



AGENDA

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

Page

CALL TO ORDER

ANNOUNCEMENTS / OPENING REMARKS

- 2.1 Introduction of Samantha Dyck - Planning & Development Officer

ADOPTION OF THE AGENDA

- 3.1 April 10, 2024, Regular Meeting of Council Agenda

Proposed Motion: Move to adopt the April 10, 2024, Regular Meeting of Council Agenda as presented.

ADOPTION OF MINUTES

- 4.1 March 26, 2024, Special Meeting of Council Minutes 5 - 6

Proposed Motion: Move to adopt the March 26, 2024, Special Meeting of Council Minutes as presented.

[03262024 - DRAFT MINUTES -Special Mtg](#)

- 4.2 March 27, 2024, Regular Meeting of Council Minutes 7 - 11

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

[03272024 - DRAFT MINUTES -Regular Council](#)

DELEGATIONS

- 5.1 Rebecca Weber - Smith School - 10:00 a.m. 12 - 13

Proposed Motion: Move to accept the presentation from Rebecca Weber, Smith School as information.

[Rebecca Weber](#)

- 5.2 Associated Engineering - Jen Plamondon **CLOSED SESSION @ 3:00 p.m.**

- Smith Bridge update

Proposed Motion: Move to accept the Smith Update from Jen Plamondon, Associated Engineering as information.

REQUESTS FOR DECISION

- 6.1 Appointment of Planning and Development Officer 14 - 15

Proposed Motion: Move to appoint Samantha Dyck as a Planning & Development Officer pursuant to the Establishment of Development Authority, Subdivision Authority and Municipal Planning Commission bylaw 2024-01.
[RFD - Appointment of PDO](#)

6.2 Forest Resource Improvement Association of Alberta (FRIAA) grant 16 - 18

Proposed Motion: Move that Council direct Administration to submit three Request for Proposal to the FRIAA Community Fireguard Program for Phase 1 - Planning.
[20240410 - RFD - FRIAA Community Fireguard Program](#)
[Town of Slave Lake Letter of Support MDLSR Fire Guard Grant](#)

6.3 IT Upgrades

- Documents to be distributed prior to meeting

REPORTS

7.1 Smith Water Chamber Tenders

- Document to be distributed at meeting

7.2 Southshore Grader Location - Pilot Project 19 - 20

Proposed Motion: Move that Council accepts the Southshore Grader Location Pilot Project Briefing as information.
[Council Briefing Grader location](#)

7.3 Water Line Break in Widewater 21 - 31

Proposed Motion: Move to accept as information and approve additional budget allocation for preventative maintenance.
[Widewater Line Break Council Briefing April 10 2024](#)

7.4 Waste and Recycling Ambassador - New Position (Pilot) 32 - 35

Proposed Motion: Move that the MD of Lesser Slave River No. 124 Council supports the new pilot position for a Waste and Recycling Ambassador, which can provide services for the MD of Lesser Slave River, Lesser Slave Lake Regional Waste Management Services Commission (LSLRWMS), the Town of Slave Lake, and the Athabasca Regional Waste Management Services Commission (ARWMS); to be funded through a cost-sharing model (approximately \$9,100 for the MD of Lesser Slave River for the 6-month pilot period, based on four supporting entities).
[24 04 05 Waste and Recycling Ambassador Briefing for MD Council April 10 2024](#)

7.5 Board Reports - Agricultural Services

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

7.6 Board Reports - Community Futures

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

7.7 Board Reports - Airport

- Slave Lake Airport Services Commission - Councillors Seatter, Fulmore and Pearson

- 7.8 Board Reports - Education Libraries
- Peace Library Systems - Councillors Pearson and Sand
 - Slave Lake Regional Library Board - Councillor Sand
 - Community Education Committee - Councillor Seatter
- 7.9 Board Reports - Economic Development
- Slave Lake Chamber of Commerce - Councillor Seatter
- 7.10 Board Reports - Seniors and Housing
- Lesser Slave Lake Regional Housing Authority - Councillors Pearson and Sand
 - Homeland Housing - Councillor Melzer
- 7.11 Board Reports - Inter-Municipal Committees - Reeve Kerik, Deputy Reeve Spencer, Councillors Sand and Seatter
- 7.12 Board Reports - Planning & Development
- Municipal Planning Commission - Deputy Reeve Spencer, Councillors Seatter, Pearson and Fulmore
- 7.13 Board Reports - Tourism
- Slave Lake Regional Tourism - Deputy Reeve Spencer
- 7.14 Board Reports - Reeve Appointments
- Northern Alberta Development Council/Northern Alberta Elected Leaders
 - Director of Wildfire Legacy Corporation
- 7.15 Board Reports - Regional Alliances
- Alberta North Central Alliance - Reeve Kerik and Councillor Sand
- 7.16 Board Reports - Tri-Council Committees
- Tri-Council Health Advocacy Committee - Councillors Pearson, Melzer and Fulmore
- 7.17 Board Reports - Waste Management
- Athabasca Regional Waste Management Services Commission - Councillors Sand and Fulmore
 - Lesser Slave Regional Waste Services Commission - Manager Kolenosky, Deputy Reeve Spencer, Councillors Pearson and Seatter
- 7.18 Board Reports - Watersheds
- Lesser Slave Lake Watershed Council - Councillors Seatter and Pearson
 - Athabasca Watershed Council - Councillor Sand
- 7.19 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 Reports from Council as information.

NEW BUSINESS

8.1

ITEMS FOR DISCUSSION

9.1 Accurate Assessment Presentation - Spring

Proposed Motion: Move to accept the discussion of Accurate Assessment presentation as information.

9.2 Youth Innovation Component or the Enabling Accessibility Fund

36 - 37

Proposed Motion: Move to accept the Youth Innovation Component of the Enabling Accessibility Fund as information.

[019706928 – 2023 Call for Proposals under the Youth Innovation component of the Enabling Accessibility Fund](#)

CONFIDENTIAL ITEMS - CLOSED SESSION

10.1 Closed Session as per Section 19 of the FOIP Act

- Smith Bridge Project Update

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

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

NOTICE OF MOTION

ADJOURNMENT

M I N U T E S

Special Meeting of Council Municipal District of Lesser Slave River No. 124 March 26th, 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
 Meaghan Carey - RC Strategies
 Rob Parks - RC Strategies
 Matt Roper - TBD Architecture & Urban Planning (Via Teams)
 Sandra Rendle - Associate Director, Legislative Services, MD LSR
 Holly Omelchuk - Operational Director, Finance & Central Services, MD LSR
 Shari Spencer - Assistant Director, Field Services & Document Conveyance Manager
 Rudolf Liebenberg - Operational Director, Planning & Development & Protective Services, MD LSR
 Molly Fyten - BSc, Contractor
 Ann Holden - Planning & Development Officer, MD LSR
 Marilyn Gladue - Recording Secretary, MD LSR

CALL TO ORDER Reeve Kerik called the meeting to order at 9:02 a.m.

ADOPTION OF AGENDA **March 26th, 2024, Special Meeting of Council**

MOTION 146-24
 Moved by Councillor Pearson to adopt the March 26th, 2024, Special Meeting of Council Agenda as presented.

CARRIED

CLOSED SESSION MOTION 147-24
 Moved by Councillor Seatter to go into Closed Session at 9:03 a.m. as per the following
 Sections of the FOIP Act with CAO Kolenosky, Associate Director, Legislative Services
 Rendle, Operational Director, Financial & Central Services Omelchuk, Assistant
 Director, Field Services & Document Conveyance Manager Spencer, Operational
 Director, Planning & Development & Protective Services Liebenberg and Recording
 Secretary Gladue in attendance.

Section 24 – Advice from Officials

CARRIED

Recreation and Open Spaces Master Plan

Reeve Kerik exited at 9:35 a.m.
 Reeve Kerik returned at 9:37 a.m.
 Councillor Sand exited at 9:49 a.m.
 Councillor Sand returned at 9:51 a.m.

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Municipal District of Lesser Slave River No. 124 – Special Meeting of
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March 26th, 2024

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Councillor Seatter exited at 10:09 a.m.
Councillor Seatter returned at 10:11 a.m.
Councillor Pearson exited at 10:32 a.m.
Councillor Pearson returned at 10:35 a.m.
Councillor Sand exited at 11:23 a.m.
Councillor Sand returned at 11:30 a.m.
Councillor Seatter exited at 11:35 a.m.
Councillor Seatter returned at 11:37 a.m.
Councillor Melzer exited at 11:39 a.m.
Councillor Melzer returned at 11:41 a.m.
Councillor Sand exited meeting at 11:48 a.m.
Deputy Reeve Spencer exited at 2:26 p.m.
Deputy Reeve Spencer returned at 2:28 p.m.
Councillor Fulmore exited at 3:26 p.m.
Councillor Fulmore returned at 3:28 p.m.
Reeve Kerik exited at 3:28 p.m.
Reeve Kerik returned at 3:30 p.m.
Reeve Kerik exited at 3:33 p.m.
Reeve Kerik returned at 3:36 p.m.

2024 Tax Bylaw Options

Review Planning 7 Development Statutory Documents

- **Planning Hierarchy**
- **Municipal Development Plan**
- **Land Use Bylaw Amendments**
- **Land Use Bylaw Agriculture/Animal Units**
- **Area Structure Plan**
- **Tentative Amendment Schedule**

OPEN SESSION **MOTION 148-24**
p.m. Moved by Deputy Reeve Spencer to return to Open Session at 4:08

CARRIED

ADJOURNMENT **MOTION 149-24**
Moved by Deputy Reeve Spencer to adjourn at 4:08 p.m.

CARRIED

Chief Administrative Officer

Reeve

M I N U T E S
Regular Meeting of Council
Municipal District of Lesser Slave River No. 124
March 27th, 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
Rudolf Liebenberg - Operational Director of P & D, Utilities & PS, MD LSR
Holly Omelchuk - Operational Director, Finance and Central Services, MD LSR
Sandra Rendle - Associate Director of Legislative Assembly, MD LSR
Shari Spencer - Assistant Director, Field Services & Document Conveyance Manager, MD LSR
Joe McWilliams - Lakeside Leader
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 27th, 2024, Regular Meeting of Council Agenda**
MOTION 150-24
Moved by Councillor Pearson to adopt the March 27th, 2024, Regular Meeting of Council Agenda as amended:
Add: - 2024 Census
 - Minimum Tax Roll
 - Section 19 – Confidential Evaluation - Closed Session

CARRIED

APPROVAL OF MINUTES **March 13th, 2024, Regular Council Meeting Minutes**
MOTION 151-24
Moved by Councillor Melzer to approve the March 13th, 2024, Regular Council Meeting Minutes as amended:

CARRIED

March 14th, 2024, Special Meeting of Council Minutes
MOTION 152-24
Moved by Deputy Reeve Spencer to accept the March 14th, 2024, Special Meeting of Council Minutes as presented.

CARRIED

March 15th, 2024, Special Meeting of Council Minutes
MOTION 153-24

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Moved by Councillor Seatter to accept the March 15th, 2024, Special Meeting of Council Minutes as presented.

CARRIED

REQUEST FOR DECISION

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

MOTION 154-24

Moved by Councillor Fulmore to appoint Alex Pavcek as Director of Emergency Management for the Municipal District of Lesser Slave River No. 124.

CARRIED

MOTION 155-24

Moved by Councillor Sand to appoint Barry Kolenosky as Deputy Director of Emergency Management and Brian Vance and Rudolf Liebenberg as alternate(s) Deputy Director of Emergency Management.

CARRIED

NEW BUSINESS **2024 Census**

MOTION 156-24

information. Moved by Councillor Pearson to accept the 2024 Census as

CARRIED

Minimum Tax Roll

MOTION 157-24

Moved by Councillor Pearson to direct Administration to bring forward a report on the Minimum Tax Levy (3 rates - \$100, \$150 & \$200) by September 30, 2024.

CARRIED

FINANCIAL **2024 Operating Budget Amended**

MOTION 158-24

Moved by Councillor Pearson to accept and adopt the 2024 Operating Budget as amended.

CARRIED

2024 Capital Budget

MOTION 159-24

Moved by Councillor Melzer to adopt the 2024 capital budget in the amount of \$4,937,964 with an additional request of \$531,191 for the previous projects that have a carry forward amount \$7,533,732.

CARRIED

10 Year Capital Plan

MOTION 160-24

amended. Moved by Deputy Reeve Spencer to adopt the 10 Year Capital Plan as

CARRIED

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BYLAWS

2024-07 Tax Rate Bylaw

MOTION 161-24

Moved by Councillor Fulmore to give first reading to Bylaw 2024-07 Tax Rate as presented.

CARRIED

MOTION 162-24

Moved by Councillor Sand to give second reading to Bylaw 2024-07 Tax Rate as presented.

CARRIED

MOTION 163-24

Moved by Councillor Seatter to proceed to third and final reading to Bylaw 2024-07 Tax Rate as presented.

CARRIED

MOTION 164-24

Moved by Councillor Melzer to give third and final reading to Bylaw 2024-07 Tax Rate as presented.

CARRIED

2024-08 Imposition of Penalties Bylaw

MOTION 165-24

Moved by Councillor Seatter to give first reading to Bylaw 2024-08 Imposition of Penalties Bylaw as presented.

CARRIED

MOTION 166-24

Moved by Councillor Sand to give second reading to Bylaw 2024-08 Imposition of Penalties Bylaw as presented.

CARRIED

MOTION 167-24

Moved by Councillor Fulmore to proceed to third and final reading to Bylaw 2024-08 Imposition of Penalties Bylaw as presented.

CARRIED

MOTION 168-24

Moved by Councillor Pearson to give third and final reading to Bylaw 2024-08 Imposition of Penalties Bylaw as presented.

CARRIED

2024 Emergency Management Bylaw

MOTION 169-24

Moved by Deputy Reeve Spencer to accept the 2024 Emergency Management Bylaw as information.

CARRIED

CLOSED SESSION MOTION 170-24

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Moved by Deputy Reeve Spencer to go into Closed Session at 10:49 a.m. as per the following Sections of the FOIP Act with CAO Kolenosky, Operational Direction, Finance & Central Services Omelchuk, Operation Director, Planning & Development, Utilities & Protective Services Liebenberg, Associate Director Legislative Services Rendle and Recording Secretary Gladue in attendance.

CARRIED

Section 19 – Confidential Evaluations
Section 21 – Disclosure harmful to intergovernmental relations
Section 25 - Disclosure harmful to economic and other interests of a public body

Councillor Pearson exited at 1:55 p.m.
Councillor Pearson returned at 1:57 p.m.
Councillor Sand exited at 2:07 p.m.
Councillor Sand returned at 2:10 p.m.

DELEGATIONS

Deputy Minister Rae-Ann Lajeunesse CLOSED SESSION
Assistant Deputy Minister Curtis Zablocki

- Land Sales
- Municipal Planning Commission (MPC) Draft Training
- AEP Agreement review
- Slave Lake Regional Fire Services
- Councillor Pearson's Item

OPEN SESSION

MOTION 171-24

Moved by Councillor Pearson to return to Open Session at 2:50 p.m.

CARRIED

Deputy Minister Rae-Ann Lajeunesse
Assistant Deputy Minister Curtis Zablocki

MOTION 172-24

Moved by Councillor Pearson to accept the discussion with Deputy Minister Lajeunesse and Assistant Deputy Minister Zablocki as information.

CARRIED

Provincial Recreation Area Agreement

MOTION 173-24

Moved by Councillor Pearson 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.

CARRIED

Fire Engine Replacement

MOTION 174-24

Moved by Councillor Melzer to approve the Fire Engine replacement DP 24-26 in the amount of \$819,800 plus GST \$40,990 and the deposit of \$339,529 coming from Transportation Capital Reserves.

CARRIED

Performance Appraisal

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MOTION 175-24

Moved by Deputy Reeve Spencer to direct Administration as per the Municipal Government Act, a 360 Performance Appraisal be completed for the Chief Administrative Officer and to be presented to Council by May 1, 2024, for review.

CARRIED

ADJOURNMENT

MOTION 176-24

Moved by Councillor Seatter to adjourn at 2:58 p.m.

CARRIED

Chief Administrative Officer

Reeve

DRAFT



Lesser Slave River

Administration

APPEARING BEFORE COUNCIL AS A DELEGATION

GUIDELINES

- Council meetings are held every second and fourth Wednesdays. Please refer to the Council calendar posted on the MD website (www.md124.ca) for the dates.
- There is a limit of two delegations per meeting; therefore, we advise that delegations book well in advance of the desired date.
- Delegations shall be dealt with at their pre-arranged hour. Please contact the Executive Assistant at 780.849.4888 ext. 211 for details.
- Delegations will only be received with prior arrangements made with the Administration Office at least one week before the next meeting of Council.
- Anyone wishing to appear before Council as a delegation must submit the DELEGATION REQUEST TO APPEAR BEFORE COUNCIL form with written reasons/issues in which they wish to address council and any other pertinent information.
- Delegations are restricted to a Maximum time limit of 15 minutes for their presentation and question period. Anyone requiring more time requires the prior approval of Administration and the Reeve. Council may ask questions after the presentation form clarification.
- If you will be providing supporting documentation, such as a PowerPoint presentation, you are required to submit the documents no later than 4:30 pm on the Wednesday prior to the meeting. PowerPoint presentations are limited to a maximum of ten slides.
- In order to schedule a date to appear before Council, delegations must provide the information on the attached form. This information will be included in the agenda. The provision of this information clarifies the purpose of the delegation for Council and allows Council Members to become familiar with your topic and obtain any necessary background information.
- Your address will be included with your delegation information and circulated to Council; if you do not wish your address to be included in the public agenda, please advise the Executive Assistant.

LEGISLATION: Bylaw 2021-12

DELEGATION REQUEST TO APPEAR BEFORE COUNCIL

This form is mandatory before any request is considered.

NAME OF PERSON & ASSOCIATE OR ORGANIZATION

Rebecca Weber / Smith School

TOPIC OF DISCUSSION

Please be specific, provide details, and attach additional information if required.

Smith School is requesting funding for student interactions such as field trips, carnavals, etc.

PURPOSE OF PRESENTATION

For example: information only, requesting a letter of support, requesting funding, etc. (Please provide details).

Requesting funding, information, etc.

ACTIVITIES TO DATE RELEVANT TO THIS MATTER

Attach additional information if required.

ADDRESS	PHONE	EMAIL
Box 270 Smith AB T0G2B0	780-829-3979	rebecca.weber@aspview.org
SIGNATURE	DATE	COUNCIL MEETING DAY REQUESTED
<i>Rebecca Weber</i>	3/20/2024	4/10/2024



Lesser Slave River Administration

DELEGATION REQUEST TO APPEAR BEFORE COUNCIL

REQUIREMENTS

- If you will be providing supporting documentation such as a PowerPoint presentation, you are required to submit the presentation no later than 4:30 pm on the Wednesday prior to the meeting on a CD, DVD, or a flash drive/memory stick.
- PowerPoint presentations are limited to a maximum of ten slides.
- If your software requirements are not compatible with the municipality's software, you will be unable to use an electronic presentation.

TO FACILITATE CONSTRUCTIVE AND EFFECTIVE PUBLIC ENGAGEMENT, THE FOLLOWING INFORMATION IS PROVIDED

1. A ten-minute time limit is necessary regardless of how many people will speak. PowerPoint presentations are limited to a maximum of ten slides. Try to leave time for questions.
2. The name of the person and/or group will be published in the agenda and minutes (available to the public and on the Internet).
3. If your material is not published in the agenda, bring sufficient handouts for the Council members (15 copies minimum). The Municipal District will not provide photocopying services.
4. Direct your presentation to Municipal District Council.
5. Participate with integrity. A collaborative and respectful approach is appreciated.
6. Be concise.
7. Do not expect an immediate answer. Your issue may be referred to staff for more information or to another meeting for further consideration.
8. Delegations with regard to any aspect of Community Plans or a Zoning application are prohibited between the conclusion of the Public Hearing and the Adoption of the By-law.
9. All communication and petitions intended to be presented to Council shall be legibly written, typed, or printed; signed by at least one person; dated; and include a contact phone number or address before being accepted.
10. Your presentation may not be on the date requested due to prior commitments or staff resources.
11. Your delegation is not confirmed until you are contacted by Municipal staff to confirm your place on the agenda; all requests are authorized by the CAO.

HELPFUL SUGGESTIONS

- Arrive 15 minutes in advance of the meeting start time.
- Turn off cell phones.
- Be prepared.
- Speak clearly.
- Keep your presentation brief and to the point.
- Allow for extra time at the end of the presentation for a question and answer period.
- Provide the Recording Secretary with any relevant notes if they have not been handed out or published in the agenda.

FOR OFFICE USE ONLY

Approved

Declined

Other

APPEARANCE DATE (IF APPLICABLE)

April 10, 2024

APPLICANT INFORMED OF DECISION ON (DATE)

April 4, 2024

DATE

April 4, 2024

BY (SIGNATURE)

Marilyn Smith



Lesser Slave River

Request for Decision

Title:	Appointment of Planning and Development Officer
Date:	4/10/2024
Presented By:	Rudolf Liebenberg, Director of Planning & Development, Utilities and Protectives Services
Attachments:	Establishment of Development Authority, Subdivision Authority, and Municipal Planning Commission Bylaw 2024-01

Proposed Motion	<i>Move to appoint Samantha Dyck as a Planning and Development Officer pursuant to the Establishment of Development Authority, Subdivision Authority and Municipal Planning Commission Bylaw 2024-01.</i>
Administration's Recommendation(s)	As proposed.

BACKGROUND:

With the review of the Municipal Development Plan and the Land Use Bylaw, an additional staff member is needed. Moreover, with a high workload and the need for cross-coverage during the summer months, a second Planning & Development Officer has been hired.

The relevant municipal document that comes into play for Council to appoint a Planning and Development Officer is the Establishment of Development Authority, Subdivision Authority, and Municipal Planning Commission Bylaw 2024-01.

Section 3.1 of the Establishment of Development Authority, Subdivision Authority, and Municipal Planning Commission Bylaw 2024-01 states the following:

- The Development Authority for the Municipality shall consist of the Planning and Development Officer, which shall be one (1) or more persons appointed by resolution of Council.

This bylaw section requires that Council must appoint any Planning and Development Officer as the Development Authority.

ALTERNATIVE OPTIONS:

Do not appoint Samantha Dyck as a second Planning and Development Officer.

BENEFIT/RISKS:

The appointment of Samantha Dyck as a Planning and Development Officer provides cross-training and mentoring of a second employee for vacation scheduling and high workload times.

STRATEGIC ALIGNMENT:

The appointment of a second Planning and Development Officer aligns with the new modernized Land Use Bylaw (open for development) and Council's direction to proceed with an Economic Growth Master Plan and a revised Municipal Development Plan.

FINANCIAL IMPLICATION:

There are minimal financial implications as Samantha Dyck is employed as a contract position with a six-month contract. Anticipated costs may include:

- Alberta Development Officers Association (ADOA) conference attendance.
- Training, education, and mentorship.

COMMUNICATION STRATEGY:

This appointment will be communicated internally.

Prepared By:	Rudolf Liebenberg, Director of Planning & Development, Utilities and Protective Services
Reviewed By:	Dawn Lynn Durocher, Municipal Clerk
Approved By:	Barry Kolenosky, Chief Administrative Officer



Lesser Slave River

Request for Decision

Title:	FRIAA Community Fireguard Program Grant
Date:	4/10/2024
Presented By:	Sandra Rendle, Associate Director, Legislative Services
Attachments:	None

Proposed Motion	<i>Move that Council direct Administration to submit three Request for Proposal to the FRIAA Community Fireguard Program for Phase 1 - Planning.</i>
Administration's Recommendation(s)	As proposed.

BACKGROUND:

The Forest Resource Improvement Association of Alberta (FRIAA) is currently accepting Request for Proposal for their Community Fireguard Program for Phase 1; Planning. The deadline for submissions is April 12, 2024.

The Forest Resource Improvement Association of Alberta (“FRIAA”) was established in 1997 to promote and initiate projects that enhance Alberta’s Forest resources. In keeping with this primary purpose, FRIAA entered into a Grant Agreement with the Government of Alberta to deliver the Community Fireguard Program.

The purpose of the Community Fireguard Program is to support the Provincial FireSmart Program initiative by funding the construction of community fireguards that provide for enhanced public safety and improved protection of at-risk communities.

Although, the grant funding available is for “Planning” (e.g. design, technical review, mapping, ground truthing, permitting, and consultation). FRIAA is requesting prospective applicants to submit a three-phase proposal under this RFP.

- (a) Phase 1: Planning Initial work plan and budget for approval (e.g. planning, mapping, ground truthing, permitting, consultation). Short-listed applicants will be invited to submit proposals for Phases 2 and 3 subject to available funding.
- (b) Phase 2: Fireguard/Fuel Break Construction (e.g. land clearing, timber harvest, debris disposal).
- (c) Phase 3: Grazing Site Preparations (e.g. grubbing/stumping, debris disposal, fencing, seeding).

This RFP is open to any municipality; Alberta First Nation; Métis Settlement, Co-operative, Enterprise or Local, and is focused on vegetation/fuel management projects relating to the construction of fireguards/fuel breaks.

Proposals will be approved subject to available Community Fireguard Program funds.

Administration has reached out to FRIAA and they have indicated that we need to submit 3 proposals, one for each of the locations (Mitsue, Marten Beach and Broken Paddle).

The Town of Slave Lake, Sawridge First Nation and various Industries in Mitsue will be providing a Letter of Support to MDLSR to accompany the Request for Proposal.

ALTERNATIVE OPTIONS:

1. Move that Council direct Administration to submit three Request for Proposal to the FRIAA Community Fireguard Program for Phase 1 - Planning.
2. Move to accept the FRIAA Community Fireguard Program for information.

BENEFIT/RISKS:

Benefit: Working collaboratively with our municipal neighbors' and local industry to protect Mitsue Industrial Park and our communities.

Risks: None

STRATEGIC ALIGNMENT:

Supports FireSmart programs in our community.

FINANCIAL IMPLICATION:

N/A

OTHER CONSIDERATIONS:

N/A

COMMUNICATION STRATEGY:

If successful in receiving the grant funding, advertising of the program will commence.

Prepared By: Sandra Rendle, Associate Director, Legislative Services

Reviewed By: Marilyn Gladue, Executive Assistant

Approved By: Barry Kolenosky, Chief Administrative Officer



April 2, 2024

Municipal District of Lesser Slave River No. 124
PO Box 722
Slave Lake | AB | T0G 2A0

**Re: FRIAA Community Fireguard Program Grant
Letter of Support – Municipal District of Lesser Slave River No. 124
Request for Proposal**

On behalf of Council for the Town of Slave Lake, we are happy to provide this letter in support of the Municipal District of Lesser Slave River No. 124 request for proposal for the FRIAA Community Fireguard Program Grant for Phase 1: Planning.

The Municipal District of Lesser Slave River No. 124, including the Town of Slave Lake, is nested within the forest which increases our exposure to wildfires. The FRIAA FireSmart Program support is vital to our communities in reducing the impact of wildfires.

Sincerely,



Mayor Francesca Ward



Lesser Slave River

Council Briefing

Title	Southshore Grader Location Pilot Project
Date	04/10/2024
Presented By:	Cody Borris
Attachments	

Proposed Motion	<i>Move that Council accepts the Southshore Grader Location Pilot Project Briefing as information.</i>
Administrations Recommendation(s)	

BACKGROUND

The MDLSR has 5 grader beat locations that is maintained by 5 graders. Currently, the graders are based out of our Flatbush, Smith, and Slave Lake transportation shops. In an effort to reduce cost and wear and tear on the grader that maintains the roads north and west of Slave Lake, the transportation department will be running a pilot program. The program will see that when the grader is working west of Southshore Drive East it will be stationed at the Canyon Creek Water plant. The goal is to reduce travel time hours that the machine accrues.

The grader beat encompasses a total of 116.14 kilometers, with 46.09 kilometers located West of Slave Lake. Utilizing both the Canyon Creek Water Plant and Slave Lake shop will cut the travel time for the grader down.

The pilot program will start on June first. The working time and travel time of the machine would be tracked through the summer months with the results presented to council in September.

ALTERNATIVES

Keep grader stationed at the Slave Lake transportation shop.

BENEFITS/RISKS

It is a benefit to explore the feasibility of stationing a grader at the Canyon Creek Water plant to provide the residents an effective and efficient level of service.

STRATEGIC ALIGNMENT

N/A

FINANCIAL IMPLICATIONS

Will be reviewed in September.

OTHER CONSIDERATIONS

N/A

COMMUNICATION STRATEGY

N/A

Prepared By: Cody Borris, Transportation & Facilities Maintenance Manager

Reviewed By: Marilyn Gladue, Executive Assistant

Approved By: Barry Kolenosky, Chief Administrative Officer



Lesser Slave River

Council Briefing

Title	Water Line Break in Widewater
Date	April 10 th , 2024
Presented by	Rudolf Liebenberg, Director Utilities
Attachments	Written procedures for the operational maintenance of hydrants and water line repair

Proposed Motion	<i>Move to accept as Information and approve additional budget allocation for preventative maintenance.</i>
Administration Recommendation	As proposed

Background

There occurred a water line break on Tuesday April 2nd around 3pm in the 4th Street, Birch Avenue up to Lakeview Estates area of Wide water. Utilities was informed immediately, and crews responded right away with supervisors on site by 4pm. The break was repaired on Wednesday April 3rd by 4pm. There were service interruptions, and the water reservoir was low at 30% at some time. There was no environmental breach, but a report is in writing for submission. A Boil Advisory was issued.



- The break area is an old break, and it is asbestos pipe, which is about 40 years old. It is apparent that when this repair was done the proper procedures was not followed (back in the day).
- The pipe was not bedded properly when it was installed over 40 years ago (probably).

AGENDA ITEM #7.3

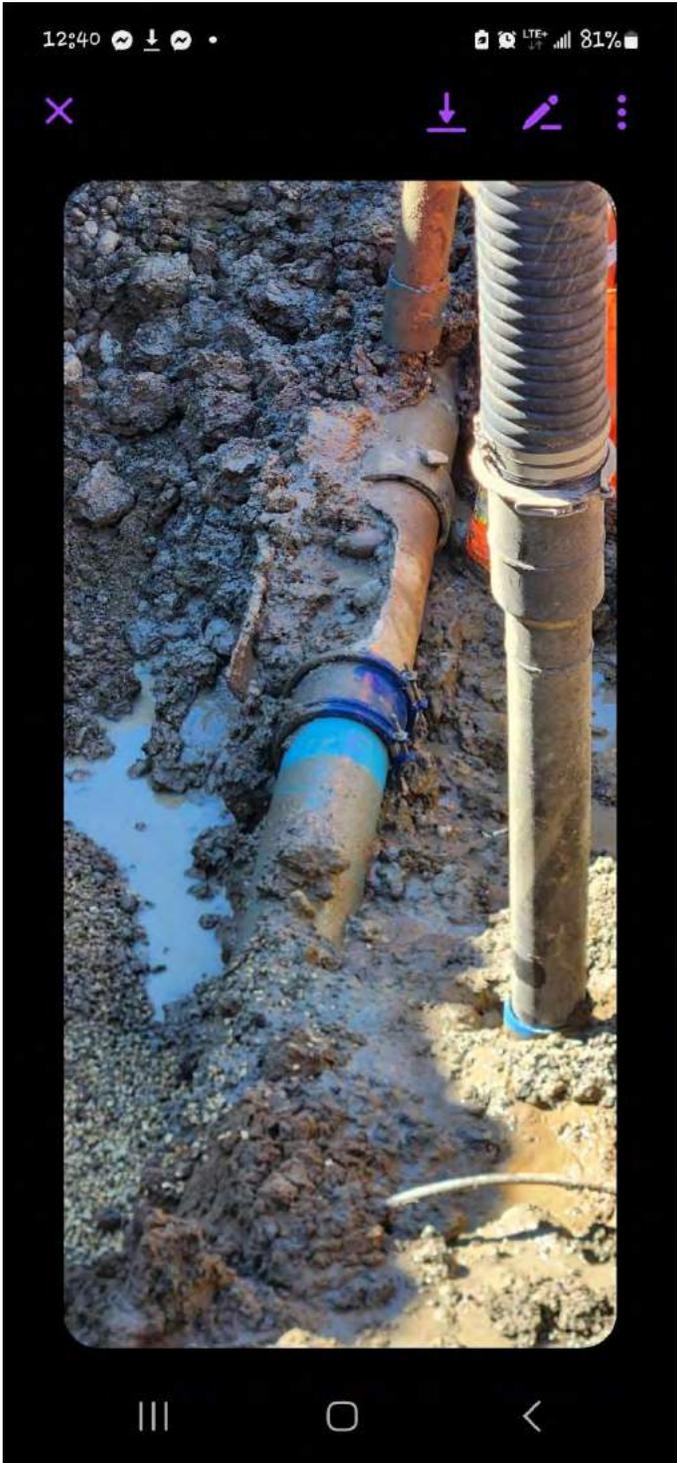
- There was a lot of large rocks (pit run) above the pipe that the operator removed while excavating.
- These rocks will work their way down over time and will cause damage.
- It is very important that pipes are bedded with sand under the piping to support but also give when needed and then sand on the top - one should shovel the top layer over the pipe before having the backhoe dump the rest in the whole to the side.
- Then more shovelling to ensure you don't damage the pipe.
- In this case the damage area was an old repair. It is a pipe that is approximately 40 years old. The lack of sand under the piping originated the problem and the big rocks used to cover it contributed to further stress. There were several big rocks on top of the pipe.
- Sequence below page 3-7.











Work Rationale

Hydrant flushing is a very important work system that needs to be completed on regular basis – please see the operational requirements attached. It is common when hydrants are flushed that there will be an actual drop in water pressure that should and will not compromise the strength of the water line. This procedure is well versed in all urban and rural properties.

Water main breaks can occur for several reasons.

1. **Temperature Changes:**
 - Both ground temperature and water temperature play a significant role in the potential for water mains to break.
 - Sudden and severe temperature fluctuations can cause water main breaks and cracks. When the ground contracts and expands due to temperature changes, it exerts pressure on the water pipes.
 - Winter is particularly susceptible to this phenomenon. Low temperatures can cause soil to freeze and expand, leading to frost loading and increased pressure on underground pipes.
2. **Corrosion:**
 - Many older water mains are made of materials like cast iron or ductile iron. Over time, these materials can corrode or crumble.
 - Corrosion weakens the pipe structure, making it more prone to leaks and breaks.
3. **Soil Shifts:**
 - Changes in soil conditions can exert pressure on water lines, causing them to break.
 - Soil shifts can occur due to various factors, including storm weather or construction projects.
 - Additionally, root infiltration (more common with sewer lines) can damage and block water mains.
4. **Extreme Climatic Conditions:**
 - Droughts, floods, and other extreme weather events can destabilize soil supports for underground pipes.
 - Cross-connection misalignments and pipe breakages may result from these conditions.

Remember, timely detection and repair are crucial when dealing with water main issues.

How does hydrant flush work?

Running hydrants will increase water flow through the system. This increase in flow stirs up any minerals and deposits in the pipes and clears them out.

When does hydrant flushing occur? MDLSR performs fire hydrant flushing as part of its regular, annual distribution optimization program to ensure the best water quality for customers. Flushing also occurs to clear out pipes after water main repairs.

Can I still use water during the flushing process? Flushing will not interrupt your water service; however, it is common to see a drop in water pressure while crews are doing work in your area. If pressure seems low after flushing is finished, check your faucet for trapped particles.

Is my water safe to drink after hydrants have been flushed in my area?

Water can become discolored after flushing; however, it is safe to drink. If this happens, run your cold water tap for a few minutes until the water is clear. If it is not clear the first time, wait a few minutes and repeat this process. Avoid washing clothes until the water clears. If your laundry does become stained, do not put it in the dryer. Rewash clothes with detergent and a rust removing agent. Rust remover can also remove stained fixtures.

Flushing and water lines

If staff open a hydrant fully in a short period of time, and then close it quickly it causes a thing called water hammer. It occurs when sudden changes in water flow rate which leads to rapid pressure surges within pipes. When water collides with a solid surface (such as closing a valve), its movement is transformed into pressure. The compression increases the pressure in the pipe, resulting in a powerful shockwave (lack of a better word). Flushing improperly could cause damage but doubt it had anything to do with this Wide water event.

Corrosion can be a factor overtime. Corroded pipes weaken and may develop holes or cracks. Mineral deposit buildup up in old lines can also cause structural damage.

Frequent pressure changes, ground settling, or vibrations (due to traffic, construction, or nearby machinery) can cause pipes to shift. This movement can create stress points and eventually result in holes. Aging pipes naturally degrade. Factors like material fatigue, temperature fluctuations, and external forces contribute to wear and tear.

In cold climates, freezing and thawing cycles can stress pipes, leading to cracks or fractures and ground shifting also can cause damage and weaken integrity. The pipe or line in question is old and the factors of age, mineral buildup stress and the other factors contributed. Rocks on pipes can also cause this damage and the shifting of ground and vehicles driving it down or frost can be factors. **In short, the flushing did not cause the break.**

Timeline

The Wide Water April 2024 event took place over a 12-hour period and crews and repairs were performed in a timely manner. Social critique is inevitable.

Operational Maintenance and Procedure

To continue as is per MDLSR policy and procedure.

Next Steps

The MD should implement and maintain preventative maintenance for water and sewer as a critical priority.

Administration encourages Council to approve and allocate more money and resources to maintain an excellent service level as it pertains to water and sewer.

Prepared by: Rudolf Liebenberg Director

Reviewed by: Rudolf Liebenberg Director

Approved by: Barry Kolenosky CAO



Lesser Slave River

Council Briefing

Title	Waste and Recycling Ambassador- New Position (Pilot)
Date	April 10, 2024
Presented By:	Molly Fyten, Contractor
Attachments	N/A

Proposed Motion	<i>That the MD of Lesser Slave River No. 124 Council supports the new pilot position for a Waste and Recycling Ambassador, which can provide services for the MD of Lesser Slave River, Lesser Slave Lake Regional Waste Management Services Commission (LSLRWMS), the Town of Slave Lake, and the Athabasca Regional Waste Management Services Commission (ARWMS); to be funded through a cost-sharing model (approximately \$9,100 for the MD of Lesser Slave River for the 6-month pilot period, based on four supporting entities).</i>
Administrations Recommendation(s)	<i>That the MD of Lesser Slave River No. 124 Council approves the new position of a Waste and Recycling Ambassador, to be implemented as a 6-month pilot position with further evaluation with Council and administration in the future.</i>

BACKGROUND

There are a significant number of waste and recycling management programs and services offered to the residents and industrial/commercial/institutional (ICI) customers through the Lesser Slave Lake Regional Waste Management Services Commission (LSLRWMS), as administered by the Town of Slave Lake and the MD Lesser Slave River, and by the Town itself.

The Regional Landfill and three surrounding transfer stations, as managed by the Commission and MD (respectively), service a large geographical area while providing a full range of convenient, sensible, and sustainable recycling and waste management options. Notably recognized as award winning by the province, these services and programs strive to align with the MD’s vision to provide accurate, efficient, and effective municipal service delivery. These sites are staffed with a minimal number of operators (1 for each transfer station, and 5 on average, at the Regional Landfill).

The Town of Slave Lake manages and operates a Recycling Depot, which provides residents with the ability to drop off their recycling materials 24/7. While this has provided convenience to its residents, it has posed several issues with contamination as the site is not attended. In addition to this, the Town provides a weekly residential curbside service program for waste and recycling collection.

The Commission has recently been approved for its Extended Producer Responsibility (EPR) registration, with Phase I participation scheduled to start in April 1, 2025. Guided by EPR, the practices guiding proper recycling, increased waste diversion, and reduced contamination will

be a focal point for all registered Alberta municipalities going forward. This requires enhanced communication and education of community residents and businesses. Furthermore, with the rising presence and activity of industry and agriculture in Slave Lake, materials generated will continue to significantly increase. This will require attentive support to work with these businesses to ensure source separation, through focused education on how to adhere to the community's existing waste and recycling management practices and policies.

In order to effectively deal with current challenges and prepare for the future initiatives and activities provided above, administration is recommending that a Waste and Recycling Ambassador position is created. This new position would be introduced as a contracted individual on a six-month pilot basis. Out of an effort to work on challenges and opportunities in a collaborative manner, this contractor could provide services to the MD, Lesser Slave Lave Regional Waste Management Services Commission (LSLRWMSC), the Town of Slave Lake, and the Athabasca Regional Waste Management Services Commission (ARWMSC). This position would therefore be funded through a cost-sharing model for all four entities (pending approval for support). At an average rate of \$35/hour, this would result in an estimated annual cost of \$72,800. Funding of this annual salary for each participating entity would therefore be approximately \$18,200. For the 6-month pilot period, this would result in an estimated supporting salary cost of \$9,100 for the MD Lesser Slave River (based on support from the 4 listed entities).

At the Lesser Slave Lave Regional Waste Management Services Commission (LSLRWMSC) meeting held on March 28, 2024, the Commission reviewed the proposal for the new position and requested administration to schedule delegations with the affected entities to determine interest. Delegations are currently being scheduled with the Town of Slave Lake, Athabasca Regional Waste Management Services Commission (ARWMSC), and further discussion will also take place with the Sawridge First Nations group during the Tri-Council meeting. Based on the support received, administration will bring this information back to the Commission for further discussion and direction.

This position would be responsible for several duties, including the following:

- Education and outreach for residents and businesses, with a focus on the industrial and agricultural sector. This includes education (and ultimately enforcement) of accepted waste and recycling practices/policies/bylaws for all entities. This would include the development and communication of educational materials/resources for all waste and recycling programs and services provided by the four entities
- Enhanced and specialized outreach, working as a one-on-one liaison for surrounding First Nations communities
- Public relations, including attending and/or coordinating events and interacting with the public through workshops, open houses, and other special community functions. Overall promotion of waste and recycling programs and services
- Providing onsite assistance for landfill and/or transfer station operations (i.e. customer education, load screening and/or sorting, collection/sorting/processing of recyclables on site, including baling operations, and running landfill scale, as needed or on a back-up basis).
- Routine site visits/inspections to make recommendations for site efficiencies
- Performing audits for various waste and recycling collection programs (i.e. Recycling Depot, curbside pickup program, onsite material, commercial loads, or other)
- Data entry/analysis and corresponding report preparation as required
- Respond to internal and external customer service requests and inquiries

- Engage with surrounding municipal communities and provincial entities on various related issues and stay up-to-date on upcoming changes or regulations in the industry, including EPR
- Supporting the general work of the involved entities as required

Given this range of duties, the nature of the position, and goals of the supporting entities, the individual hired would need to fulfill a number of specialized requirements and skills. Of significant importance, this individual will need to have experience in dealing with the business/industrial sector along with exceptional communication and customer service skills, and conflict management. Experience with municipalities and/or First Nation groups would be considered an asset. This individual must have a basic understanding of waste and recycling programs/services, the provincial EPR program, and must be willing to take any specialized training as requested to help perform duties. This individual must also bring forward positive energy, innovation, and a service mindset to making a difference and contributing meaningfully to the community.

As this individual will represent multiple entities, time management to deal with fast changing, heavy work loads will be essential. The individual must represent all entities in a professional and responsible manner at all times to protect the integrity of the employees and corresponding organizations.

ALTERNATIVES

The Waste and Recycling Ambassador position could be approved as a 6- month pilot position, with re-evaluation at the end of the term for future consideration.

The Waste and Recycling Ambassador position could be approved as a 1-year pilot position, with re-evaluation at the end of the term for future consideration.

BENEFITS/RISKS

Benefits provided by the new Waste and Recycling Ambassador position will allow the MD, the LSLRWMSC, the Town of Slave Lake, and the ARWMSC to work collaboratively on current challenges, enhance efficiencies, and become proactively prepared to deal with EPR and other initiatives and service level enhancements being presented for the near future. Further discussions will also be held through the Tri-Council meeting taking place with the Sawridge First Nations group.

At the same Commission meeting held March 28, 2024, a motion was made to approve an enhanced recycling system (i.e. 'Regional Recycling Hub') to be constructed at the Regional Landfill. This system will consist of a new baler and the corresponding infrastructure to properly handle and recycle large volumes of material, becoming a collector/processor and eventually be formally designated as such in the province through the EPR program. Once operations are fully in place, the system will allow the site to become a regional hub to service surrounding communities, businesses, waste disposal companies, and First Nations groups. This system will require an employee dedicated to its ongoing maintenance and operation, which is anticipated to be constructed by the Fall of 2024. This position would assist with these operations, while helping improve recycling practices and increase the amount of recyclable materials being diverted from the landfill; contributing to the ultimate success of the 'hub'.

Risks include a small financial commitment for the new position. The salary can be shared amongst the supporting entities and the position would be utilized accordingly. Risk is reduced

by exploring this new position as a pilot, with re-evaluation at the end of the selected option. The Producer Responsibility Organizations (PROs) as established through the EPR program, will be providing communities with financial compensation for dealing with the EPR eligible products; therefore, part of the salary costs may be further offset. However, these discussions and negotiations with the PROs are still underway, and no estimates on this financial compensation can be secured or provided at this time.

STRATEGIC ALIGNMENT

This position will allow the community to continue to provide 'accurate, efficient, and effective' municipal service delivery for waste and recycling management. This provides an opportunity for the affected entities to become solution-focused while working collaboratively to address common challenges.

FINANCIAL IMPLICATIONS

Estimated annual cost of \$72,800, which can be funded through a cost-shared model by the supporting entities (approximately \$18,200 per year). For the 6-month pilot period, this would result in an estimated supporting salary cost of \$9,100 for the MD Lesser Slave River (based on 4 supporting entities).

OTHER CONSIDERATIONS

N/A

COMMUNICATION STRATEGY

Based on Council's direction, administration will bring back information to the LSLRWMSC for discussion of implementation and will advertise and hire according to policy (collaboratively as required). If position is approved, hiring could commence as early as the summer of 2024, with the individual to be in place and trained in alignment with the onset of the enhanced recycling operations starting in the Fall of 2024.

Organizational structure to be updated as per direction.

Prepared By: Molly Fyten, BSc Contractor
Reviewed By: Marilyn Glaude, Executive Assistant
Approved By: Barry Kolenosky, Chief Administrative Officer

From: [W-T-EAF-FA-OPS-GD](mailto:W-T-EAF-FA-OPS-GD@servicecanada.gc.ca)
To: [Shari Spencer](#)
Subject: 019706928 – 2023 Call for Proposals under the Youth Innovation component of the Enabling Accessibility Fund
Date: March 11, 2024 8:59:50 AM

You don't often get email from w-t-eaf-fa-ops-gd@servicecanada.gc.ca. [Learn why this is important](#)

Hello,

We are writing further to your application for funding under the 2023 Enabling Accessibility Fund (EAF) – Youth Innovation Component.

We are pleased to inform you that your project has been selected to receive funding. A project officer will contact you shortly to finalize your request. Please note that all expenditures incurred before the conclusion of a signed agreement by the Government of Canada are not eligible and will not be reimbursed. Therefore, you must wait to receive the signed agreement before starting your project activities.

Please confirm if you wish to proceed with this project and inform us of your intended project start date by responding to this email no later than two (2) business days from the date on which it was sent. If you do not respond within the indicated time frame, we will consider that you are no longer interested in the funding, and we will close your file.

If your situation has changed in the meantime and you are no longer interested in or in a position to proceed with the delivery of your project, please send us a notification that you wish to withdraw your proposal.

All projects funded under this Call for Proposals will be posted on the Disclosure of Grants and Contributions section of Employment and Social Development Canada's website.

Thank you for your interest in this program. Should you have any questions, please do not hesitate to contact us at the following email address: W-T-EAF-FA-OPS-GD@servicecanada.gc.ca

Information about Grants and Contributions programs can be found on our website at <http://www.esdc.gc.ca/eng/funding/index.shtml>

Sincerely,

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