motion: Move to appoint Barry Kolenosky Deputy Director of Emergency Management and Brian Vance and Rudolf Liebenberg as alternate(s) Deputy Director of Emergency Management.*

[20240327 -RFD - Emergency Management Appointments](#)

[Regional Emergency Management Plan - MD Contacts](#)

[2023-04 Emergency Management Framework](#)

8.3 Industrial Property Requisition

## **FINANCIAL**

### **All Financial documents to be distributed prior to meeting**

9.1 2024 Operational Budget

*Proposed Motion:*

9.2 2024 Capital Budget

*Proposed Motion:*

9.3 10 Year Capital Plan

*Proposed Motion:*

## **NEW BUSINESS**

10.1

10.2

## **NOTICE OF MOTION**

## **ADJOURNMENT**

**M I N U T E S**  
**Regular Meeting of Council**  
**Municipal District of Lesser Slave River No. 124**  
**March 13<sup>th</sup>, 2024**  
**Council Chambers**

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**MEMBERS PRESENT**      Murray Kerik                      - Reeve  
Darren Fulmore                      - Division 1  
Sandra Melzer                      - Division 1  
Nancy Sand                      - Division 1  
Brad Pearson                      - Division 2 (Absent)  
Norm Seatter                      - Division 2  
Lana Spencer                      - Deputy Reeve, Division 2

**IN ATTENDANCE**                      Barry Kolenosky- CAO, MD LSR  
Chief Twinn                      - Sawridge First Nations  
Mike McKinney                      - Legal Representative, Sawridge First Nations  
Rudolf Liebenberg                      - Operational Director of P & D, Utilities & PS, MD LSR  
Holly Omelchuk                      - Operational Director, Finance and Central Services, MD LSR  
Cody Borris                      - Transportation/Facilities Manager, MD LSR  
Sandra Rendle                      - Associate Director of Legislative Assembly, MD LSR  
Shari Spencer                      - Assistant Director, Field Services & Document Conveyance Manager, MD LSR  
Dawn Lynn Durocher                      - Municipal Clerk, MD LSR  
  
Marilyn Gladue                      - Recording Secretary, MD LSR

**CALL TO ORDER**                      Reeve Kerik called the meeting to order at 10:01 a.m.

**ADOPTION OF AGENDA**                      **March 13<sup>th</sup>, 2024, Regular Meeting of Council Agenda**

**MOTION 105-24**

Moved by Deputy Reeve Spencer to adopt the March 13<sup>th</sup>, 2024, Regular Meeting of Council Agenda as amended:

- Add: - CLOSED SESSION Items:  
- Protective Services  
- Staffing Update

**CARRIED**

**APPROVAL OF MINUTES**                      **February 28<sup>th</sup>, 2024, Regular Council Meeting Minutes**

**MOTION 106-24**

Moved by Deputy Reeve Spencer to approve the February 28<sup>th</sup>, 2024, Regular Council Meeting Minutes as amended:

- In Attendance – Council members Absent  
- Darren Fulmore  
- Nancy Sand

**CARRIED**

**March 5<sup>th</sup>, 2024, Committee of the Whole Meeting Minutes**

**MOTION 107-24**

Moved by Councillor Melzer to accept the March 5<sup>th</sup>, 2024, Committee of the Whole Meeting Minutes as presented.

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Council  
March 13<sup>th</sup>, 2024

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**CARRIED**

**DELEGATIONS SESSION** Chief Twinn and Mike McKinney – Sawridge First Nations **CLOSED**

**CLOSED SESSION** Luc Nowicki and Darcie Action – Alberta Forestry and Parks

**CLOSED SESSION** **MOTION 108-24**  
Moved by Councillor Fulmore to go into Closed Session at 10:04 a.m. as per the following Sections of the FOIP Act with CAO Kolenosky, Project Manager Cross, 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 19 – Confidential Evaluations  
Section 21 – Disclosure harmful to intergovernmental relations

**CARRIED**

Project Manager Cross entered at 10:05 a.m.  
Project Manager Cross exited at 10:48 a.m.  
Councillor Seatter exited at 10:30 a.m.  
Councillor Seatter returned at 10:32 a.m.

- Sawridge First Nations
- Alberta Forestry & Parks
- Minister of Transportation discussion
- Protective Services
- Staffing Update

**OPEN SESSION** **MOTION 109-24**  
Moved by Councillor Fulmore to return to Open Session at a.m./p.m.

**CARRIED**

**CONSIDERATION OF BYLAWS & POLICIES** **TR-32-01 Dust Control Policy**

**MOTION 110-24**  
Moved by Councillor Fulmore that the TR-32-01 Dust Control Policy be adopted as amended.

**CARRIED**

**MOTION 111-24**  
Moved by Deputy Reeve Spencer that TR-32-01.01 Dust Control Procedure be accepted as information.

**CARRIED**

**TR-32-15 Private Driveway Maintenance Grading Policy**

**MOTION 112-24**  
Moved by Councillor Melzer to adopt the TR-32-15 Private Driveway Maintenance Grading Policy as amended.

**CARRIED**

**MOTION 113-24**  
Moved by Councillor Sand that TR-32-15.01 Private Driveway Maintenance Grading Procedure be accepted as information.

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**CARRIED**

**Bylaw 2024-06 Repeal Transfer Station Tipping Fees (Bylaw #2002-07)**

**MOTION 114-24**

Moved by Deputy Reeve Spencer to give 1<sup>st</sup> reading to Bylaw 2024-06 Repeal Transfer Station Tipping Fees, to repeal Bylaw 2002-07.

**CARRIED**

**MOTION 115-24**

Moved by Councillor Seatter to give 2<sup>nd</sup> reading to Bylaw 2024-06 Repeal Transfer Station Tipping Fees, to repeal Bylaw 2002-07.

**CARRIED**

**MOTION 116-24**

Moved by Councillor Fulmore to proceed to 3<sup>rd</sup> and final reading to Bylaw 2024-06 Repeal Transfer Station Tipping Fees, to repeal Bylaw 2002-07.

**Unanimously  
CARRIED**

**MOTION 117-24**

Moved by Councillor Melzer to give 3<sup>rd</sup> and final reading to Bylaw 2024-06 Repeal Transfer Station Tipping Fees, to repeal Bylaw 2002-07.

**CARRIED**

**REQUEST FOR DECISION**

**Assessment Review Board/Capital Region Assessment Services Commission (CRASC)**

**MOTION 118-24**

Moved by Deputy Reeve Spencer to appoint Gerryl Amarin as the Local and Composite Assessment Review Board(s) Clerk and Designated Officer for the Municipal District of Lesser Slave River No. 124 to December 31<sup>st</sup>, 2024.

**CARRIED**

**MOTION 119-24**

Moved by Councillor Sand to appoint Local and Composite Assessment Review Board(s) Panelists: Darlene Chartrand, Sheryl Exley, Tin Groszko, Stewart Hennig, Richard Knowles, Dennis Meier, and Raymond Ralph the Municipal District of Lesser Slave River No. 124 to December 31<sup>st</sup>, 2024.

**CARRIED**

**MOTION 120-24**

Moved by Councillor Seatter to appoint Raymond Ralph as the Chairman of Local and Composite Assessment Review Board(s) for the Municipal District of Lesser Slave River No. 124 to December 31<sup>st</sup>, 2024.

**CARRIED**

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**Commission (MPC) Appointment of Member-at-Large to Municipal Planning**

**MOTION 121-24**

Moved by Deputy Reeve Spencer that Council appoints Becky Pieffer as member-at-large to the Municipal Planning Commission until the 2024 Organizational Meeting of Council.

**CARRIED**

**Volunteer Firefighters Appreciation Dinner - Funding**

**MOTION 122-24**

Moved by Councillor Melzer that Council approve FCSS funding for the Volunteer Firefighters Appreciation Dinner to a maximum of \$10,000.00 to be funded from Grants to Individuals & Organizations (2-51-10-00-735)

**CARRIED**

**Letter of Support – Gentle Ben**

**MOTION 123-24**

Moved by Councillor Sand to provide Gentle Ben Care Society with a Letter of Support to accompany their application for the Provincial Transportation Assisted Project.

**CARRIED**

**Municipal Census 2024**

**MOTION 124-24**

Moved by Deputy Reeve Spener to direct Administration to conduct a Municipal Census and declare April 15<sup>th</sup>, 2024, Municipal Census Day.

**CARRIED**

**MOTION 125-24**

Moved by Councillor Melzer to appoint Dawn Lynn Durocher as the Municipal Census Coordinator for the 2024 Municipal Census.

**CARRIED**

**Policy Numbering System**

**MOTION 126-24**

Moved by Councillor Fulmore to direct Administration to implement the proposed new Policy Numbering System as presented.

**CARRIED**

**Police Funding Model Invoice**

**MOTION 127-24**

Moved by Councillor Melzer that Council approves payment of \$311,702.00 to the Ministry of Public Safety and Emergency Services for the Police Funding Model costs for 2024 with \$151,702.00 coming from the Operating Reserve or the whole amount to be paid from Operational Costs.

**CARRIED**

**MOTION 128-24**

Moved by Councillor Seatter to rescind the Peace Officer authorization for the Provincial Highway Jurisdiction on (2 and 3 digit Highways) in order that the Peace Officers focus on the Municipal District of Lesser Slave River No. 124 Bylaws and Community Policies.

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**CARRIED**

**REPORTS**

**Finance Monthly Report**

**MOTION 129-24**

Moved by Deputy Reeve Spencer to accept the Municipal District of Lesser Slave River No. 124 – Statement of Operation as of January 31, 2024, report for information.

**CARRIED**

**Board Reports**

**Agricultural Services**

- Agricultural Service Board – Councillors Melzer

**Community Futures**

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

**Airport**

- Slave Lake Airport Services Commission – Councillor Seatter

**Education and Libraries**

- Community Education Committee – Councillor Seatter

**Economic Development**

- Slave Lake Chamber of Commerce – Councillor Seatter

**Seniors and Housing**

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

**Planning & Development**

- Municipal Planning Commission – Deputy Reeve Spencer

**Tri-Council Sub-committee**

- Melzer
- Tri-Council Health Advocacy Committee – Councillor

**Tourism**

- Slave Lake Regional Tourism – Deputy Reeve Spencer

**Reeve Appointments**

- Alberta North Central Alliance
- Northern Alberta Development Council

**Waste Management**

- Lesser Slave Regional Waste Services Commission – Deputy Reeve Spencer – Next Meeting date March 28<sup>th</sup>, 2024

**Lawrence Lake Area Structure Plan**

- Councillor Fulmore

**MOTION 130-24**

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

**CARRIED**

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Councillor Fulmore exited at 2:35 p.m.  
Councillor Fulmore returned at 2:37 p.m.

**Spark the North Event**

**MOTION 131-24**

Moved by Deputy Reeve Spencer to approve Councils attendance at the Spark the North event on April 25<sup>th</sup>, 2024, at the Legacy Centre, Slave Lake, Ab.

**CARRIED**

**ADJOURNMENT**

**MOTION 132-24**

Moved by Councillor Melzer to adjourn at 3:25 p.m.

**CARRIED**

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Reeve

DRAFT

# **M I N U T E S**

## **Special Meeting of Council Municipal District of Lesser Slave River No. 124 March 14<sup>th</sup>, 2024 Council Chambers**

**MEMBERS PRESENT** Murray Kerik - Reeve  
 Darren Fulmore - Division 1  
 Sandra Melzer - Division 1  
 Nancy Sand - Division 1  
 Brad Pearson - Division 2  
 Norm Seatter - Division 2  
 Lana Spencer - Deputy Reeve, Division 2

**IN ATTENDANCE** Barry Kolenosky- CAO, MD LSR  
 Holly Omelchuk - Operational Director, Finance and Central Services, MD LSR  
 Cody Borris - Transportation/Facilities Manager, MD LSR  
 Shari Spencer - Assistant Director, Field Services & Document Conveyance Manager, MD LSR  
 Marilyn Gladue - Recording Secretary, MD LSR

**CALL TO ORDER** Reeve Kerik called the meeting to order at 10:01 a.m.

**ADOPTION OF AGENDA** **March 14<sup>th</sup>, 2024, Regular Meeting of Council Agenda**

**MOTION 133-24**  
 Moved by Councillor Pearson to adopt the March 14<sup>th</sup>, 2024, Special Meeting of Council Agenda as presented.

**CARRIED**

**CLOSED SESSION** **MOTION 134-24**  
 Moved by Councillor Seatter to go into Closed Session at 10:01 a.m. as per the following Sections of the FOIP Act with CAO Kolenosky, Operational Director, Finance & Central Services Omelchuk, Assistant Director, Field Services & Document Conveyance Spencer, and Recording Secretary Gladue in attendance.

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

**CARRIED**

- 2024 Capital Budget Deliberations  
 -

Reeve Kerik exited at 11:06 a.m.  
 Reeve Kerik returned at 11:08 a.m.  
 Councillor Pearson exited at 11:52 a.m.  
 Councillor Pearson returned at 11:54 a.m.  
 Councillor Melzer exited at 3:05 p.m.  
 Councillor Melzer returned at 3:07 p.m.

**OPEN SESSION** **MOTION 135-24**  
 Moved by Councillor Melzer to return to Open Session at 3:43 p.m.

**CARRIED**

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**Municipal Investments**

**MOTION 136-24**

Moved by Councillor Fulmore to have Administration bring forward the Municipal Investments Policy and Procedure for review and amendments to the next Regular Council meeting.

**CARRIED**

**MOTION 137-24**

Moved by Councillor Pearson to have Administration bring forward a complete list of the CIBC Wood Gundy investment portfolio for review.

**CARRIED**

**CN Track Maintenance/Invoice**

**Municipal District of Lesser Slave River No. 124 Equipment**

**MOTION 138-24**

Moved by Councillor Pearson that Administration brings forward a rolling stock of operational hours/usage on equipment to the next Regular Council meeting.

**CARRIED**

**ADJOURNMENT**

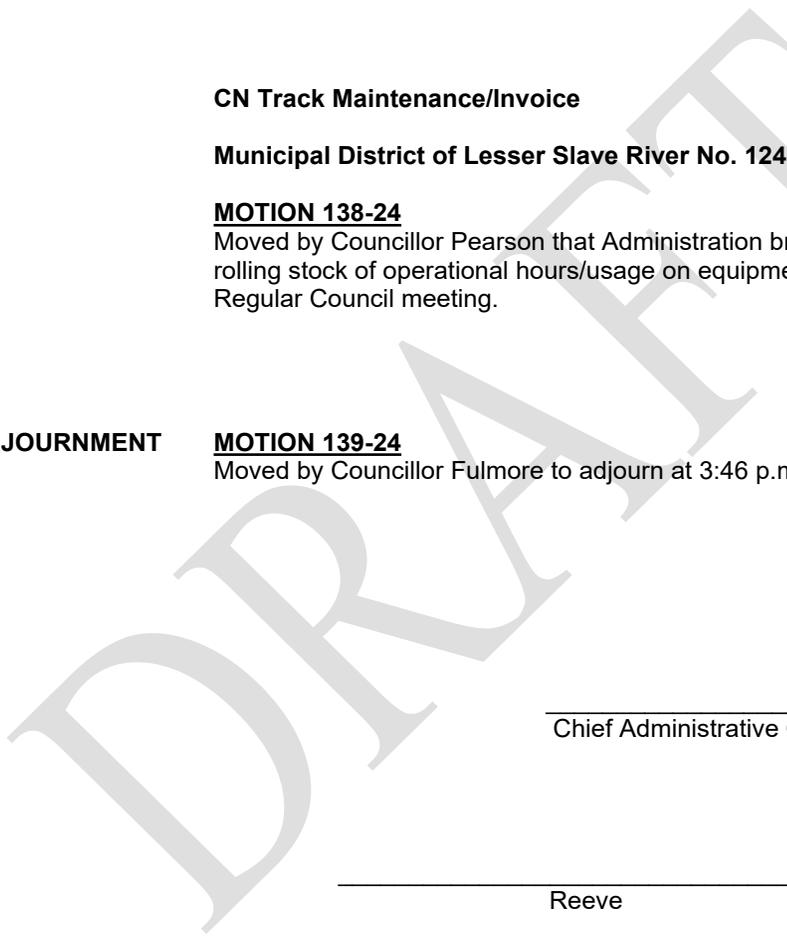
**MOTION 139-24**

Moved by Councillor Fulmore to adjourn at 3:46 p.m.

**CARRIED**

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Reeve



**M I N U T E S**  
**Special Meeting of Council**  
**Municipal District of Lesser Slave River No. 124**  
**March 15<sup>th</sup>, 2024**  
**Council Chambers**

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**MEMBERS PRESENT** Murray Kerik - Reeve  
Darren Fulmore - Division 1  
Sandra Melzer - Division 1  
Nancy Sand - Division 1  
Brad Pearson - Division 2  
Norm Seatter - Division 2  
Lana Spencer - Deputy Reeve, Division 2

**IN ATTENDANCE** Barry Kolenosky- CAO, MD LSR  
Holly Omelchuk - Operational Director, Finance and Central Services, MD LSR  
Shari Spencer - Assistant Director, Field Services & Document Conveyance Manager, MD LSR  
Marilyn Gladue - Recording Secretary, MD LSR

**CALL TO ORDER** Reeve Kerik called the meeting to order at 9:55 a.m.

**ADOPTION OF AGENDA** **March 15<sup>th</sup>, 2024, Regular Meeting of Council Agenda**

**MOTION 140-24**  
Moved by Councillor Seatter to adopt the March 15<sup>th</sup>, 2024, Special Meeting of Council Agenda as presented.

**CARRIED**

**CLOSED SESSION** **MOTION 141-24**  
Moved by Deputy Reeve Spencer to go into Closed Session at 9:56 a.m. as per the following Sections of the FOIP Act with CAO Kolenosky, Operational Director, Finance & Central Services Omelchuk, Assistant Director, Field Services & Document Conveyance Spencer, and Recording Secretary Gladue in attendance.

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

**CARRIED**

- 2024 Capital Budget Deliberations
- 24 Police Funding Model Chargeback
- Library Capital Reserve
- FRIAA Fireguard Grant

**OPEN SESSION** **MOTION 142-24**  
Moved by Councillor Fulmore to return to Open Session at 1:49 p.m.

**CARRIED**

**Library Capital Reserve**

**MOTION 143-24**  
Moved by Councillor Sand that Council reviews the Library Bylaw #2012-11 and Intermunicipal Agreement and bring forward to next Regular Council meeting.

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**CARRIED**

**Replenish Reserves**

**MOTION 144-24**

Moved by Councillor Pearson to replenish the Reserves as follows:

To transfer from Reserves Transportation Capital \$1,665,289.36 to

- Financial Management \$607,164.44
- Transportation Operating \$166,232.56
- Municipal in Lieu \$68,344.81
- Water Construction \$611,280.98
- Recreation \$212,266.57

For the 2023 Fiscal year

**CARRIED**

**ADJOURNMENT**

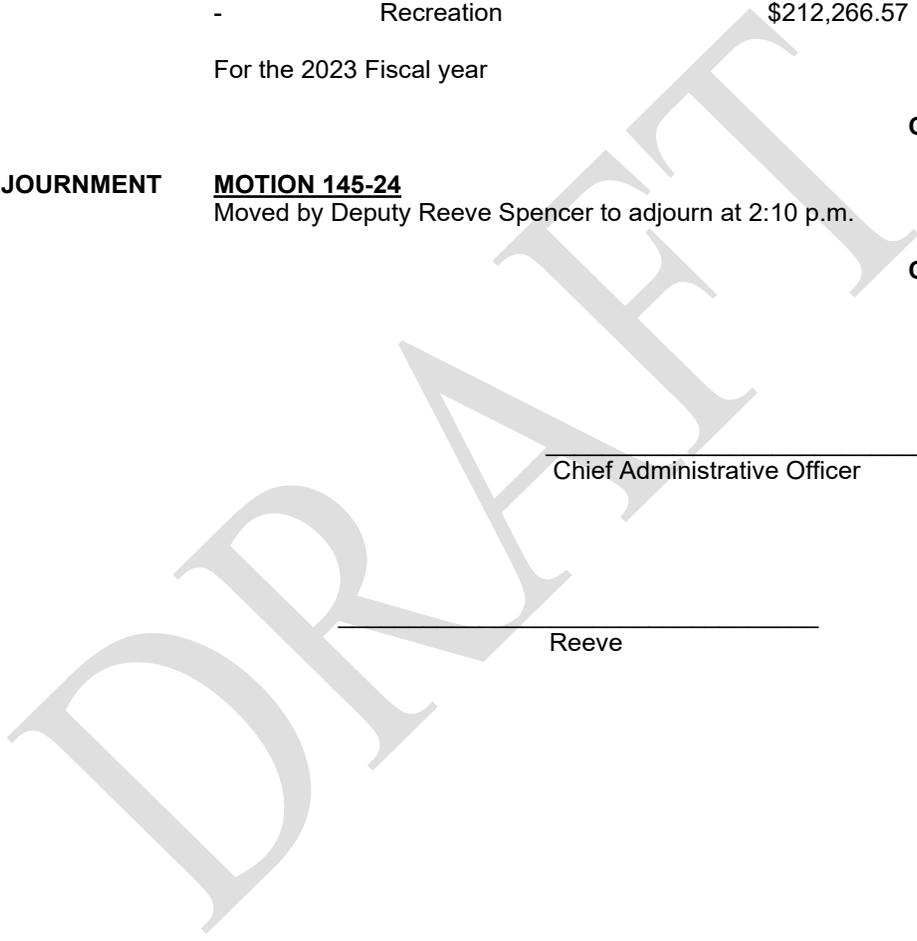
**MOTION 145-24**

Moved by Deputy Reeve Spencer to adjourn at 2:10 p.m.

**CARRIED**

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Reeve





**Lesser Slave River**

# Request for Decision

Title:	<b>Appointment of Director and Deputy Director(s) of Emergency Management</b>
Date:	3/27/2024
Presented By:	Sandra Rendle, Associate Director, Legislative Services
Attachments:	Bylaw 2023-24 – Emergency Management Framework Regional Emergency Management Plan – MD Contact List

Proposed Motion	<i>Move to appoint Alex Pavcek as the Director of Emergency Management for the Municipal District of Lesser Slave River No. 124.</i>  <i>Move to appoint Barry Kolenosky as Deputy Director of Emergency Management and Brian Vance and Rudolf Liebenberg as alternate(s) Deputy Director of Emergency Management.</i>
Administration's Recommendation(s)	As proposed.

**BACKGROUND:**

As per Bylaw 2023-04 – Emergency Management Bylaw, Council is required to appoint the Director and Deputy Director of Emergency Management.

Administration has reached out to Alex Pavcek and he is willing to take on the position of the Director of Emergency Management for MDLSR. Mr. Pavcek is fully trained in Emergency Management and will be a definite asset during an emergency.

**ALTERNATIVE OPTIONS:**

1. Move to appoint Alex Pavcek as the Director of Emergency Management for the Municipal District of Lesser Slave River No. 124.  
  
Move to appoint Barry Kolenosky as Deputy Director of Emergency Management and Brian Vance and Rudolf Liebenberg as alternate(s) Deputy Director of Emergency Management.
2. Move to direct administration to bring back the Director and Deputy Director of Emergency Management appointments to a COW meeting for further discussion.
3. Move to accept the Director and Deputy Director of Emergency Management appointments for information.

**BENEFIT/RISKS:**

Benefit: Appointing a Director of Emergency Management and Deputy Director(s) of Emergency Management will  
prepare the MD for the potential of an emergency in the future.

Risks: None

**STRATEGIC ALIGNMENT:**

Aligns with the *Emergency Management Act* and the *Local Authority Emergency Management Regulation* and the MD of Lesser Slave River Bylaw 2023-04 – Emergency Management Bylaw.

**FINANCIAL IMPLICATION:**

N/A

**OTHER CONSIDERATIONS:**

N/A

**COMMUNICATION STRATEGY:**

The MD will update relevant documents and provide the appointments to our Alberta Emergency Management Agency contact.

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Prepared By: Sandra Rendle, Associate Director, Legislative Services  
Reviewed By:  
Approved By: Barry Kolenosky  
Chief Administrative Officer



## Lesser Slave River

### Municipal District of Lesser Slave River No. 124 (Emergency Command Centre - ECC)

POSITION	PRIMARY/ALTERNATE	WORK	CELL
Director of Emergency Management/DEM	Alex Pavcek	780-849-4110	780-805-6292
Deputy Director of Emergency Management/DDEM	Barry Kolenosky	780-849-4888	780-623-0249
Deputy Director of Emergency Management/DDEM	Brian Vance (alternate)	780-849-4888	780-843-5519
Deputy Director of Emergency Management/DDEM	Rudolf Liebenberg (alternate)	780-849-4888	780-805-6579
ECC Risk Mgt Officer	Paul Mulholland	780-849-4888	780-805-1435
	Raxen Singh (alternate)	780-849-4888	780-843-5135
ECC Liaison Officer	Leanne Masur	780-849-4888	780-843-9187
	Tanya Courtorielle	780-849-4888	
ECC Information Officer	Sandra Rendle	780-849-4888	780-835-9404
	Marilyn Gladue (alternate)	780-849-4888	780-849-5638
	Dawn Lynn Durocher (Voyent)	780-849-4888	587-589-5645
	Ann Holden (Provincial Alerts)	780-835-4888	
ECC Operations Section Coordinator	Cody Borris (South)	780-849-4888	780-805-4025
	Jeremy Dumaresque (Utilities)	780-849-4888	780-849-8856
	John Bois (North)	780-849-4888	780-805-4131
	Harold Brenneis (South)	780-681-3929	780-529-9918
ECC Planning Section Coordinator	Shari Spencer	780-849-4888	780-805-1142
	Khush Singh (alternate)	780-849-4888	780-843-9043
	Jase Rockwell (IT)	780-849-4888	780-516-6666
ECC Logistics Section Coordinator	Joni Boucher	780-849-4888	
	Melissa Bohning (alternate)	780-849-4888	
ECC Finance/Admin. Section Coordinator	Holly Omelchuk	780-849-4888	780-529-4655
	Debbie Conrad (alternate)	780-849-4888	
	Leslie Bensch (Payroll)	780-849-4888	780-529-2001
Emergency Social Services (ESS)	Sandra Rendle	780-681-3929	780-835-9404
	Cristy Paly (alternate)	780-681-3929	780-307-2633
Farm Animals and Livestock	Kendra Kozdroski (alternate ESS)	780-681-3929	780-307-7883
	Morgan Cryderman (alternate)	780-681-3929	780-993-1577
	Paul Mulholland (alternate)	780-849-4888	780-805-1435
	Raxen Singh (alternate)	780-849-4888	780-843-5135

### Municipal District of Lesser Slave River No. 124



## Lesser Slave River

ADMINISTRATION	CONTACT NUMBER/EXT.#
<b>CHIEF ADMINISTRATIVE OFFICER</b>	
KOLENOSKY, Barry	780-623-0249 ext. 210
<b>EXECUTIVE ASSISTANT</b>	
GLADUE, Marilyn	780-843-5638 ext. 211
<b>HUMAN RESOURCES</b>	
BENSCH, Leslie - <b>HR MANAGER</b>	780-529-2001 ext. 235
IRVINE, Cindy - <b>HR ADMINISTRATIVE ASSISTANT</b>	780-849-4888 ext. 245
<b>OPERATIONAL DIRECTOR, FINANCE AND CENTRAL SERVICES</b>	
<b>OMELCHUK, Holly</b>	780-529-4655 ext. 213
CONRAD, Debbie - <b>FINANCE MANAGER</b>	780-849-4888 ext. 226
BOUCHER, Joni - <b>ACCOUNTS PAYABLE</b>	780-849-4888 ext. 228
BOHNING, Melissa - <b>ACCOUNTS RECEIVABLES</b>	780-849-4888 ext. 217
MASUR, Leanne - <b>GRANT, BUDGET / TAXATION</b>	780-849-4888 ext. 214
<b>OPERATIONAL DIRECTOR, PLANNING &amp; DEVELOPMENT, UTILITIES AND PROTECTIVE SERVICES</b>	
<b>LIEBENBERG, Rudolf</b>	780-805-6579 ext.239
DUMARESQUE, Jeremy - <b>ASST. DIRECTOR/UM</b>	780-849-8856
HOLDEN, Ann - <b>PLANNING &amp; DEV. OFFICER</b>	780-849-488 ext. 216
<b>PROTECTIVE SERVICES</b>	
MULHOLLAND, Paul	780-805-1435
SINGH, Gagandeep (Raxen)	780-843-5135
<b>OPERATIONAL DIRECTOR, FIELD SERVICES</b>	
<b>Vacant</b>	
SPENCER, Shari - <b>ASST. DIRECTOR, FIELD SERVICES</b>	780-805-1142 ext. 233
BORRIS, Cody - <b>TRANSPORTATION MANAGER</b>	780-805-4025 ext. 207
RENDLE, Sandy - <b>SHOP FLEET MECHANIC</b>	780-805-6563 ext. 208
BISHOP, Jillian - <b>ADMINISTRATIVE SUPPORT</b>	780-849-4888 ext. 204
COURTORIELLE, Tanya - <b>ADMINISTRATIVE SUPPORT</b>	780-849-4888 ext. 212
SINGH, Khushdeep - <b>FIELD SERVICES - GIS</b>	780-843-9043
<b>ASSOCIATE DIRECTOR, LEGISLATIVE SERVICES</b>	
<b>RENDLE, Sandra</b>	780-849-0608
DUROCHER, Dawn - <b>MUNICIPAL CLERK</b>	780-849-4888 ext. 225
PALY, Cristy - <b>COMMUNITY SERVICES ADMIN</b>	780-681-3929
<b>IT COORDINATOR</b>	
ROCKWELL, Jase	780-516-6666 ext. 237
<b>ADMINISTRATIVE RECEPTIONIST</b>	
FORNOLES, Mailyn	780-849-4888 ext.200
<b>UTILITIES</b>	
CAMPBELL, Mackenzy	780-805-6715
LABOUCAN, Carly	780-529-9934
LINDBERGH, Dayton - <b>Lead Hand</b>	780-843-5821
MARSHALL, Sam	780-805-6273
MCCLOSKEY, Pamela	780-843-5935
NEHRING, Tamara	780-529-9913
PLATZ, Warren	780-516-0044
ZIGART, Max - <b>Lead Hand</b>	780-805-0060
<b>AGRICULTURE SERVICES</b>	
KOZDROSKI, Kendra	780-805-6320
CRYDERMAN, Morgan	780-993-1577

## **BYLAW 2023-04**

*Being a Bylaw to establish an Emergency Management Framework within the Municipal District of Lesser Slave River No. 124 in the Province of Alberta*

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**WHEREAS**, the purpose of this bylaw, known as the *Emergency Management Bylaw*, is to establish the emergency management framework for the Municipal District of Lesser Slave River No. 124 pursuant to the Emergency Management Act, RSA 2000, Chapter E-6.8 (the Act) and Alberta Regulation 203/2018 – Local Authority Emergency Management Regulation (the Regulation) with respect to responsibilities to the local authority, the Emergency Advisory Committee, the Emergency Management Agency, the Emergency Management Plan, and training requirements;

**WHEREAS**, Section 2 of the Regulation requires the Municipal District of Lesser Slave River No. 124 Council to appoint an Emergency Advisory Committee by bylaw and establish its duties;

**WHEREAS**, Section 3 of the Regulation requires the Municipal District of Lesser Slave River No. 124 Council to appoint an Emergency Management Agency by bylaw and establish duties;

**WHEREAS**, Section 3 of the Regulation requires the Municipal District of Lesser Slave River No. 124 Council to appoint a Director of Emergency Management by bylaw and establish its duties;

**NOW THEREFORE**, the Council of the Municipal District of Lesser Slave River No. 124, duly assembled, enacts as follows:

**Local Authority (“Municipal District”) purpose and responsibilities:**

1. The Council of the Municipal District of the Lesser Slave River No. 124 (“Council”) is the local authority and the municipal emergency management organization for the purposes of the Act and the Regulation.
2. Council is responsible for the direction and control of the Municipal District of Lesser Slave River No. 124 (the “Municipal District”) emergency response.
3. Council will approve emergency plans and programs.
4. Council will appropriate and expend all sums required for the operation of the Emergency Management Agency (“Agency”).
5. Council will provide for the payment and expenses of the Emergency Advisory Committee (“Committee”).
6. Council delegated the power to declare, renew, cancel or terminate a state of local emergency to a committee comprised of the Reeve, Deputy Reeve, or any two members of Council. The decisions of this committee shall be done by resolution.
7. Council will appoint the Director and Deputy Director(s) of Emergency Management.

**Emergency Advisory Committee (“Committee”) purpose and responsibilities:**

8. Council is the Emergency Advisory Committee.
9. The Chair of the Committee is the Reeve, or in his/her absence, the Deputy Reeve. Failing this, the Committee can elect a Chair.
10. The Committee will adhere to the Municipal District’s procedural bylaw and decisions will be by resolution.
11. The Committee will meet at least once per year to review and advise on the emergency plan and related programs.
12. During an emergency, the Committee will provide guidance and direction to the Emergency Management Agency.

13. The Committee will advise Council at least once per year on the emergency plan and related programs.

**Emergency Management Agency ("Agency") purpose and responsibilities:**

14. The Agency acts as the agent of the Municipal District in exercising the local authority's power and duties under the Act and is responsible for the administration of the emergency management program.
15. The Agency must report to the Committee at least once per year to provide updates on Agency activities and the Agency's review of the Municipal District's emergency plan.
16. The Agency uses the command, control, and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency ("AEMA") posted on the AEMA's website.
17. The Director of Emergency Management as the Director of the Emergency Management Agency Shall:
  - a. prepare and co-ordinate emergency plans and programs for the municipality,
  - b. act as director of emergency operations on behalf of the emergency management agency,
  - c. co-ordinate all emergency services and other resources used in an emergency,
  - d. co-ordinate emergency training as prescribed by the Managing Director of AEMA, and
  - e. perform other duties as prescribed by the local authority.

**Emergency Plan:**

18. The Municipal District's emergency plan shall be maintained by the Director of the Emergency Management Agency to meet the emergency plan requirements of the Regulations so that it can be reviewed by the Committee and the Council at least once per year.
19. The Agency will make the emergency plan available to AEMA for review and comment annually.
20. The Agency will participate in mandatory exercises of the emergency plan as prescribed by Regulation.

**Declaration of State of Local Emergency:**

21. Once the parties identified in Section 6 of this bylaw declare a state of local emergency by resolution for all or any part of the Municipal District after considering the nature of the emergency, they will ensure that the declaration identifies the nature of the emergency and the area of the municipality in which it exists.
22. The parties identified in Section 6 of this bylaw will ensure that the Director of Emergency Management immediately causes the details of the declaration to be published by any means of communication considered most likely to make known to the population area of the municipality affected by the contents of the declaration.
23. The parties identified in Section 6 of this bylaw will ensure that the Director of Emergency Management forward a copy of the declaration to the Minister responsible for the Act.
24. Immediately after termination or renewal of a state of local emergency by the parties identified in section 6 of this bylaw by resolution for all or any part of the Municipal District, or cancellation of the state of local emergency by the Minister responsible for the Act, the Director of Emergency Management shall immediately cause the details of the declaration to be published by any means of communication considered is most likely to

make known to the population of the area of the municipality affected the contents and declaration.

- 25. The parties identified in section 6 of this bylaw will ensure that the Director of Emergency Management forward a copy of the renewal or termination of the declaration to the Minister responsible for the Act.

**Training Requirements:**

- 26. Council will provide the necessary resources for the Municipal District to satisfy the training requirements of the Regulation prescribed by the Managing Director of the AEMA for:
  - a. elected officials,
  - b. the Director and Deputy Director of Emergency Management, and
  - c. local authority (Municipal District) employees.

**Other**

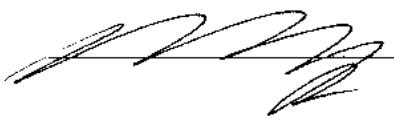
- 27. Should any provisions of this Bylaw become invalid, void, illegal or otherwise not enforceable, it shall be considered separate and severable from the bylaw and the remainder shall remain in force and be binding as though such provision had not been invalid.
- 28. The Municipal District Emergency Management Bylaw 2020-08 is hereby repealed.

Read a first time this 26th day of April, 2023.

Read a second time this 26th day of April, 2023.

Read a third time and finally passed, this 26th day of April, 2023.

  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
CAO