



AGENDA

Municipal District No.124 Regular Council
Wednesday, May 8, 2024 - 10:00 AM - MD Council Chambers

Page

CALL TO ORDER

INTRODUCTION

- 2.1 Erik Loken - MD Finance Intern 5 - 11

Proposed Motion: Move to accept the Introduction of Erik Loken as information.

[Council Briefing - Internship](#)
[2024 Municipal Internship Program - Workplan](#)

ADOPTION OF THE AGENDA

- 3.1 May 8th, 2024, Regular Meeting of Council Agenda

Proposed Motion: Move to adopt the May 8th, 2024, Regular Meeting of Council Agenda as presented.

ADOPTION OF MINUTES

- 4.1 April 24, 2024, Regular Meeting of Council Minutes 12 - 15

Proposed Motion: Move to adopt the April 24, 2024, Regular Meeting of Council Minutes as presented.

[04242024 - DRAFT MINUTES -Regular Council](#)

DELEGATIONS

- 5.1 Cliff Peddle - MD of Lesser Slave River Resident 16

Proposed Motion: Move to accept Cliff Peddle's discussion with Council as information.

[Redacted delegate form](#)

- 5.2 Jen Plamondon/Michael Paulson - Associated Engineering **CLOSED SESSION @ 11:00 a.m.**

CONFIDENTIAL ITEMS - CLOSED SESSION

- 6.1 Closed Session as per Section 19, 24 of the FOIP Act

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

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

- **Smith Bridge Update**

- **Lake Levels Briefing**

BYLAWS

7.1 Bylaw 2024-11 Lawrence Lake Area Structure Plan 17 - 63

Proposed Motion: Move to give first reading to Bylaw 2024-11 Lawrence Lake Area Structure Plan

[RFD - 2024-11 Lawrence Lake Area Structure Plan](#)

[2024-11 Lawrence Lake Area Structure Plan Bylaw](#)

[Lawrence Lake- Area Structure Plan - Google Earth](#)

[Lawrence Lake- Area Structure Plan - Map 1](#)

[Lawrence Lake- Area Structure Plan - MD Imagery](#)

[EINS - Lawrence Lake Area Structure Plan - April 16 2024](#)

[EINS Engagement Summary Lawrence Lake ASP Redacted](#)

COMMUNITY ASSISTANCE BOARD

8.1 Community Assistance Board Meeting at 1:00 p.m.

Proposed Motion: Move to recess Regular Meeting of Council to hold the Community Assistance Board Meeting _____ p.m.

Proposed Motion: Move to reconvene Regular Meeting of Council at _____ p.m.

REQUESTS FOR DECISION

9.1 Appointment of Weed & Pest Inspectors 2024 Season 64 - 65

Proposed Motion: Move to appoint Reanna Bensch, Morgan Cryderman, and Tanner Miller as municipal inspectors for the M.D. of Lesser Slave River, under the Weed Control Act W-5.1 and the Agricultural Pests Act A-8, Effective May 8th, 2024, until employment ceases.

[RFD Agricultural Services Weed & Pest Appointments](#)

9.2 Smith Bridge Truss Repairs 66 - 69

Proposed Motion: Move to award the Smith Bridge Truss Repairs to Ardy Rigging Ltd. for \$243,290.00 exclusive of GST.

Proposed Motion: Move to approve the amended estimated total project budget of \$322,280.89 with the additional estimated budget of \$20,177.89 from the Transportation Capital Reserve Fund.

[ltr Tender Evaluation Truss Repairs MDLSR BF71600](#)

[REQUEST FOR DECISION - Tender Award amended](#)

9.3 2024 Motor Grader Asset Disposal 70 - 71

Proposed Motion: Move to approve the disposal of GR 16 and GR 17 through a licensed auction mart, with sale proceeds to go back into Capital Transportation Reserve.

[RFD - Grader disposal](#)

9.4 Rescinding of Motion #128-24 72 - 73

Proposed Motion: Move that Council rescind Motion #128-24

Proposed Motion: Move that Council direct Administration to instruct Peace Officers to limit patrols and enforcement on primary and secondary highways and focus mainly on traffic patrol and control on MDLSR maintained roads and infrastructure.

[20240508 - RFD - Rescinding of Motion # 128-24](#)

9.5 Nine Mile Recreation Society Request 74 - 77

Proposed Motion: Move that Council accept the letter from Nine Mile Recreation Society for information and direct them to submit a financial request with detailed costs for the work needed.

[20240508 - RFD - Nine Mile Recreation Society Request](#)

[NineMileMDRequest](#)

[Trail Network](#)

REPORTS

10.1 Spring Hamlet Cleanup Pilot Project 78 - 79

Proposed Motion: Move to provide accessible free garbage disposal bins for rate payers within hamlets and subdivisions on the May long weekend.

[REPORT TO COUNCIL - Hamlet Spring Cleanup](#)

10.2 Board Reports - Agricultural Services

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

10.3 Board Reports - Community Futures

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

10.4 Board Reports - Airport

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

10.5 Board Reports - Education Libraries

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

10.6 Board Reports - Economic Development

- Slave Lake Chamber of Commerce - Councillor Seatter

10.7 Board Reports - Seniors and Housing

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

10.8 Board Reports - Inter-Municipal Committees - Reeve Kerik, Deputy Reeve Spencer, Councillors Sand and Seatter

10.9 Board Reports - Planning & Development

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

10.10 Board Reports - Tourism

- Slave Lake Regional Tourism - Deputy Reeve Spencer

- 10.11 Board Reports - Reeve Appointments
 - Northern Alberta Development Council/Northern Alberta Elected Leaders
 - Director of Wildfire Legacy Corporation
- 10.12 Board Reports - Regional Alliances
 - Alberta North Central Alliance - Reeve Kerik and Councillor Sand
- 10.13 Board Reports - Tri-Council Committees
 - Tri-Council Health Advocacy Committee - Councillors Pearson, Melzer and Fulmore
- 10.14 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
- 10.15 Board Reports - Watersheds
 - Lesser Slave Lake Watershed Council - Councillors Seatter and Pearson
 - Athabasca Watershed Council - Councillor Sand
- 10.16 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 Reports from Council as information.

NEW BUSINESS

11.1

11.2

ITEMS FOR DISCUSSION

12.1 Discuss tentative dates for Special Meetings

12.2

NOTICE OF MOTION

ADJOURNMENT



Lesser Slave River

Council Briefing

Title	Introduction/Welcoming of Intern – Erik Loken
Date:	May 8th, 2024
Presented By:	Erik Loken/Holly Omelchuk
Attachments:	Draft Intern Work Plan

Proposed Motion:	<i>Move to accept the Introduction of Erik Loken as information.</i>
Administrations Recommendation(s):	As above

Background – Program

The Municipal Internship Program is an opportunity for new and recent post-secondary graduates to gain first-hand, practical experience and training in municipal administration, finance/accounting, or land use planning. Interns receive a salary and financial support for professional development, while undertaking a variety of tasks customized to each host municipality’s needs, projects, and priorities. Interns are also provided mentorship and opportunities to develop an extensive network of municipal and planning professionals. Through the program, interns will gain knowledge and develop competencies which will provide a foundation for a career in municipal government.

Program Stream

This stream of the program offers participants hands-on, intensive learning in municipal finance and accounting, along with professional development opportunities and a general understanding of municipal government. The goal is to provide a strong foundation in municipal finance while also providing exposure to key departments within the municipality during an 18-month period.

Finance officer interns work primarily in the finance department, with the goal of learning key aspects of the finance department and how finance interacts with the rest of the municipality. Interns will also have the opportunity to experience other areas of the municipality to understand the financial priorities and requirements of these departments.

Responsibilities and activities in this role include, but are not limited to:

- prepare budget forecast and participate in discussions with council and management
- prepare payroll
- process accounts payable and accounts receivable
- produce financial reports
- prepare financial records for audit and for borrowing
- lead or support implementation of asset management systems and practices

- support procurement initiatives

Background - Erik

Hello, my name is Erik Loken, and I will be joining the finance administration team through the Alberta Municipal Internship Program. For my background, I've lived most of my life in the city of North Battleford, Saskatchewan, before moving to Calgary to obtain a Bachelor of Commerce with a major in accounting from the University of Calgary.

For some "fun facts" about myself, one of the first things that comes to mind is that I would say I have a strong connection with music. I've loved playing electric bass and trombone in multiple academic jazz and concert bands in the past, creating a habit of listening to a new music album every day (where I unfortunately ended my streak after about 150 days), and even now continuing to produce my own pop music using software on my laptop. I also have a love of travelling, which was probably inherited from my family road trips where the shared experience of being crammed in a car for many hours (or sometimes days) manages to build bonds which last to this day. Some of my favourite destinations have been New Orleans, California, and Niagara Falls.

I am very excited to begin this journey of working at the Municipal District of Lesser Slave River for a wide array of reasons. In addition to general motivations such as having the opportunity to apply my learned skills within a real-world environment, I am particularly drawn to the setting of municipal administration because I believe it provides one of the most direct avenues towards positively impacting the lives of individuals. Another exciting prospect of working at the municipality is the ability to "wear multiple hats" when it comes to my responsibilities, providing for an enriching and dynamic work environment.

Next Steps – Administration

As part of the Internship Program Erik must attend the Intern Orientation in Edmonton in June. Attendance at municipal association/professional association zone meetings and events, visiting other municipalities is also encouraged. Other organizations to consider include:

- Alberta Arbitration & Mediation Society (AAMS)
- Alberta Municipal Clerks Association (AMCA)
- Alberta Professional Planners Institute (APPI)
- Chartered Professional Accountants of Alberta (CPAA)
- Canadian Institute of Planners (CIP)
- Government Finance Officers Association (GFOA)
- Local Government Administration Association (LGAA)
- National Advanced Certificate in Local Authorities Administration (NACLAA) – program offered by the University of Alberta
- Alberta Rural Municipal Administrators' Association (ARMAA)
- Society of Local Government Managers (SLGM)
- Other professional associations (e.g., fire chiefs, development officers, recreation practitioners, public works, and economic developers)

Interns are required to attend **either** AM or RMA convention, and **at least one other** conference during the year. Interns are required to take at least one professional development course (at least 1 day in length).

Attached is the draft workplan approved by Municipal Affairs. This is a draft workplan that is open for amendments from time to time. Erik will use the template to document and track his work to review at the Internship Orientation at Municipal Affairs. Administration is extremely excited that Erik chooses the MD for his internship.

Next Steps - Erik

Over the 18-month duration of the program I look forward to gaining a greater appreciation of the operations of the municipality, to gain a big picture understanding of all the interlocking elements which work together to form the municipality, allowing me to efficiently use what I've learned to create my maximum possible value for the community. Beyond my 18-month term, although I would not want to make any promises, I can assure you that I've already grown to love the area within my limited time spent here, and it is not hard for me to envision a future for myself here. Ultimately, I am ecstatic to create a mutually beneficial relationship with the Municipal District of Lesser Slave River, where not only will I contribute the skills and knowledge I have accumulated over the course of my education towards the prosperity of the community, but the position will also work to propel me into a state of greater knowledge and overall satisfaction.

Prepared by: Erik Loken, Intern/Holly Omelchuk, Director, Finance

Reviewed by: Holly Omelchuk, Director, Finance

Approved by: Barry Kolenosky, CAO



Lesser Slave River

2024 Municipal Internship Program

Lesser Slave River Work Plan

First week will be the normal onboarding for new employees which includes:

Introduction to staff and reviewing relevant Policies and procedures.

Review of Organizational Chart

Discussion of Workplan and set dates for implementation.

Operational Stats

Budget - Capital and Operational

Operational Programs

Capital Projects – Completed and ongoing

Challenges

The plan is for our Intern to spend time in each department prior to him receiving rolls and responsibilities in finance. This was discussed with each candidate in the interview process. The first department that he will observe will be Legislative Services. We feel it is important for the intern to understand legislation, bylaws, and polices and the significance of why municipalities are required to follow. He will see what role each department plays in the running of a municipality. Our belief is that this will assist in a better understanding of the General Ledger in terms of departments and how all departmental revenue, and expenses rolls up through finance.

Department/Related Tab - Workplan

Responsibilities

<p>Department Government – Council</p> <p>Tab Municipal Government Governance</p>	<p>The intern will sit in council meetings to help gain the understanding of strategic development in the municipality and the implementation process Introduction to Council in a meeting setting, set up meeting with individual Mayor/Council members (ongoing).</p>
<p>Department Administration - CAO Shadow</p> <p>Tab All Tabs</p>	<p>Will observe/work with the CAO to build an understanding of the MD's governance, missions, values, mandates, strategic planning, setting goals for departments and individual managers, implement policies and procedures, develop all departments, oversees day to day operations.</p>
<p>Department Administration - Executive Assistant/Communication Coordinator</p> <p>Tab All Tabs</p>	<p>Coordination, planning scheduling for CAO & Council, Legislative Services (agenda package and minute preparation), Corporate Branding, promotions, Engagement special projects, Communication Internal & External Coordinator</p>



Lesser Slave River

<p>Department Administration - Associate Director, Legislative Services</p> <p>Tab Administration Governance Community Services Other</p>	<p>Legislative Services (Federal, Provincial, bylaws and policies), Bylaw/Policy Management, Municipal Census Coordinator, assists in the public posting of documents as per MGA, SDAB, FOIP, Elections, Oversees Safety Program</p> <p>Community complex, arenas, rentals and user group liaison, Parks, and open spaces, Intermunicipal agreements (VIC, Recreation, Legacy Centre), FCSS, Community Service Agreements,</p> <p>Communication Internal & External Coordinator</p>
<p>Department Administration - Director of Utilities and Operational Services Includes Planning and Development Includes Protective Services</p> <p>Tab Administration Governance Land Use Planning Bylaw & Protective Services</p>	<p>Water production services, Wastewater production services, Storm water management, Flood Mitigation projects, Intermunicipal water & wastewater agreements, Solid waste management services, transfer sites and recycling, Disaster Services</p> <p>Planning & Development, Subdivisions, Municipal LOC & Leases, Municipal Planning Commission, Assist in Land Inventory Review, Open Spaces & Parks Bylaw</p> <p>Peace Officer Program, Liaison Fire & Rescue Services, Security Management, Community Standards Education, Municipal traffic bylaw.</p>
<p>Department Administration - Assistant Director of Field Services</p> <p>Tab Administration Public Works & Engineering</p>	<p>Asset Management, Capital Project Tracking, update 10-year Capital plan, Procurement Agreements tendering of goods & services, Manage preferred Customer goods & service list, Special Project Engagement & Implementation Fleet Services (maintenance & procurement),</p> <p>Road maintenance, Engineering Services, Construction and upgrades, Gravel supply sourcing, Road Use Agreements, Bridge Structures, Facilities maintenance.</p>
<p>Department Administration - HR</p> <p>Tab Administration Human Resources</p>	<p>Recruitment & Retention, Benefits, WCB Claims, LAPP Management, HR related training, Onboarding of Staff, Employee Handbook, PA Management</p>
<p>Department Agriculture Fieldman</p> <p>Tab Other</p>	<p>Agricultural & Environment Services – Plant & Weed Control, ASB, Parks Maintenance, Livestock, Parks & Open Spaces</p>
<p>Department Administration - Director, Finance and Central Services</p> <p>Tab Administration Municipal Government Governance Financial Services Assessment</p>	<p>Financial Services (Accounts Payable, Accounts Receivable, Payroll, Taxation), Financial Planning, Financial control, pre-planning, planning, short-term & long-term budgets, reporting, Auditing protocol management, Assist with Grant Research Grant reconciliation, Grant Management Research (Tracking), Reception Services SL Site, Broadband/ IT</p>



Lesser Slave River

The intern will gain practical experience in the Finance

Department as follows:

1. Financial Reporting	Financial Reporting needs and systems	Learn about our Financial Reporting system Microsoft Dynamics GP. Investing the time to learn a new accounting software can lead to increased efficiency, accuracy, and insight into our municipal finances, contributing to better decision-making and success.
	Accounting policies and transactions	Study the municipalities policies, bylaws, and transactions. In the effort to foster informed decision-making, promote civic engagement, support community development, and enhance transparency and accountability in local governance.
	Financial report preparation	Will participate in financial report preparation with the Finance Manager and Director of Finance. To enhance financial literacy, support compliance, inform decision-making, and promote transparency and accountability within local government.
	Financial statement analysis	Will help participate in the analysis of past and current financial statements with our Finance Manager/Director of Finance to enhance decision-making, risk management, and stakeholder communication and implement the MD' strategic plans.
2. Management Accounting	Management reporting needs and systems	Will learn about management reporting roles in the municipality and fulfill staff needs. This will enable the intern to make informed decisions, optimize resource allocation, enhance accountability, support strategic planning, improve efficiency, and accuracy.
	Planning, budgeting, and forecasting	Will participate in planning, budgeting, and forecasting for ongoing projects in the municipality to demonstrate to the intern how to align resources with strategic priorities, optimize resource allocation, ensure financial stability, manage risk, and measure performance.
	Organizational/ individual performance management	Will gain the understanding of the Municipality's performance management roles and as well, develop an understanding of managing themselves independently.
3. Finance	Financial planning and analysis	The intern will learn and participate in the financial planning and analysis with the CAO and Director of Finance.
	Cash management	The intern will take part in overseeing the municipality's financial assets, liquidity, and risks to ensure optimal cash flow, funding, and investment decisions. Including activities such



Lesser Slave River

		as cash management, cash forecasting, liquidity management (property, aging assets), risk management, and debt management to maximize returns while minimizing financial risks.
	Capital budgeting	Will study past and current capital budgeting with our Director of Finance. To learn how to optimize financial performance, allocate resources effectively, and support informed decision-making for the municipality's success.
4. Audit and Assurance	Internal control	Will learn and suggest internal controls and realize importance of safeguarding assets and ensuring compliance.

DRAFT

MINUTES

**Regular Meeting of Council
Municipal District of Lesser Slave River No. 124
April 24th, 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
 Alex Pavcek - Slave Lake Regional Fire Chief
 Sean Hynes - ATCO Electric
 Richard Watson - ATCO Electric
 Rudolf Liebenberg - Operational Director of P & D, Utilities & PS, MD LSR
 Holly Omelchuk - Operational Director, Finance and Central Services, MD LSR
 Shari Spencer - Assistant Director, Field Services & Document Conveyance Manager, MD LSR
 Kendra Kozdroski - Manager, Agricultural & Environmental Services, MD LSR
 Cody Borris - Facilities/Transportation Manager, MD LSR
 Leslie Bensch - Human Resources Manager, MD LSR
 Sandra Rendle - Associate Director, Legislative Services Manager, MD LSR
 Jeremy Dumaresque - Assistant Director, Utility Manager, MD LSR
 Joe McWilliams - Lakeside Leader
 Marilyn Gladue - Recording Secretary, MD LSR

CALL TO ORDER Reeve Kerik called the meeting to order at 10:02 a.m.

ADOPTION OF AGENDA **April 24th, 2024, Regular Meeting of Council Agenda**

MOTION 202-24

Moved by Councillor Pearson to adopt the April 24th, 2024, Regular Meeting of Council Agenda as amended:

- Add:
- Voyent Alert
 - Delegate – ATCO Electric

CARRIED

APPROVAL OF MINUTES **April 10th, 2024, Regular Council Meeting Minutes**

MOTION 203-24

Moved by Councillor Melzer to approve the April 10th, 2024, Regular Council Meeting Minutes as amended.

- Amend
- Motion #182-24 Add Councillor Melzer requested a recorded vote.
 - o Add names For and Against
 - Motion #184-24 – attach “Schedule A” to minutes
 - Remove Motion #196-24 – duplicate to #195-24

CARRIED

MINUTES
Municipal District of Lesser Slave River No. 124 – Regular Meeting of Council
April 24th, 2024

DELEGATION **Alex Pavcek – Regional Fire Chief, Lesser Slave Regional Fire Services**

MOTION 204-24
Moved by Councillor Seatter to accept the report from Alex Pavcek – Regional Fire Chief as information.

CARRIED

Sean Hynes/Richard Watson– ATCO Electric

MOTION 205-24
Moved by Councillor Sand to accept the presentation from Sean Hynes/Richard Watson Representatives ATCO Electric as information.

CARRIED

REPORTS **Director/Manager 1st Quarter Reports**

MOTION 206-24
Moved by Councillor Melzer to accept the Director/Manager 1st Quarter Reports as presented.

CARRIED

CONSIDERATION OF BYLAWS & POLICIES

AG-G63-16 Soil Conservation Policy & Procedure

MOTION 207-24
Moved by Councillor Pearson to adopt the AG-G63 Soil Conservation Policy as presented.

CARRIED

MOTION 208-24
Moved by Deputy Reeve Spencer to accept the AG-G63-16.01 Soil Conversation Procedure as information.

CARRIED

REQUEST FOR DECISION

Boat Launches

MOTION 209-24
Moved by Councillor Seatter to accept the Boat Launches & Low Water Levels for information.

CARRIED

MOTION 210-24
Moved by Councillor Pearson to direct Administration to have additional signage installed at both Boat Launches.

CARRIED

MOTION 211-24
Moved by Deputy Reeve Spencer to have Administration confirm with Lesser Slave Watershed Council the river intake liability and mitigation maintenance, agreement is being followed with the Provincial Government.

Councillor Pearson requested a recorded vote:

For: Reeve Kerik, Deputy Reeve Spencer, Councillors Melzer, Fulmore, Sand and Seatter
Against: Councillor Pearson

CARRIED

MINUTES
Municipal District of Lesser Slave River No. 124 – Regular Meeting of Council
April 24th, 2024

PS-26-01 Community Peace Officer Policy & Procedures

MOTION 212-24

Moved by Councillor Fulmore to adopt the PS-26-01 Community Peace Officer Policy as amended.

CARRIED

MOTION 213-24

Moved by Councillor Sand to accept the PS-26-01.13 through PS-26-01.21 procedures as information.

CARRIED

REQUEST FOR DECISION

Penalty on Tax Roll #041786 and #041788

MOTION 214-24

Moved by Councillor Pearson to not cancel penalties on Tax Roll #041786 and #041788.

CARRIED

MOTION 215-24

Moved by Councillor Melzer to **withdraw MOTION 214-24**.

CARRIED

Filing for Extension of Financial Statements

MOTION 216-24

Moved by Councillor Pearson to apply for an extension for filing the 2023 financial statements with Municipal Affairs.

CARRIED

Increase to Line Painting Budget

MOTION 217-24

Moved by Deputy Reeve Spencer to have the Line Painting tendered in the fall of 2024 and bring back for council approval if overbudget.

CARRIED

Deviation from Procurement Policy

MOTION 218-24

Moved by Councillor Sand to authorize administration to deviate from policy B.10 Procurement of Goods & Services policy to purchase a used water truck from a auction house to a maximum of \$150,000 as per the 2024 Capital Budget.

CARRIED

Financial Report

MOTION 219-24

Moved by Deputy Reeve Spencer to accept the Municipal District of Lesser Slave River No. 124 – Statement of Operations as of February 29, 2024, and statement of Operations as of March 31, 2024, for information.

CARRIED

MINUTES
Municipal District of Lesser Slave River No. 124 – Regular Meeting of Council
April 24th, 2024

NEW BUSINESS

B26 Communication Policy Review

MOTION 220-24

Moved by Councillor Melzer to accept the B26 Communication Policy Review as information and Administration bring back an amended policy and procedure.

CARRIED

Voyent Alert

MOTION 221-24

Moved by Councillor Pearson to accept the Voyent Alert discussion as information.

CARRIED

CLOSED SESSION

MOTION 222-24

Moved by Councillor Sand to go into Closed Session at 3:24 p.m. as per the following Sections of the FOIP Act with CAO Kolenosky, Associate Director, Legislative Services Rendle and Recording Secretary Gladue in attendance.

CARRIED

Section 19 – Confidential Evaluations

- MD Website Update
- 2024 Census Questionnaire
- Spark the North Power Point

Associate Director, Legislative Services Manager Rendle exited at 3:50 p.m.
Recording Secretary Gladue exited at 3:50 p.m.

OPEN SESSION

MOTION 223-24

Moved by Councillor Seatter to return to Open Session at 4:22 p.m.

CARRIED

ADJOURNMENT

MOTION 224-24

Moved by Councillor Seatter to adjourn at 4:22 p.m.

CARRIED

Chief Administrative Officer

Reeve



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 RD website (www.rds24.ca) for the dates.
- There is a limit of two delegations per meeting; therefore, we advise that delegations be advised in advance of the desired date.
- Delegations shall be dealt with at their pre-written hour. Please inform the Executive Assistant at 780-945-4887 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.
- Delegates 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 Mayor. Council may ask questions after the presentation from delegates.
- 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

CLIFF PEDDLE

TOPIC OF DISCUSSION

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

- BYLAW 2202-03 OPEN SPACES REGULATIONS BYLAW
- SEW SYSTEM

PURPOSE OF PRESENTATION

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

CLARIFICATION ON BYLAW 2203.
SEW SYSTEM SYSTEM PROBLEMS.

ACTIVITIES TO DATE RELEVANT TO THIS MATTER

Attach additional information if required.

ADDRESS

PHONE

EMAIL

SIGNATURE

DATE

COUNCIL MEETING DAY REQUESTED


 APR 16/2024
 COUNCIL MEETING APR. 24/2024.

May 8/24.
 Apr. 30/24
 Marilyn Blum.



Lesser Slave River

Request for Decision

Title:	Bylaw 2024-11 – Lawrence Lake Area Structure Plan
Date:	5/8/2024
Presented By:	Rudolf Liebenberg & Ann Holden
Attachments:	Draft Area Structure Plan, engagement summary report (redacted), maps

Proposed Motion	<i>Move to give first reading to Bylaw 2024-11 Lawrence Lake Area Structure Plan</i>
Administration's Recommendation(s)	As proposed and proceed with a public hearing

BACKGROUND:

The purpose of the Area Structure Plan (ASP) is to provide a planning framework for the subsequent subdivision and to act as a general guide for logical and compatible development of the property for the primary use of seasonal residences. The plan addresses development issues to effectively coordinate technical and aesthetic aspects of land development.

The Municipal Development Plan states that an ASP may be a prerequisite for the approval of any major subdivision or development proposal. In addition, the matters related to subdivision and development regulation of the Municipal Government Act require that area structure plans be prepared for multi-parcel subdivisions within 1.6 km of the highway.

A breakdown of the land use concept can be found in section 3 of the plan. Because of topography and to protect Lawrence Lake, a fairly large portion of the land has been taken as environmental reserve. The reserve land will serve as a wildlife corridor along the lake by restricting the developable area closest to the lake. To satisfy the regulations of stormwater discharge into a lake, a public utility lot is part of the plan. The primary land use is residential.

The plan is accessed from TWP RD 693, via Lawrence Lake Dr and HYW 2. As the subdivision is built out, a second access road has been taken as a right-of-way on one of the agricultural lots south of the plan.

There are no municipal water and sewer services planned for the plan area. Holding tanks will be used for the disposal of sewage and individually owned cisterns will be used to provide water for future residents.

Weighing the needs of vegetation retention for the wildlife and slopes with fire safety was one of the challenges with the development of the plan. The plan therefore contains FireSmart policies that require developers to use certain building material and to clear land closest to the buildings. Since the intermediate FireSmart zone may not fall within the property lines, the policies on this portion of the land are not mandatory, but strongly encouraged.

Residents in a 3 km radius have had the opportunity to review the plan. Various referral agencies have also been involved in the development of the plan.

- Alberta Forestry and Parks (water division): They were given the opportunity for input early on to have concerns addressed. Environmental Reserve/Municipal Reserve layout was based on concerns from the

department. When the Area Structure Plan was referred, the department had no concerns. A Crown Land Reservation on the west side of the subdivision for no surface disposition/lake shore protection due to no Environmental Reserve being able to extend west onto crown land.

- Alberta Forestry and Parks (park division): Reviewed the ASP and have no concerns.
- ATCO Electric: The only concern was the existing power line into SW-24-69-25-4 that the new road will be crossing. We may want to consider a powerline Right-Of-Way plan to avoid issues. *A Utility ROW caveat and plan is registered along the road of SW-24-69-25-W4.*
- Athabasca County: No concerns.
- Health Inspector: when the building phase starts, the health inspectors had instructions on water wells and sewage systems. No objections to the approval of the application.
- Fire Services: The lot is 25-minute drive from the Smith Firehall. Administration had a meeting with the fire department about ways to mitigate fire risks.
- Fisheries and Oceans: For projects near water, it is the proponents responsibility to meet all requirements of Federal, Provincial, and Municipal agencies.
- Historical resources: A historical resource act assessment for archaeological resources must be completed before any surface disturbance.
- MD transportation: No comments
- MD Utilities: No issues
- Alberta Transportation: Alberta Transportation has accepted the Lawrence Lake ASP and Traffic Impact Assessment (TIA) Transportation and Economic Corridors offers the following comments and observations with respect to the proposed development(s):
 - Pursuant to Section 618.3(1) of the Municipal Government Act (MGA), the department expects that the municipality will comply with any applicable items related to provincial highways in an ALSA plan if applicable
 - Pursuant to 618.4(1) of the Municipal Government Act, the department expects that the Municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, in accordance with Policy 7 of the Provincial Land Use Policies.
- TELUS: No concerns
- Apex Utilities: Acknowledged referral, have no objection to the proposed ASP. Any relocation of existing utilities and payment of contributions required for new gas facilities will be at the expense of the developer.

ALTERNATIVE OPTIONS:

- Grant first reading to Bylaw 2024-11 and move forward with the public hearing.
- As council directs administration to make changes to the Area Structure Plan.

BENEFIT/RISKS:

The benefit of having an Area Structure Plan is to ensure that development can proceed expediently when you reach the development stage.

The Area Structure Plan has been reviewed by members of council, referral agencies, and members of the public. It follows provincial legislation for multi-lot developments within 1.6 km of a highway.

STRATEGIC ALIGNMENT:

- The developers applied to rezone the land in December 2021 from Agriculture to Residential Un-serviced. The plan at the time was for a smaller subdivision for their children. SW-24-69-W4 was redistricted in January 2022
- The developer applied for a subdivision in March 2022. Since the application was for more than 6 lots on a quarter section, a more comprehensive set of background information was needed. An e-mail was sent to the developers on April 27, 2022 that an Area Structure Plan was warranted due to the complexity of the Subdivision.
- The way an Area Structure Plan is passed is by bylaw as per s.633 of the Municipal Government Act. The Act also provides provision as to how the plan is prepared and who is notified.

FINANCIAL IMPLICATION:

There are no financial implications with this report.

OTHER CONSIDERATIONS:

N/A

COMMUNICATION STRATEGY:

The proposed area Structure plan has been through public engagement. An Open house was held at the Smith Community Complex March 6, 2024. Residents in a radius of 3 km were invited to give input into the project and to attend the open house in person or to give feedback via e-mail or phone.

Passing of the Area Structure Plan:

- May 8, 2024 – First Reading
- May 22, 2024 – Advertisement (week 1)
- May 29, 2024 – Advertisement (week 2)
- June 12, 2024 – Public Hearing
- June 12, 2024 – Possible 2nd and 3rd Reading
- Implementation of the Area Structure Plan:
 - June 18, 2024, MPC meeting for subdivision (earliest possible)
 - Completion of conditions
 - Endorsement of subdivision
 - Development of lots

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



BYLAW 2024-11

A BYLAW OF THE MUNICIPAL DISTRICT OF LESSER SLAVE RIVER NO. 124 IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING THE LAWRENCE LAKE AREA STRUCTURE PLAN

WHEREAS the Council of the Municipal District of Lesser Slave River No. 124 considers it necessary to adopt, in accordance with Sections 633 and 636 of the *Municipal Government Act*, RSA 2000, the Lawrence Lake Area Structure Plan, being Bylaw No. 2024-11 and amendments thereto, to specify policy and regulatory direction of the lands within NW-24-69-25-W4M;

WHEREAS the Council of the Municipal District of Lesser Slave River No. 124 deems it appropriate to incorporate in a statutory plan adopted pursuant to the *Municipal Government Act* the findings of accompanying studies;

WHEREAS the Council of the Municipal District of Lesser Slave River No. 124 deems it advisable to adopt the Lawrence Lake Area Structure Plan, being bylaw 2024-11, so that it clearly and effectively serves as a basis for the multi-lot subdivision;

NOW THEREFORE the Council of Municipal District of Lesser Slave River No. 124 in the Province of Alberta, duly assembled, hereby enact Bylaw 2024-11 Lawrence Lake Area Structure Plan as follows:

- 1. That Schedule A Attached hereto be adopted as the Lawrence Lake Area Structure Plan being Bylaw 2024-11

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

READ for a first time this ____ day of _____, 2024.

ADVERTISED the ____ day of _____, 2024.

ADVERTISED a second time the ____ day of _____, 2024.

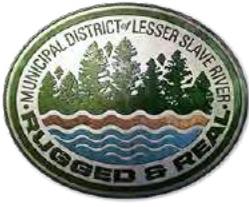
PUBLIC HEARING held on ____ day of _____, 2024.

READ for a second time this ____ day of _____, 2024.

READ for a third and final time this ____ day of _____, 2024.

Murray Kerik, Reeve

Barry Kolenosky, Chief Administrative Officer



BYLAW 2024-11

Maps - Schedule "A", Schedule "B" & Schedule "C" attached



Municipal District of
Lesser Slave River 124

Area Structure Plan

LAWRENCE LAKE



- Property of Interest
- Provincial Highway
- Cadastre
- MD Boundary

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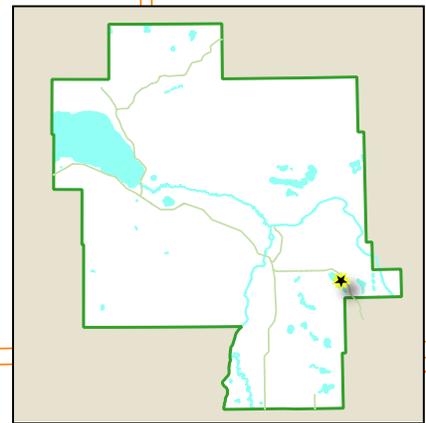
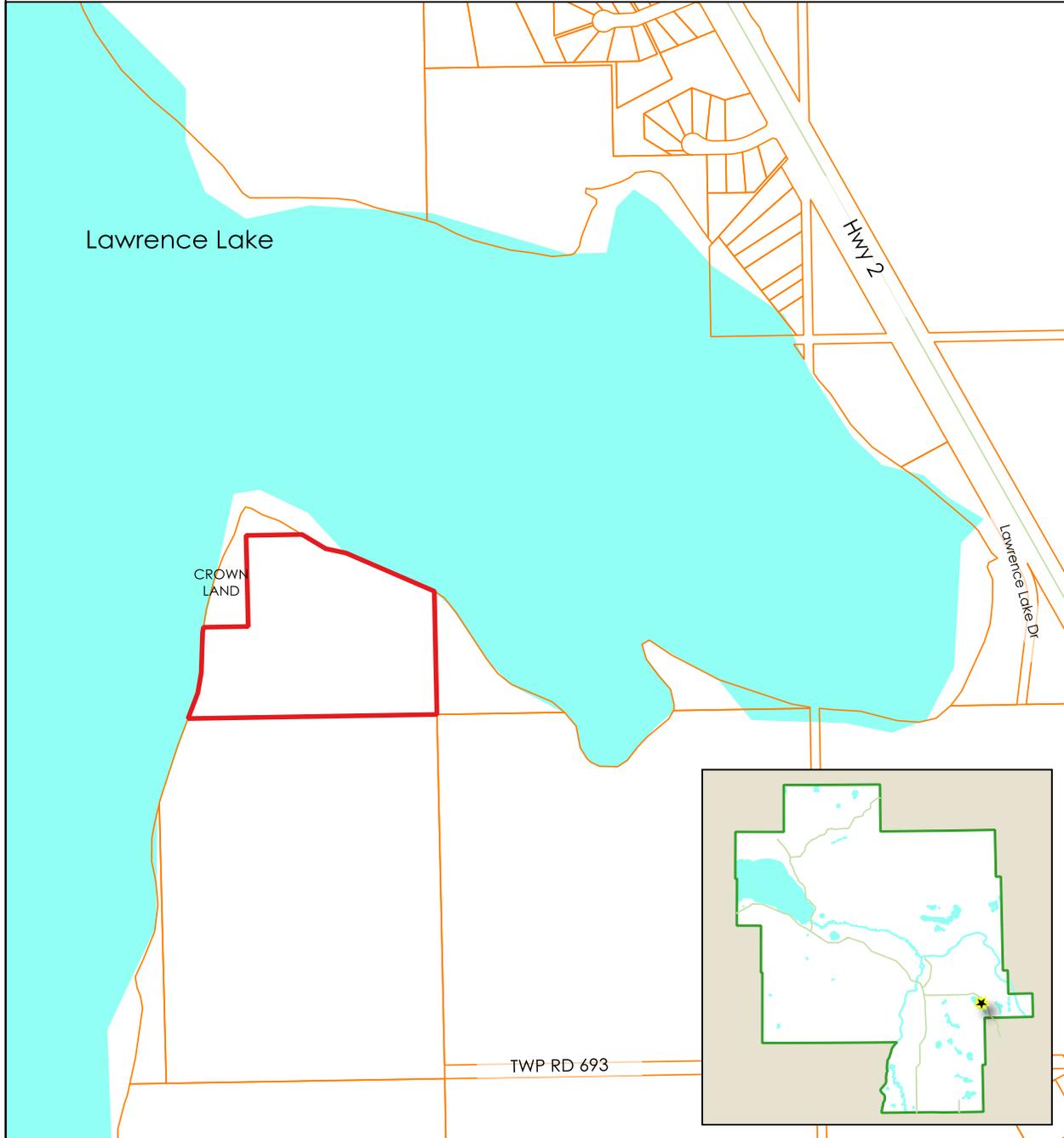
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Municipal District of
Lesser Slave River 124

Area Structure Plan

LAWRENCE LAKE

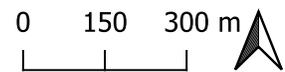


- Property of Interest
- Provincial Highway
- Cadastre
- MD Boundary

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Scale - 1 : 12,000

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Municipal District of
Lesser Slave River 124

Area Structure Plan

LAWRENCE LAKE



- Property of Interest
- Provincial Highway
- Cadastre
- MD Boundary

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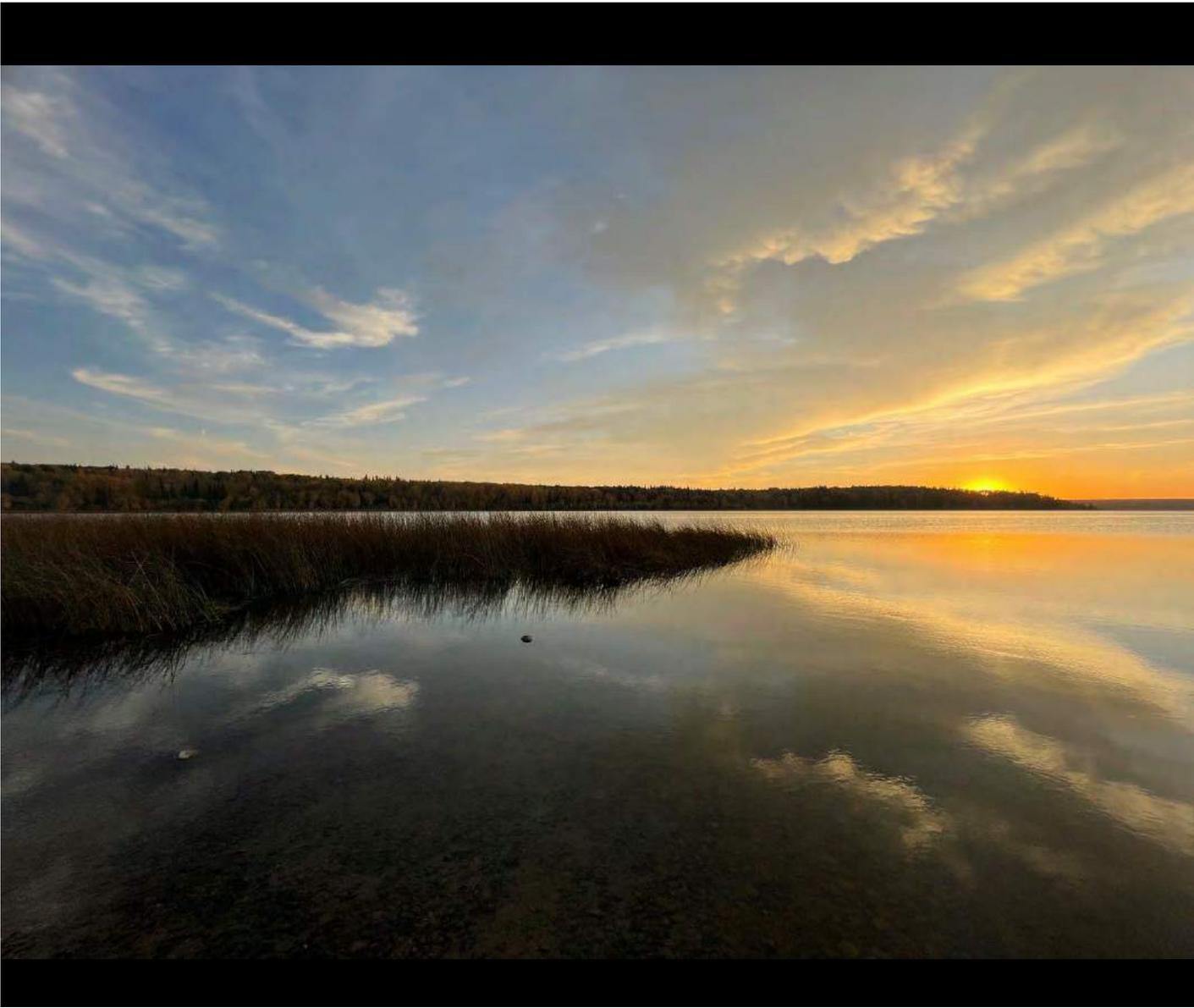
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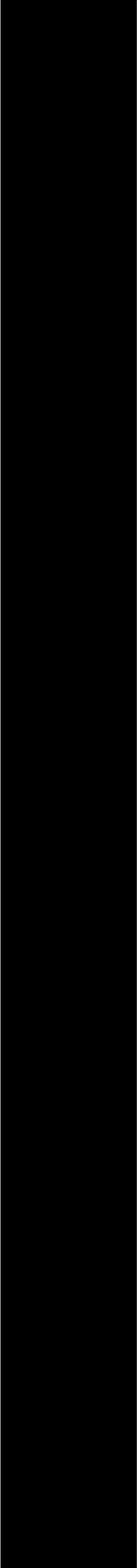


Lesser Slave River

LAWRENCE LAKE AREA STRUCTURE PLAN



E1NS



1.0 INTRODUCTION 2
1.1 Purpose and Location 2
2.0 CONTEXT AND SITE CONDITIONS 2
2.1 Existing and Surrounding Land Uses 2
2.2 Physical Features of Plan Area 3
3.0 DEVELOPMENT CONCEPT 5
3.1 Goals and Objectives 5
3.2 Land Use Pattern and Summary 7
3.3 Residential Development 7
3.4 Parks and Open Spaces 8
3.5 Transportation Network 11
3.6 Water and Sanitary Services 15
3.7 Stormwater Management 15
3.8 Shallow Utilities 18
3.9 Waste Management 18
3.10 FireSmart Design Principles 18
4.0 STATUTORY PLAN REVIEW 21
5.0 IMPLEMENTATION 23
5.1 Development Phasing 23
5.2 Supporting Studies 26
Appendix A 27
Appendix B 28

E1NS

1.0 INTRODUCTION

1.1 Purpose and Location

The Lawrence Lake Area Structure Plan (ASP) consists of 16.1 hectares (39.8 acres) of land located on the eastern edge of Lawrence Lake in the M.D. of Lesser Slave River No. 124 as identified in Figure 1. The Plan Area consists of NW-24-69-25-W4M, as well as a portion of SW-24-69-25-W4M (additional 2.4 hectares) used for public access, which was approved under a previous subdivision (23-S-04). Lawrence Lake defines the north and west boundaries, while SW-24-69-25-W4M bounds the south and NE-24-69-25-W4M bounds the east. The property is zoned Residential Un-serviced District (RUS).

The purpose of this ASP is to provide a planning framework to act as a general guide for logical and compatible development of this property for primarily the use of seasonal cabins. This plan will address development issues comprehensively to effectively coordinate the technical and aesthetic aspects of land development to ensure orderly growth within the site and surrounding areas. This ASP was prepared in accordance with any applicable statutory plans and specific policy that the Lawrence Lake ASP conforms with is discussed under Section 4: Statutory Plan Review.

2.0 CONTEXT AND SITE CONDITIONS

2.1 Existing and Surrounding Land Uses

Figure 1 shows the current land use districting for the site as well as the surrounding lands and districts surrounding the site. The immediate surrounding lands are currently undeveloped and noted as Crown Land District.

E1NS



2.2 Physical Features of Plan Area

The lands within the ASP have a pronounced elevation difference from south to north/northwest with drainage overland towards Lawrence Lake. The elevation difference is as much as 28m from the southern edge of the ASP lands to the water level of Lawrence Lake. Figure 2 shows the existing contours on the subject ASP lands. A Geotechnical Investigation Report was completed by PrycoGlobal to determine if the soil conditions would be suitable for the proposed structures. Borehole drilling was done on-site over 7 days and found that the site is suitable for the construction of the foundation of the proposed structures and that the groundwater will not be a concern for the design and construction of foundations for buildings.

E1NS



Legend: Figure 2 - Topography Map
 Site Boundary - —
 Contours - —

E1NS

The vegetation on the property is predominantly comprised of mature tree stands with a small wetland in the future access roadway alignment observed that is intended to be preserved by having the roadway wind around. A Biophysical Report was completed by Green Plan Environmental Consulting Ltd. to identify and evaluate the ecological features, including wetlands, within the ASP area. Multiple databases were searched, and a field study was done to identify vegetation, wildlife, wetlands, and any environmentally sensitive areas in the area. The wetland identified in this report will be retained and vegetation will be cleared between September 1st and January 31st to mitigate impacts on nesting birds in accordance with the Migratory Birds Convention Act and Alberta's Wildlife Act.

3.0 DEVELOPMENT CONCEPT

3.1 Goals & Objectives

The Lawrence Lake ASP provides a framework for future development of the Plan Area, with a primary focus on residential un-serviced lots. Figure 3 shows the proposed land use concept.

The Lawrence Lake ASP is guided by the following goals:

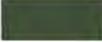
1. Providing a logical and efficient pattern of development for primarily seasonal use cabins.
2. Respecting the natural environment and conditions of the surrounding area by sensitively incorporating development.



E1NS



Legend: Figure 3 - Land Use Concept

	-Road Network		-Environmental Reserve		-Site Boundary
	-Residential		-Stormwater Management Facility		
	-Municipal Reserve				

Scale - N.T.S. *Refer to Appendix for Detailed Subdivision Plan*



3.2 Land Use Pattern and Summary

The Lawrence Lake ASP intends to capitalize on the locational advantage of the lands by providing a focus on properties with lake views. Figure 4 summarizes the proposed land uses for the area:

Figure 4: Land Use Statistics

Total	+/- AREA (Hectares)	+/- AREA (Acres)	% of GDA
Gross Developable Area (G.D.A)	18.5	45.7	100%
Environmental Reserve	3.6	8.9	20%
Stormwater	0.3	0.8	2%
Existing Road	2.4	5.9	13%
Net Developable Area (N.D.A.)	12.2	30.2	65%
% of NDA			
Municipal Reserve	1.2	2.9	10%
Residential	9.9	24.5	81%
Road Right-of-Way	1.1	2.8	9%

Type	Gross Area (Ha)	Units/Gross ha	Units	People/Unit	Population
Residential	9.9	(Refer to Tentative Plan)	25	2.8	70

Note 1: 2.5units/ha is used due to the use of septic/cistern tank services.

Note 2: Numbers may not add up due to rounding.

The ASP lands have been planned with a proposed 25-lot subdivision which will be developed in a staged approach detailed in Section 5.1.

3.3 Residential Development

The residential dwelling type will be seasonal, low density detached housing on larger lots. Residential development within the Lawrence Lake ASP will be guided by the following policies:

1. Encourage a development pattern that maximizes lots along Lawrence Lake.
2. Encourage a consistent architectural style to promote a cohesive development.

E1NS

Objective 3.3	
To enable the development of residential lands on the subject property.	
Policies	
3.3.1	The development of the Plan area shall be consistent with the land uses shown in Figure 3 – Land Use Concept.
3.3.2	Subdivision applications and development permits for the Plan area shall be consistent with the recommendations outlined in the Geotechnical Site Investigation completed by PrycoGlobal in March 2022, to the satisfaction of the M.D. of Lesser Slave River.
3.3.3	For the development of individual lots, site-specific geotechnical investigation may be provided at the development permit stage.
3.3.4	The ASP area shall be developed in accordance with the Tentative Subdivision Plan outlined in Appendix A.
3.3.5	In accordance with M.D. of Lesser Slave River Bylaw 2020-03 (Rural Addressing System), all residential developments within the Plan area shall be assigned a rural address at the time of development.

3.4 Parks and Open Spaces

Parks and Open Spaces shall be provided through Municipal Reserve (MR) and Environmental Reserve (ER) primarily. The natural areas along Lawrence Lake that form part of the ASP area are intended to be left in their natural state and identified as ER areas for protection of the Lake and its shoreline. The boundary of the ER areas proposed are in accordance with the tentative plan of subdivision prepared by PALS Geomatics in Appendix A. Figure 5 shows the locations of the MR and ER lands as well as the Stormwater Management Facilities.

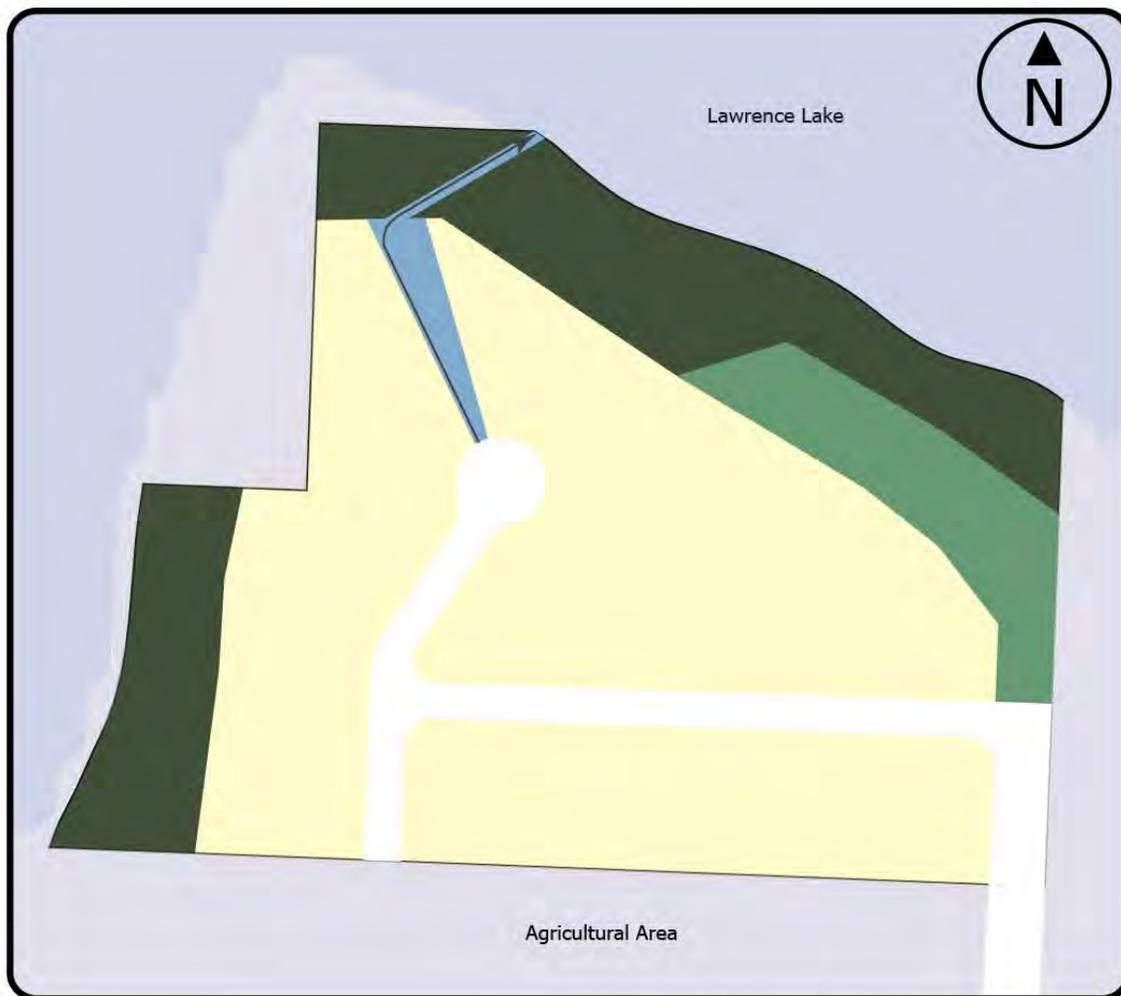
Parks and Open Spaces within the ASP shall be guided by the following policies:

1. Wetlands and Lawrence Lake will be protected by using ER as buffers.
2. Encourage the reduction of the disturbance of wildlife habitat and wildlife corridors by restricting development to outside riparian areas.

E1NS

Objective 3.4	
To provide a buffer between residential dwellings and Lawrence Lake while enhancing recreation lands that are accessible to the general public.	
Policies	
3.4.1	Subdivision applications and development permits for the Plan area shall be consistent with the recommendations outlined in the Biophysical Impact Assessment completed by Green Plan Environmental Consulting Ltd. in July 2022, to the satisfaction of the M.D. of Lesser Slave River.
3.4.2	Any removal or alteration of wetlands shall require the provincial approval of Alberta Forestry prior to development of the lands.
3.4.3	The dedicated Municipal Reserve Lands shall be consistent with the lands shown in Figure 5 – Open Space Map and shall not exceed 10% of the total land area. Where 10% of land dedication cannot be achieved, the M.D. of Lesser Slave River may seek costs based on the value of the land and remaining portion of the land dedication.
3.4.4	Any clearing of vegetation should occur between September 1 through to January 31 and clearing of vegetation beyond this timeframe shall require the employment of a qualified biologist to verify that no nesting migratory birds are harmed or disturbed.
3.4.5	The development of the Plan area should include a gravel trail as generally illustrated within the Stormwater Management lands that provide connection to Lawrence Lake, indicated in Figure 5 – Open Space Map. The final location and size of the trails shall be determined at detailed design.
3.4.6	At the time of subdivision, the Environmental Reserve lands shall be established in accordance with the Municipal Government Act, as generally shown in Figure 5 - Open Space Map.

E1NS



Legend:

- Environmental Reserve
- Municipal Reserve
- Stormwater Management Facility
- Trail

Figure 5 - Open Space Map

Scale - N.T.S. *Refer to Appendix for Detailed Subdivision Plan*

E1NS

3.5 Transportation Network

Future access will be developed through an approved public access road constructed along the eastern boundary of the ASP lands that connects to TWP Road 693 from the south and extends northwards to the ASP lands. This roadway will be built to a 30m Right-of-Way and chicane to avoid a 0.5-hectare wetland that was identified in the Biophysical Report to mitigate environmental impacts.

Internally, there will be a local public roadway to access the new lots. The public roadway will be constructed to local design standards. Figure 6A shows the proposed road cross-section for the internal public roadways of the development. A cul-de-sac will be provided to allow for emergency and truck traffic turnarounds at the northern end of the Plan Area, while a connection to a potential future ASP area to the south of the lands in question will be provided. This connection may also be utilized for a secondary access through the lands to the south for emergency purposes. Phasing of the construction of the internal roadway will generally follow Figure 9.

A Traffic Impact Assessment (TIA) was completed by ISL for the proposed development and was submitted separately. Due to the mainly seasonal nature of the low residential density within the Plan Area, the traffic counts will likely be lower than what was used in the TIA. The TIA recommended that the MD consider allowing the development of at least 8 residential lots with no improvements and traffic volumes should be monitored as development proceeds to verify the correlation between finished developments and traffic volumes.



E1NS

Objective 3.5	
To create a safe, efficient, and functional road network within the Plan area and beyond.	
Policies	
3.5.1	The development shall implement the recommendations outlined in the Traffic Impact Assessment completed by ISL as part of the application.
3.5.2	Prior to full build out, the road easement shown in Figure 6B – Transportation Map, travelling through SW-24-69-25-W4M may be required to be legally dedicated through a ROW caveat to provide secondary access for emergency purposes at the discretion of Fire Services.
3.5.3	The development of the Plan area shall be in general conformance with the public roadways shown in Figure 6B – Transportation.
3.5.4	The construction of the public roadways shall be in conformance with the M.D. of Lesser Slave River’s Municipal Servicing Standards or Alberta Transportation standards where applicable.

E1NS

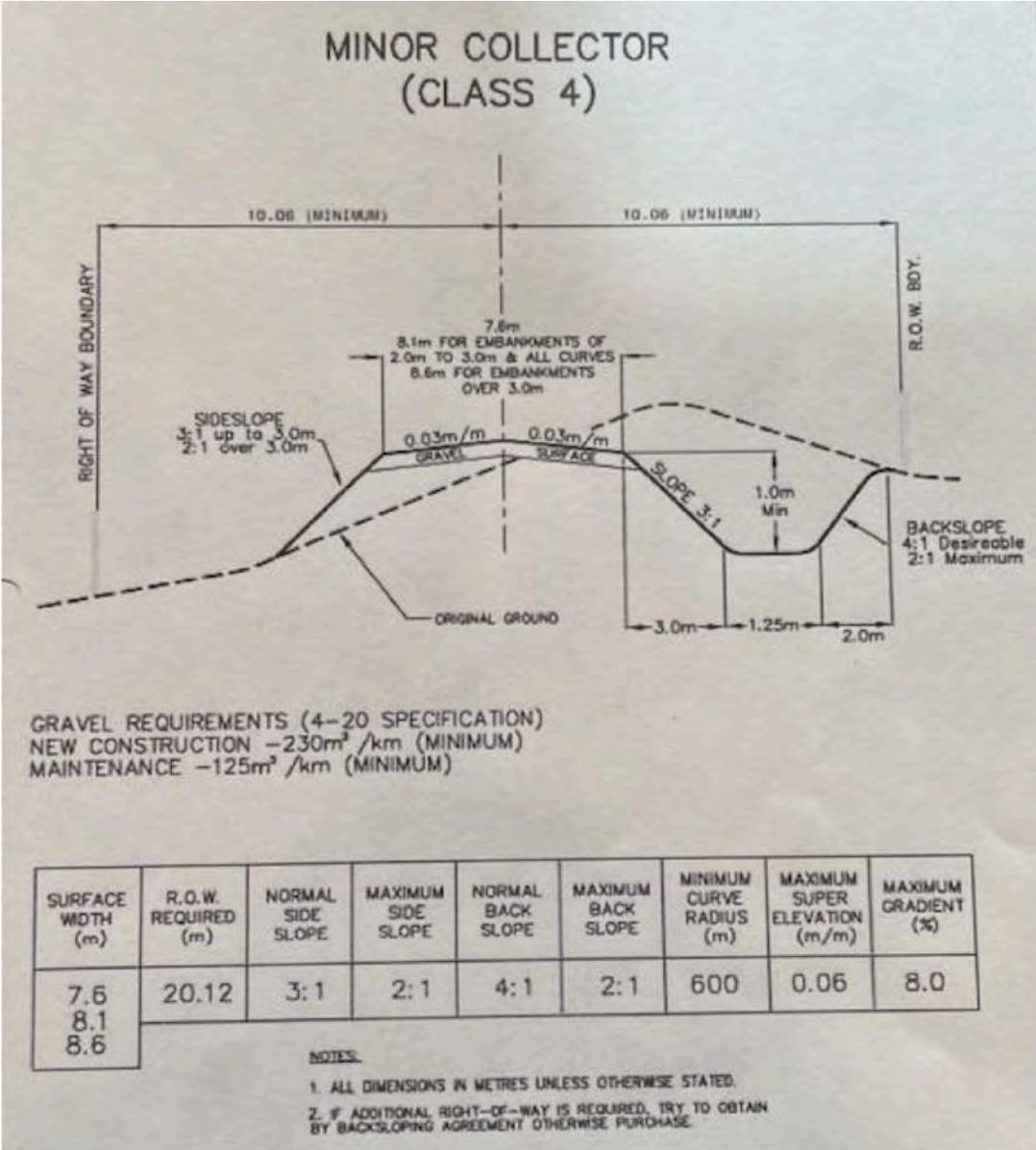
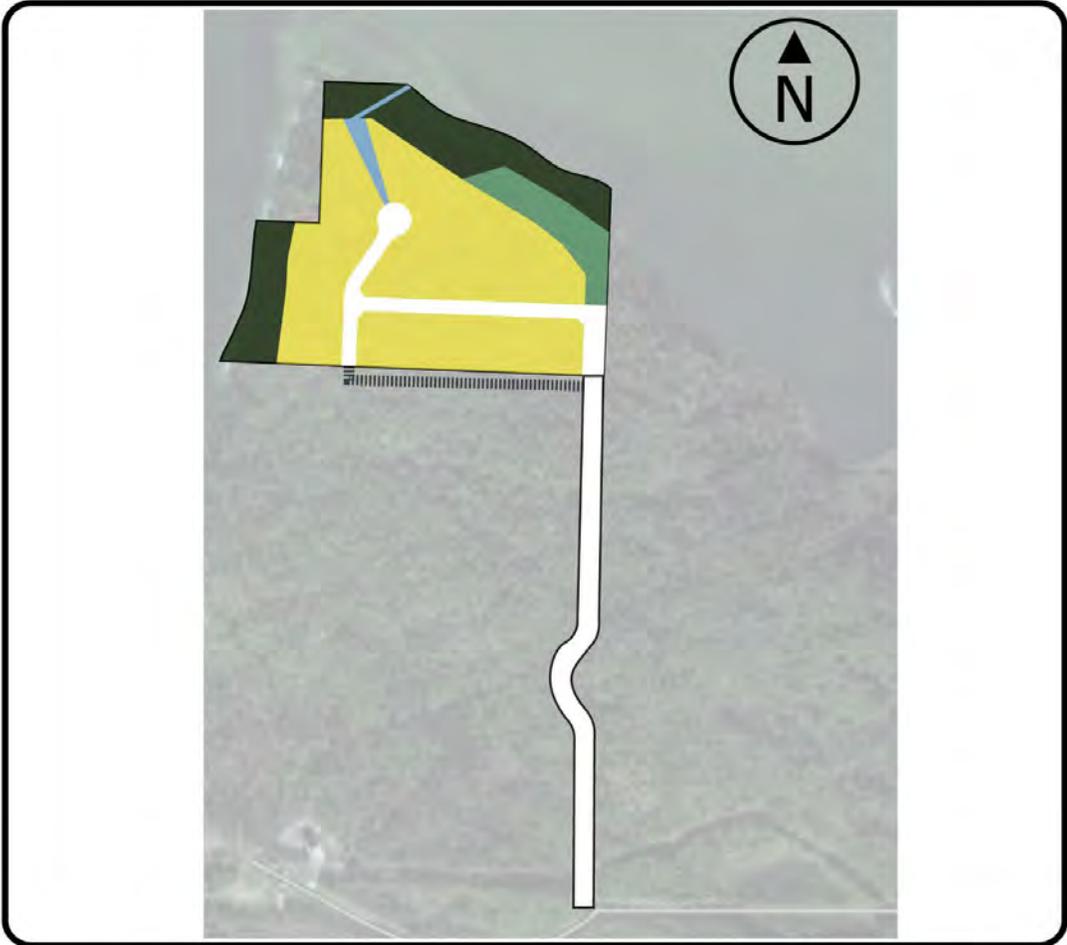


Figure 6A - Collector Road Cross-Section

E1NS



Legend:

	-Proposed Public Roadway		-Proposed Secondary Road Easement *Location could be subject to change, to be determined at time of subdivision*
	-Approved Public Roadway(23-S-04)		

Scale - N.T.S. *Refer to Appendix for Detailed Subdivision Plan*

E1NS

3.6 Water & Sanitary Services

Each individual lot will utilize 7,500L underground cisterns to supply water to, and handle sanitary outflows from individual properties. Cisterns will be managed privately by individual owners; however, a Cottage Association may be created for the area that may contract and schedule deliveries and pickups during summer months. It is anticipated that water filling and sanitary pumping will be necessary on a weekly basis, with trucks making one weekly visit to the area to service multiple (all) dwellings at once. This will minimize the overall impact on public roadways during summer months.

Objective 3.6	
To provide water supply to the Plan area and wastewater management that does not adversely impact the groundwater or Lawrence Lake.	
Policies	
3.6.1	Each landowner shall utilize a minimum 7,500 underground cistern to supply water for individual properties.
3.6.2	The construction of the water cistern shall be in conformance with the Public Health Act and any other related provincial or federal regulations.
3.6.3	Wastewater shall be controlled through the implementation of tanks installed on each property in accordance with Provincial requirements through the Private Sewage Disposal Systems Regulation and the Alberta Private Sewage Systems Standard Practice.
3.6.4	Effluent collected from on-site wastewater system tanks shall be trucked to an approved wastewater disposal site for treatment.

3.7 Stormwater Management

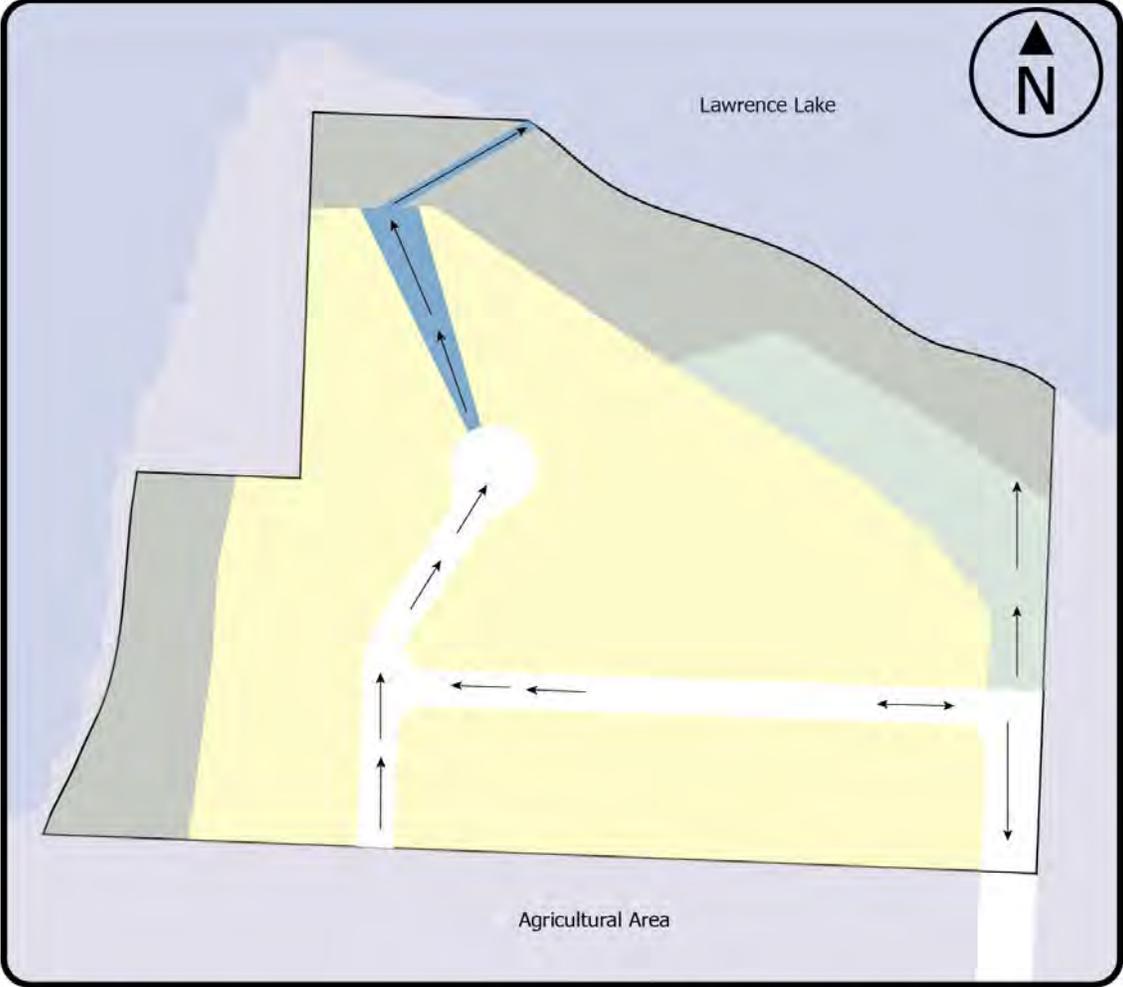
The subject property will have its own self-contained stormwater management system that meets standards set out by municipal and provincial agencies. Stormwater within the Plan Area will drain overland from individual properties, through ditches and culverts within the road right-of-way and eventually taking stormwater to a stormwater pond. A separate Stormwater Management Report has been prepared by Bolson Environmental and has been submitted under a separate cover. The planned location of the Stormwater Management Facility and drainage patterns are shown in Figure 7.

E1NS

Objective 3.7	
To provide adequate stormwater servicing to the Plan area to mitigate the release of sediment, contaminated water, and other particulates into Lawrence Lake.	
Policies	
3.7.1	The proposed stormwater management facility within the Plan area shall be as generally illustrated in Figure 7 - Stormwater Management. The final location and size of the stormwater facility shall be determined at detailed design.
3.7.2	Subdivision applications for the Plan area shall be consistent with the recommendations outlined in the Stormwater Management Review and Report completed by Bolson Engineering and Environmental Services in July 2023, to the satisfaction of the M.D. of Lesser Slave River.
3.7.3	The stormwater management facility shall be designated as a Public Utility Lot (PUL).
3.7.4	Prior to construction, the developer shall obtain the necessary Water Act approvals for stormwater discharge into the lake.



E1NS



Legend: -Stormwater Management Facility
 -Direction of Flow

Figure 7 - Stormwater Management

Scale - N.T.S. *Refer to Appendix for Detailed Subdivison Plan*

E1NS

3.8 Shallow Utilities

Currently, the nearest power service connections are located at the southeast end of the Plan Area at TWP RD 693 and will be extended to provide connections to individual properties. Gas services are not proposed to be extended to serve the Plan Area.

Objective 3.8	
To provide power and telecommunication services to the residents located within the Plan area.	
Policies	
3.8.1	Shallow utilities shall be provided within the Plan area at the sole expense of the developer within appropriate road right-of-way and/or within easements on private property established at the detailed subdivision design stage to the satisfaction of the utility providers for the M.D. of Lesser Slave River.

3.9 Waste Management

Measures will be taken to ensure adequate waste management is provided that does not adversely impact Lawrence Lake or the natural environment. Waste management within the ASP Area may be handled collectively with waste being dropped off at the closest certified landfill by a private company. The frequency of waste disposal as well as the private company that will handle the waste management will be determined by the Cottage Association at a future date.

3.10 FireSmart Design

Development within the Lawrence Lake ASP will adhere to FireSmart principles; a framework designed by the Government of Alberta to mitigate the risk of uncontrollable wildfires. These principles will be adhered to by implementing the following steps and design principles through a Cottage Association Bylaw within the three priority areas outlined in the Home Ignition Zone shown in Figure 8.

E1NS



Figure 8 - FireSmart Ignition Zone

E1NS

Objective 3.10	
To prevent and mitigate risks of uncontrollable wildfires within the Plan area while balancing the retention of natural vegetation within the municipal reserve lands and environmental reserve lands.	
Policies	
3.10.1	<p>The development within the Plan area should adhere to the FireSmart principles of FireSmart Canada which includes:</p> <p>Immediate Zone 0 – 1.5 meters - All the following policies are mandatory to be adhered to:</p> <ul style="list-style-type: none"> • Requiring the use of fire-resistant siding on buildings. • Requiring individual homeowners to clear vegetation within this buffer Zone around their cabins. Requiring homeowners to regularly maintain this area to ensure the required clearances are adhered to. <p>Intermediate Zone 1.5 – 10 meters – All the following policies should be adhered to:</p> <ul style="list-style-type: none"> • Avoiding the use of woody debris, including mulch, as groundcover. • Keeping combustible items like firewood piles, construction materials, patio furniture, tools, and decorative pieces out of this zone. If that's not possible due to individual site constraints, storing firewood inside a garage, shed, or other ember resistant structures. • Ensuring trailers, recreational vehicles, storage sheds, and other combustible structures are outside this Zone. • Creating a non-combustible ground cover, like a gravel pad, underneath and 1.5 metres around trailers, recreational vehicles, and sheds. <p>Extended Zone 10 – 30 meters – All the following policies may be adhered to:</p> <ul style="list-style-type: none"> • Selectively removing dry evergreen trees to create at least 3 metres of horizontal space between the single or grouped tree crowns. • Removing all branches to a height of 2 metres from the ground. • Regularly cleaning up accumulations of fallen branches, dry grass, and needles to eliminate potential surface fuels. • Continuing to apply these principles for properties that extend beyond 30 metres.

E1NS

The Cottage Association may direct procedures for firefighting – including but not limited to:

- Regular property inspections to ensure adherence to FireSmart Principles.
- Posting of fire safety instructions within internal MR parcels to ensure visibility for all residents. Procedures for fighting small fires on individual sites, as well as proper procedures for larger fires that require fire trucks and/or evacuation.

In addition, a secondary access may be provided through an easement on the lands to the south of the Plan Area to provide for emergency access, if required. A signed letter of authorization from southern landowners can be found in Appendix B.

4.0 STATUTORY PLAN REVIEW

The Lawrence Lake Subdivision ASP has been prepared in accordance with the applicable statutory plans. The ASP conforms with the Municipal Development Plan in the following ways:

Policy	Conformance
2.1.2 (f) Has access to existing roads or includes internal roads to service the development, which shall be constructed by the developer to municipal standards.	Access to Lawrence Lake ASP will be off Township Road 693 which is an existing roadway, and an internal road will be built to service all lots within the ASP area.
2.2.1 Parts of some Community Areas are subject to a potential flood hazard. No permanent structures shall be permitted within the flood plain of any river, stream, or lake shore unless an assessment prepared by a qualified professional determines that the flood plain does not impact the development, or if a proper flood proofing techniques are applied. A certificate from a qualified, registered professional engineer shall be required to confirm that the development has been properly flood proofed.	The ASP Area is not within a flood plain of Lawrence Lake.

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<p>2.2.2 In accordance with the Act, Environmental Reserve (ER) may, at the time of subdivision, be applied to the lands that are subject to a flood hazard, contain sensitive habitat, or are subject to potential erosion due to steep or unstable slopes.</p> <p>2.2.4 (a) For subdivisions adjacent to waterbodies, ER should include sufficient shore lands so as to provide adequate protection for waterfowl and fish habitat, and public shoreline access in accordance with the Act. In these areas, the ER allocation may be supplemented by Municipal Reserve (MR) where the additional lands are required to accommodate parks or playgrounds areas, trails corridors or walkways, or parking areas.</p>	<p>Significant ER land has been dedicated along the northern and western boundaries of the ASP Area, along Lawrence Lake.</p> <p>The ER lands include shore lands and MR land is provided in addition to the ER land to provide public outdoor recreation opportunities and serve as a buffer between the seasonal residential lots and the ER lands.</p>
<p>2.3.1 The MD should be aware of “FireSmart: Protecting Your Community from Wildfire” design principles when preparing Area Structure Plans and designing subdivisions, and minimize the potential for wildfire damage.</p>	<p>Refer to Section 3.10 for conformance to FireSmart Policies within the MDP.</p>
<p>2.4.4 All subdivision and development proposals shall have access to developed roads. The provision of roads associated with a proposed subdivision or development are the sole responsibility of the developer.</p>	<p>The Lawrence Lake ASP Area will be serviced by an internal road that will be built by the landowners and will connect with Township Road 693.</p>

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5.0 IMPLEMENTATION

5.1 Development Phasing

The development is proposed to occur in multiple phases, with Phase 1 anticipated in 2024. Future phasing timing is dependent on market factors beyond the scope of this ASP, as well as the implementation of recommendations specifically from the TIA.

Phase 1 consists of 8 lots being developed along the internal public roadway of the ASP area with 6 lots being developed north of the public roadway, and 2 lots being developed south of the public roadway. The access road and public interior local roadway are all part of the proposed Phase 1 development. Following the development of the first 8 lots, traffic counts and the TIA’s projected traffic volumes should be compared to determine accuracy and any improvements required.

Phase 2 consists of the remaining lots being developed as well as the stormwater management facility and can be considered once traffic generation numbers and counts have been verified in accordance with TIA recommendations.

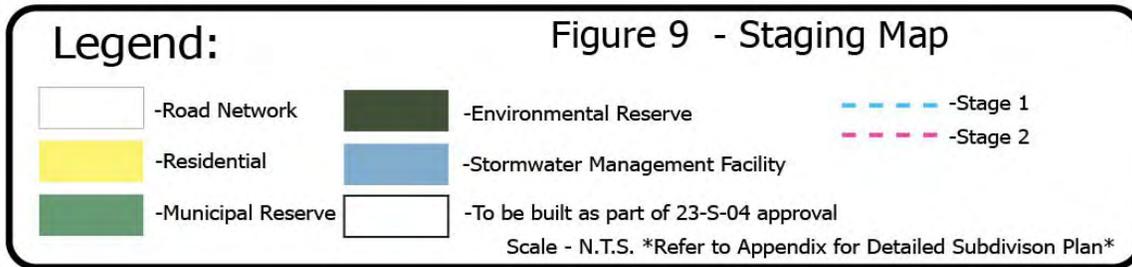
Refer to Figure 9 for a general summary of the proposed phases.



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Objective 5.0	
To grow logically and efficiently in a manner that does not adversely impact the fiscal status of the M.D. of Lesser Slave River’s services.	
Policies	
5.1	The development of the Plan area shall enable redistricting of the M.D. of Lesser Slave River’s Land Use Bylaw in accordance with the designated land uses outlined in Figure 3 – Land Use Concept.
5.2	Site grading should take into consideration existing topography to minimize grading requirements over the Plan area.
5.3	The development of the Plan area shall follow the indicated phasing plan established in Figure 9 – Staging Map.
5.4	A Cottage Association may be established to collectively manage the community waste and implement fire smart principles.
5.5	Development shall protect the environment at all stages of development, including construction, operation, and site reclamation.
5.6	Prior to stripping and grading of the Plan area, a grading plan and erosion and sediment control report shall be submitted to the satisfaction of the M.D. of Lesser Slave River. This plan shall depict road and swale grades and include public utility lot areas, stormwater management plans and an erosion and sediment control plan and shall be approved by the M.D. of Lesser Slave River.
5.7	Subdivision and development of the lands shall be in accordance with the M.D. of Lesser Slave River’s policies and regulations at the time of subdivision and development.
5.8	Subdivision and development of the lands shall meet all provincial and federal regulations at the time of subdivision and development.

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5.2 Supporting Studies

The following additional studies were completed as part of this ASP process:

- Lawrence Lake Subdivision Biophysical completed by Green Plan Environmental Consulting Ltd. in July 2022
- Geotechnical Investigation completed by Pryco in March 2022
Lawrence Lake Subdivision TIA completed by ISL in June 2023
- Stormwater Management Report completed by Bolson Engineering and Environmental Services in July 2023
- Tentative Plan of Subdivision, including top-of-bank delineation and suggested ER boundaries prepared by PALS Geomatics in May 2023



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Appendix A: Tentative Subdivision Plan



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Appendix B: Easement Authorization Letter (SW-24-69-25-W4M)

August 31, 2023
 Ann Holden
 Planning & Development Officer
 MD of Lesser Slave River
RE: Lawrence Lake ASP – Secondary/Emergency Access
 through SW-24-69-25-W4M

Dear Ann,

We the undersigned, being the registered owners of SW-24-69-25-W4M, hereby grant authority to register easements through our property to provide emergency access to support the proposed development of NW-24-69-25-W4M as part of the proposed Lawrence Lake ASP.

<u>Vicki Jones</u>	<u>Tim Jones</u>
PRINTED NAME	PRINTED NAME
<u></u>	<u></u>
SIGNATURE	SIGNATURE
<u>Sept 6/23</u>	<u>Sept 6/23</u>
DATE	DATE

MUNICIPAL DISTRICT OF LESSER SLAVE RIVER
PROPOSED LAWRENCE LAKE ASP

PUBLIC OPEN HOUSE – WHAT WE HEARD REPORT

Prepared by: Eins Development Consulting
Ltd.

Date: March 20, 2024

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Eins Development Consulting Ltd.
7409 111 Street NW
Edmonton, AB
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March 20, 2024

Ann Holden
Planning & Development Officer
Municipal District of Lesser Slave River
722 - 3000, 15th Ave SE
Slave Lake AB

RE: Engagement Summary – Lawrence Lake ASP (NW ¼ Sec. 24 69-25-W4M)

Please accept this letter as supplemental information to the above-noted application, which summarizes findings of feedback gathered from residents proximate to the Lawrence Lake ASP area.

INTRODUCTION

The Municipal District of Lesser Slave River values public participation as being an important tool in supporting informed decision-making processes for both Council and Administration. To uphold the County’s commitment to public participation, Eins Development Consulting Ltd. and the Municipal District of Lesser Slave River held a public open house on Wednesday March 6, 2024, at the Smith Community Complex in Smith, Alberta to consult with and gather feedback from the public about the Lawrence Lake Area Structure Plan proposed by Eins Consulting.

The purpose of the open house was to provide attendees with information on the proposed Area Structure Plan, including information on the development process, land uses, servicing, timelines, and information on the number of lots being proposed. Eins Development Consulting Ltd. provided a copy of the notification letter inviting property owners to the open house to the Municipal District of Lesser Slave River (see Appendix A). The M.D then mailed out the letters to surrounding property owners on February 21, 2024. Those interested in submitting feedback via phone or email were invited to contact Andrew Olsen, Junior Planner at Eins Development Consulting Ltd by March 20, 2024.

NOTICE OVERVIEW

Notices were sent out on February 21, 2024, to surrounding residents within proximity of the ASP Amendment Area as determined by the M.D, inviting them to attend the open house and providing them with details of the event and the proposed ASP. Residents were also encouraged to submit feedback via email, mail, or phone by March 20, 2024. Over the course of the feedback period, 1 phone call was received from a nearby property owner.

PHONE CALL SUMMARY

One nearby property owner reached out via phone during the feedback period. The property owner expressed support for the ASP and the overall development, however, they had some questions regarding the ASP. They asked whether the residential units will be visible from their property and if the trees being retained through MR and ER will provide cover. The property owner also raised concerns about the location of the Stormwater Management Facility as they stated there is a reed bed located near the facility.



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EVENT OVERVIEW

The event was held in the Smith Community Complex located on Main Street in Smith, AB on March 6, 2024, between 5pm and 7pm. Throughout the duration of the event, 2 members of the public, 2 councillors, and the 2 owners of the ASP Area attended the open house (see Appendix B). In addition, 2 planners from the Municipal District of Lesser Slave River attended and helped facilitate the open house. Ryan Eidick and Andrew Olsen of Eins Development Consulting Ltd. were also present at the event to gather feedback from the public and answer any questions.

There were 3 boards up for display that were designed to inform the attendees about the proposed ASP and well as a projector displaying a large version of the proposed lotting plan (see Appendix B). Andrew Olsen got attendees to register on the sign-in sheet upon entering the event (see Appendix C). Guests were then invited to view the engagement boards and ask any questions to any of the representatives from the M.D or Eins Consulting. Guests were also given feedback forms to fill out as an additional way attendees could provide suggestions, concerns, and improvements (Appendix D). The event concluded at 7pm and all feedback forms that were filled out were collected back.

OPEN HOUSE FEEDBACK SUMMARY

Overall, the feedback received from the open house was generally positive with some concerns being raised by a surrounding property owner. The resident from the open house raised concerns about extra traffic in the area, especially on weekends, because of the proposed ASP development. The resident stated that they enjoy the peace and quiet of the area as well as hunting and fishing and is concerned about the impact this proposed ASP will have on these things. The other property owner that attended the open house was supportive of the proposed ASP and filled out a feedback form. The completed feedback form can be found below (see Appendix D).

CONCLUSION

In conclusion, we feel that the feedback received at the open house event on March 6, 2024, and the minimal feedback received by mail or email, indicates that the surrounding residents generally support the proposed ASP.

Should there be anything requiring clarification regarding the information presented above, please do not hesitate to contact me directly by phone or email.

Regards,

A handwritten signature in cursive script that reads 'aolsen'.

Andrew Olsen
Junior Planner, Eins Consulting
587.984.8711
andrew@eins.ca



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Appendix A: Open House Notification Letter



Eins Development Consulting Ltd.
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Edmonton, AB
T6G 0E6
www.eins.ca

February 21, 2024

RE: Proposed Lawrence Lake ASP – NW ¼ Sec. 24 69-25-W4M

Dear Neighbour,

This letter is to inform you about an upcoming Area Structure Plan (ASP) for the above-noted property and invite you to an upcoming open house and collect any feedback you may have on the proposed development. Eins Development Consulting has been engaged to develop an Area Structure Plan (ASP) application for the above-noted 18.77ha property.

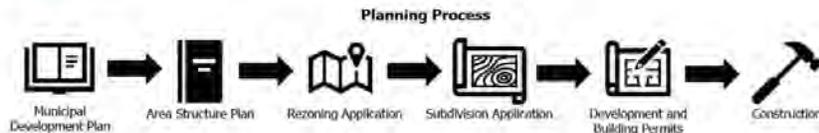
An ASP is an early step in the Planning process for land development and includes high-level concepts, policy, and technical information to support and guide the proposed development. A graphic showing the overall Planning process can be found at the bottom of this page. The ASP will include supporting studies, including utility and servicing design, transportation and access design, and environmental studies to ensure the proposed development can be accommodated from a technical perspective.

The purpose of this ASP is to provide guidance for a rural residential subdivision containing approximately 25 residential lots that are intended to be seasonal in nature. There will be significant retention of natural areas to act as a buffer between the residential lots and Lawrence Lake. A context map and development concept can be seen on the following pages. An ASP is approved as a Bylaw through the Municipal District of Lesser Slave River No. 124 Council and is usually accompanied by rezoning and subdivision applications that provide specific details of the development like the number and size of lots.

We would like to invite you to attend an in-person open house that will be held on Wednesday, March 6, 2024, from 5:00 p.m. to 7:00 p.m. at the Smith Community Complex on Main Street in Smith, AB. There will be light snacks and refreshments provided. The purpose of this event is to further inform you of the details of this project and the overall application process and gather feedback from the community and affected parties. Additionally, feedback can also be sent by mail, email, or by phone, and will be collected until March 20, 2024. There will also be additional opportunities to participate and provide feedback to the Municipal District of Lesser Slave River in the future through a Public Hearing process.

Regards,

Andrew Olsen
Junior Planner, Eins Consulting
587.984.8711
andrew@eins.ca



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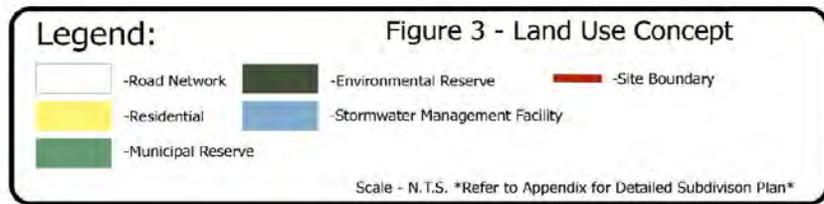


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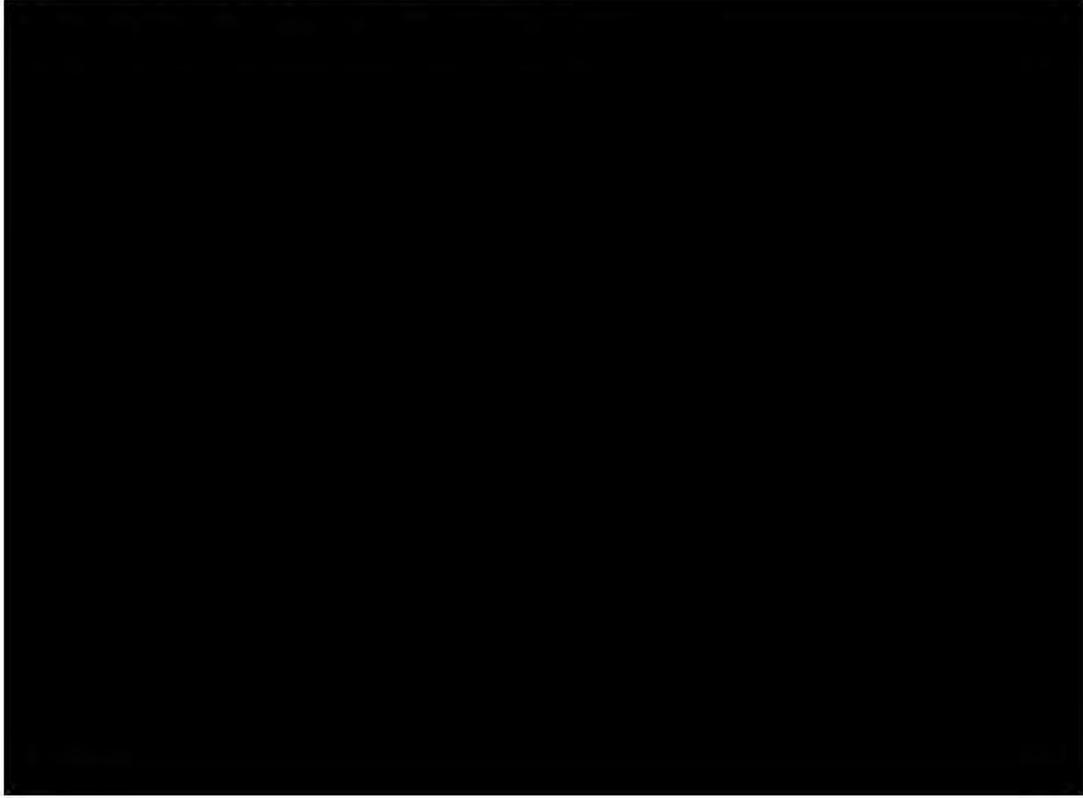
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Appendix B: Photo of Open House Attendees





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Appendix D: Completed Feedback Form

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Lawrence Lake Area Structure Plan (ASP) – Engagement & Event Feedback

Thank you for attending and participating in this event. Your involvement is important to the process, and any feedback you may have is important to helping us better our application as well as future engagement events for this project.

Project Evaluation

1. Do you have any feedback related to the PROPOSED SITE LAYOUT?

2. Do you have any feedback related to the PROPOSED RESIDENTIAL USE?

4. Do you have any specific comments related to THE TRANSITION BETWEEN THE PROPOSED DEVELOPMENT AND NATURAL AREAS?

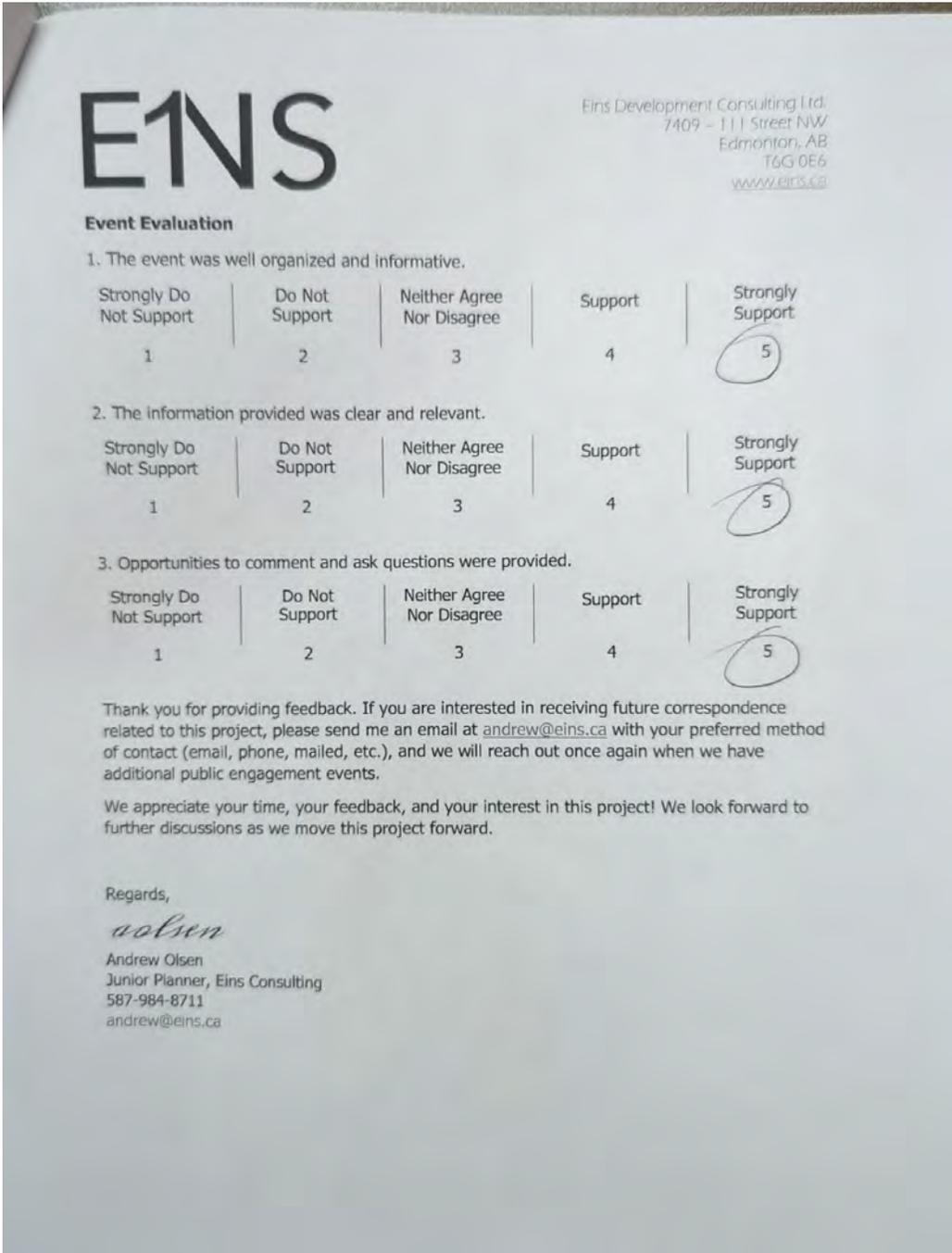
5. Please rate your level of support for the project:

Strongly Do Not Support	Do Not Support	Neutral	Support	Strongly Support
1	2	3	4	5

(Handwritten circle around the number 5 in the support rating scale)



Eins Development Consulting Ltd.
7409 111 Street NW
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Lesser Slave River

Request for Decision

Title:	Appointment of Weed & Pest Inspectors 2024 Season
Date:	5/8/2024
Presented By:	Kendra Kozdroski, Agricultural Fieldman
Attachments:	

Proposed Motion	<i>Move to appoint Reanna Bensch, Morgan Cryderman, and Tanner Miller as municipal inspectors for the M.D of Lesser Slave River, under the Weed Control Act W-5.1 and the Agricultural Pests Act A-8, Effective May 8th, 2024, until employment ceases.</i>
Administration's Recommendation(s)	As proposed.

BACKGROUND:

As per the Weed Control Act W-5.1 and the Agricultural Pests Act A-8, the local authority (Council) shall appoint inspectors to monitor and enforce compliance with these Acts within the municipality. The Rural Services Department has hired employees, Reanna Bensch and Tanner Miller to carry out work under both Acts. Morgan Cryderman is the Vegetation Lead Hand for department, appointing her as a weed inspector ensures that there is cross over training within the department.

As a backup, the Agricultural Fieldman, Kendra Kozdroski, is appointed as a weed inspector and as a pest inspector under the Agricultural Service Board Act A-10.

ALTERNATIVE OPTIONS:

Option 1: Move to appoint Reanna Bensch, Morgan Cryderman, and Tanner Miller as municipal inspectors for the M.D of Lesser Slave River, under the Weed Control Act W-5.1 and the Agricultural Pests Act A-8, Effective May 8th, 2024, until employment ceases.

Option 2: Council has the alternative to alter or deny the recommended motion.

BENEFIT/RISKS:

Benefit:

- Early detection and rapid response to prohibited noxious weeds (and other weeds or pests).
- Protection of agricultural land, riparian areas, and other environmentally sensitive areas from alien invasive species.

Risks: No perceived risks with the recommended motion.

STRATEGIC ALIGNMENT:

Alberta Weed Control Act, Alberta Pest Act, Agricultural Service Board Grant Agreement

FINANCIAL IMPLICATION:

A portion of Seasonal inspector's wages are covered by the Agricultural Service Board Grant that the MDLSR receives from Alberta Agriculture & Irrigation.

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OTHER CONSIDERATIONS:

COMMUNICATION STRATEGY:

Inform residents that the MDLSR will be starting their routine inspections on social media and website.

Prepared By: Kendra Kozdroski, Agricultural Fieldman
Reviewed By: Marilyn Gladue, Executive Assistant
Approved By: Barry Kolenosky, Chief Administrative Officer

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Associated Engineering

*GLOBAL PERSPECTIVE.
LOCAL FOCUS.*

Associated Engineering Alberta Ltd.
500, 9888 Jasper Avenue NW
Edmonton, AB T5J 5C6 Canada
www.ae.ca

April 24, 2024
File: 2021-3190

TEL: 780.451.7666

Barry Kolenowsky
Chief Administrative Officer
MDLSR
PO Box 722
3000-15th Ave SE
Slave Lake, AB T0G 2A0

Re: TND20213190-2 BF71600 SMITH BRIDGE TRUSS REPAIRS AND OTHER WORK
TENDER SUMMARY

Dear Barry:

We received four bids for the above-mentioned project, and they were opened on 2:00 pm on April 22, 2024 in our Associated Engineering Ltd. (Associated) Edmonton office. A summary of bids received is enclosed. All tenders have been checked for accuracy and the amounts shown in the summary table have been found to be correct.

Bidder	Total Bid Price (not including GST)	Total Bid Price (including GST)
Bridgemen Services Ltd.	\$498,800.00	\$523,740.00
Access Bridge Works Inc.	\$221,122.59	\$232,178.72
Formula Alberta Ltd.	\$481,900.00	\$505,995.00
Ardy Rigging Ltd.	\$243,290.00	\$255,454.50

The lowest bid was submitted by Access Bridge Works Inc. (Access Bridge Works) for \$232,178.72.

To provide full transparency to the MDLSR and fairness in the bid evaluation process, it should be noted that a former employee of Associated Engineering (Associated), is now employed by Access Bridge Works Inc. and attended the mandatory pre-tender meeting on behalf of Access Bridge Works Inc. on April 3, 2024. The former employee was employed by Associated for a period of 20 months starting on July 23, 2023, and left Associated on March 1, 2024, to start a new position at Access Bridge Works Inc. During employment, he had access to the project records and did work on the project in a limited capacity.

Further to this, during the review process we noticed that a second former employee of Associated was also involved in bidding the project for Access Bridge Works Inc. This former employee was employed



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April 24, 2024
Barry Kolenowsky
Page 2

by Associated for a period of 3 years and 8 months starting on July 13, 2020 and left Associated on April 19, 2024. During his employment, he had access to the project records and did work on the project in a limited capacity.

The tender documents do provide directions for cases relating to *Conflicts of Interest* within Section 1.20 in the "Instructions to Bidders",

"Bidders must fully disclose to the contact listed in Instruction to Bidders Section 1.12, Project Inquiries, in writing, the circumstances of any actual, possible or perceived conflict of interest in relation to the Bidder or any employee, sub-contractor or agent, if the Bidder were to become the Contractor pursuant to this tender process. The MDLSR will review any submissions by Bidders under this provision and may reject any tender where, in the opinion of the MDLSR, the Bidder or any, employee, sub-contractor or agent is, could be, or could be perceived to be in a conflict of interest if the Bidder were to become the Contractor pursuant to this tender process."

Access Bridge works did not disclose these pre-existing relationships in their bid submission. It is recommended that the MDLSR seek legal council to confirm whether this is a conflict of interest and to support appropriate recommendations for award of this project, maintaining a fair and unbiased evaluation of Access Bridge Work's Tender submission.

Note that all other bids have been checked and are in compliance with the contract.

We appreciate the review and recommendations from MDLSR's legal council to assist with next steps towards award of this contract.

Please contact us if you have any questions, comments, or require additional information.

Yours truly,

FOR: 
Jen Plamondon, P.Eng.
Project Engineer



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Lesser Slave River

Request for Decision

Title:	Smith Bridge Truss Repairs
Date:	5/8/2024
Presented By:	Shari Spencer
Attachments:	Tender Recommendation Letter

Proposed Motion	<p><i>Move to award the Smith Bridge Truss Repairs to Ardy Rigging Ltd. for \$243,290.00 exclusive of GST.</i></p> <p><i>Move to approve the amended estimated total project budget of \$322,280.89 with the additional estimated budget of \$20,177.89 from the Transportation Capital Reserve Fund.</i></p>
Administration's Recommendation(s)	As proposed.

BACKGROUND:

In 2022 it was discovered that the Smith Bridge required extensive repairs to remain operational until a replacement structure could be built. The north pier had been severely eroded, and numerous repairs were required to the steel superstructure. A Strategic Transportation Infrastructure Program (STIP) grant was applied for to offset the cost of the repairs in November 2022. However, there were concerns about whether the pier would be able to handle the high flows experienced during Spring runoff, and council decided to proceed with the repairs before a response was obtained on the grant application. Administration has discussed the STIP application as submitted, with the Transportation department, and was advised that possibly a decision may be made in the upcoming 2024 round of funding slated in June.

Associated Engineering (AE) compiled two tender packages to address the scouring of the North pier, and truss repairs to the superstructure of the bridge. The scour was repaired in early 2023, and the tender for the Truss Repairs was posted in June 2023. Unfortunately, at that time the bids that were received for the truss repairs far exceeded the projected budget for the project. Council directed Administration to hold off on the repairs and retender the project in early 2024, to see if better pricing could be obtained.

A second posting of the tender in April 2024, received four bids, two of which were within the allotted budget.

ALTERNATIVE OPTIONS:

Four bids were received for the Smith Bridge Truss Repairs project:

Bidder	Amount
Access Bridge Works Inc.	\$221,123
Ardy Rigging Ltd.	\$243,290
Formula Alberta Ltd.	\$481,900
Bridgeman Services Ltd.	\$498,800

Access Bridge Works (ABW) was the lowest bidder, but their bid failed to disclose that they now employ two former employees of AE, who have worked on this bridge file while at AE. Administration consulted legal counsel who confirmed that the bid from Access Bridgeworks should be disqualified as the tender package asked for disclosure of

these details, and it could potentially give the other firms grounds to declare they had an unfair advantage. (if

required, document can provided in camera)

The second lowest bid was from Ardys Rigging Ltd and was evaluated and is in compliance with the tender. They are proposing to complete the work in late August.

The proposed budget for the remaining work was \$302,103. AE is estimating that \$78,990.89 for engineering services, which when combined with Ardy Rigging Ltd.'s bid means that the total project will now be slightly over budget at \$322,280.89

The MD has two options, it can award the work to Ardy Rigging Ltd with the additional \$20,177.89 coming from the Transportation Capital Reserve; or it can choose to not complete the work. Not completing the work increases the likelihood that the bridge will need to be removed from service before a replacement can be completed.

BENEFIT/RISKS:

Completing the repairs to the superstructure helps prolong the life of the existing bridge, ensuring that its role as an important transportation corridor can continue. Without it, residents would be faced with a ninety-minute detour to access basic necessities such as mail, potable water, and groceries. In the event of an emergency in the East Fawcett area, it could be disastrous.

STRATEGIC ALIGNMENT:

This work means that the current bridge can remain in service until council can achieve the goal of replacing the bridge as identified in their strategic plan.

FINANCIAL IMPLICATION:

Awarding to Ardy Rigging Ltd. would mean that the total project would be completed at \$322,280 exclusive of GST, with a slight budget overage of \$20,177.89.

OTHER CONSIDERATIONS:

N/A

COMMUNICATION STRATEGY:

The unsuccessful bidders will be notified in writing once a fully executed contract is in place.

The bridge repairs will be advertised for the entire month of August in the Lakeside Leader, Voyent Alert, Social Media, MD Kiosks and on the website. Closures will be kept to an absolute minimum and restricted to non-peak hours. Administration will work with the contractor to ensure minimum disruption to traffic flows, but in some disruption is unavoidable. In the event of an emergency Ardys Rigging has indicated that they could have the bridge reopened within thirty minutes.

Prepared By: Shari Spencer, Assistant Director of Field Services, Document Conveyance Manager
Reviewed By: Marilyn Gladue, Executive Assistant
Approved By: Barry Kolenosky, Chief Administrative Officer



Lesser Slave River

Request for Decision

Title	2024 Motor Grader Asset Disposal
Date	5/8/2024
Presented By:	Cody Borris
Attachments	

Proposed Motion	<i>To approve the disposal of GR 16 and GR 17 through a licensed auction mart, with sale proceeds to go back into Capital Transportation Reserve.</i>
Administrations Recommendation(s)	As Proposed.

BACKGROUND

According to Municipal District policy *B.16 Asset Disposal*, all assets with a “as new” value of more than \$5,000 are considered tangible capital assets. When these assets are no longer needed or useful, they must be brought to council to be declared as “surplus” so that they can be disposed of in an appropriate manner. Council also approves the disposal method from the following options:

- Sale by sealed tender to the public
- Sale through an auction mart
- Sale through consignment
- Donation

The MD currently has two graders, GR 16 a 2016 770GP with 9724 hours and GR 17 a 2017 772GP with 9389 hours. Replacements for these machines have been purchased in the 2022 and 2023 capital budget. Currently the graders are being used as spare machines. With the current fleet of graders still having warranty, the dealerships will provide loaner machines if major repairs are required on the graders being used for our regular road maintenance.

Administration has explored the option of selling the graders at a licensed auction house. Auctions estimate that they would charge a 7-10% sellers fee. The graders would be hauled to the sale location and the auction mart would advertise the graders. Administration would like to sell the graders through a licensed auction mart to capitalize on increased interest in graders due to the approaching construction season.

ALTERNATIVE OPTIONS

The units could be sold through Govdeals.com, an exclusively online auction mart that specializes in government surplus. Their fees are 6.75% for RMA members and does not require the MD to transport the equipment until it is sold. The difference is that there isn't a set sale date.

The option of selling the items through a sealed tender bid would likely not bring in the revenue that a public auction would. We would be limited in our advertising, and this is usually only used with very old or obscure equipment that

has a very specific use.

Consignment sales usually take a similar commission from the sale that an auction would, however there is no set sale date. It may take several months to liquidate the surplus equipment, and that money could be put into future budgets.

Due to the size and expense to replace these items, it is not in the best interest of the MD to donate the items.

BENEFIT/RISKS

There is always a risk of getting rid of the spare units, however they have been replaced already and the replacement units have active manufacturer warranty. Stabilization in the supply chain since COVID-19 has resulted in a greater availability in rental units that wasn't in the market two years ago.

With the high hours on both machines to keep running the graders put the MD at a very high risk of mechanical failure on the machines if they are counting to be operated.

STRATEGIC ALIGNMENT

The disposal of these assets is in alignment with MD Policy *B.16 Asset Disposal*.

FINANCIAL IMPLICATION

The revenue from the sale of the motor graders will go back into the appropriate Equipment Replacement Reserve as per policy B.16.

OTHER CONSIDERATIONS

N/A

COMMUNICATION STRATEGY

Prepared By: Cody Borris Transportation and Facilities Maintenance Manager

Reviewed By: Shari Spencer, Assistant Director of Field Services, Document Conveyance Manager

Approved By: Barry Kolenosky, Chief Administrative Officer



Lesser Slave River

Request for Decision

Title:	Rescinding of Motion # 128-24
Date:	5/8/2024
Presented By:	Sandra Rendle, Associate Director, Legislative Services
Attachments:	None.

Proposed Motion	<ol style="list-style-type: none"> 1. <i>Move that Council rescind Motion # 128-24.</i> 2. <i>Move that Council direct Administration to instruct Peace Officers to limit patrols and enforcement on primary and secondary highways and focus mainly on traffic patrol and control on MDLSR maintained roads and infrastructure.</i>
Administration's Recommendation(s)	As proposed.

BACKGROUND:

At the March 13, 2024, Council meeting Council made the following motion:

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.

Administration is bringing this forward to clarify the direction from Council to Administration.

Rescinding Peace Officer authorization for Provincial Highway Jurisdiction revokes all highway privileges including the ability to respond to highway emergencies. To ensure Peace Officers can assist in emergencies like MVC and evacuations, Administration recommends Council rescind Motion # 128-24. Further, direct Administration to instruct Peace Officers to limit patrols and enforcement on primary and secondary highways and control on MD-maintained roads and infrastructure.

Providing direction to focus mainly on traffic patrol and control on MD-maintained roads and infrastructure still aligns with the intent of the letter sent to the Solicitor General on March 15, 2024, regarding the impact of the provincial police requisition that continues to rise, with very little benefit to area highways.

ALTERNATIVE OPTIONS:

1. Move that Council rescind Motion # 128-24.
2. Move that Council direct Administration to instruct Peace Officers to limit patrols and enforcement on primary and secondary highways and focus mainly on traffic patrol and control on MDLSR maintained roads and infrastructure.

3. Move to accept Rescinding of Motion # 128-24 for information.
4. Move to bring back Motion # 128-24 to the next Committee of the Whole meeting for further discussion.

BENEFIT/RISKS:

Benefit: Rescinding Motion # 128-24 will allow Peace Officers to respond to emergencies on Provincial Highways.

Risks: None.

STRATEGIC ALIGNMENT:

Rescinding Motion # 128-24 aligns with the current Peace Officer Appointment Agreement.

FINANCIAL IMPLICATION:

N/A

OTHER CONSIDERATIONS:

N/A

COMMUNICATION STRATEGY:

N/A

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



Lesser Slave River

Request for Decision

Title:	Nine Mile Recreation Society Request
Date:	5/8/2024
Presented By:	Sandra Rendle, Associate Director, Legislative Services
Attachments:	Letter Trail System Image

Proposed Motion	<i>Move that Council accept the letter from Nine Mile Recreation Society for information and direct them to submit a financial request with detailed costs for the work needed.</i>
Administration's Recommendation(s)	As proposed.

BACKGROUND:

Administration received a request from Nine Mile Recreation Society, they are requesting 2-3 days of equipment and operator time.

They need equipment and an operator to complete the placement of donated rig mats on sections of their trail. Plus, they would like their parking lot graded.

The transportation department is extremely busy and equipment availability and an operator to complete the request may interrupt daily operations. Furthermore, Council approved \$15,000 in the 2024 operational budget for Trail maintenance and development. Administration recommends providing the Society with a financial contribution vs. supplying equipment and an operator.

ALTERNATIVE OPTIONS:

1. Move that Council accept the letter from Nine Mile Recreation Society for information and direct them to submit a financial request with detailed costs for the work needed.
2. Move to accept the Nine Mile Recreation Society's Request for information.

BENEFIT/RISKS:

Benefit: Working collaboratively with community groups for the betterment of our community.

Risks: The transportation department is extremely busy and equipment availability and an operator to complete the request may interrupt daily operations.

STRATEGIC ALIGNMENT:

Supports trail systems within our municipality, enhancing recreational opportunities.

FINANCIAL IMPLICATION:

If MDLSR were to provide equipment and labour for 2-3 days the cost would be approx. 5000 - \$6500, plus the loss of equipment and an operator for general MDLSR operations. This cost is based on one operator and one piece of equipment for 30 hrs.

OTHER CONSIDERATIONS:

N/A

COMMUNICATION STRATEGY:

Administration will notify Nine Mile Recreation Society of Council's decision.

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

Nine Mile Recreation Society
P.O. Box 2282 Slave Lake AB
Canada, T0G 2A0
ninemilerec@gmail.com



February 12, 2024

Municipal District of Lesser Slave River
Box 722-3000 15th Ave S.E.
Slave Lake, AB, T0G 2A0

Dear Mrs. Holden,

Subject: Request for Work and Landscaping

I hope this letter finds you well. My name is Lindsay Gropp, and I am a volunteer for the Nine Mile Recreation Society. I am writing to request support for our ongoing operation to provide non-motorized use of recreational trails to the surrounding community and beyond.

The purpose of this request is to gain 2-3 days of equipment and operator time to complete the placement of our donated rig mats on sections of our trail, as well as a grading to our parking lot as it was rutted last Spring. This is important to us as we continue to review the ongoing validity and diversification of our trail system. We believe this will be a benefit to the community, as we have gained a following of 250+ people on our community website and are continuing to provide a space for tourism and increased summer usage of the trail system.

We believe that the support of the Municipal District of Lesser Slave River is crucial for the ongoing success of Nine Mile trails, and we are hopeful that you will consider our request favorably. We are more than willing to provide additional information or meet at your convenience to discuss this request further.

We are looking forward to your positive response and are eager to work together for the betterment of our community. Please feel free to contact me directly at 780-864-8586 or the email address above should you have any questions or require further clarification.

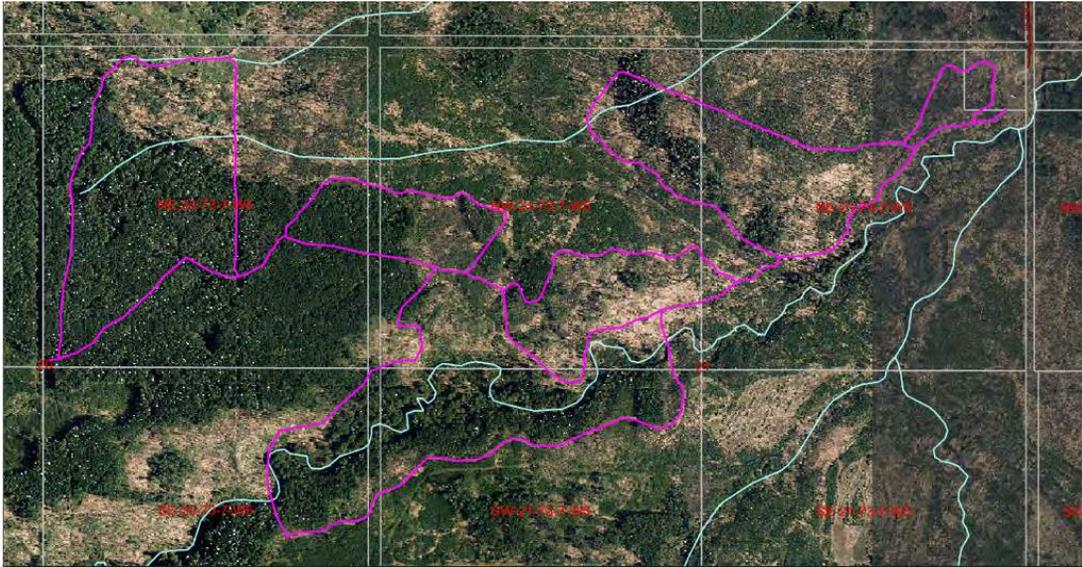
Sincerely,

Lindsay Gropp

<https://www.ninemilerecreation.com/>

Page | 1

Trail Network





Lesser Slave River

Report to Council

Title	Spring Hamlet Cleanup Pilot Project
Date	May 1, 2024
Presented By:	Cody Borris
Attachments	

Proposed Motion	<i>Provide accessible free garbage disposal bins for rate payers within hamlets and subdivisions on the May long weekend for the Spring Hamlet Cleanup Pilot Project.</i>
Administration's Recommendation(s)	Deliver 30-yard waste disposal bins to Flatbush, Smith, Popular Lane, Widewater and Canyon Creek areas on the May Long weekend. Bins will be delivered Friday, May 17, 2024, and retrieved Tuesday, May 21, 2024

Spring has arrived and with that so has spring cleaning. The municipality will see heightened visits to the landfill and in some cases more burning and dumping of waste in the bushes and ditches throughout the MD. Administration would like to propose the implementation of a waste collection program that offers 30-yard waste disposal bins at 5 sites within the Municipal District for rate payers to dispose of white goods, steel, and bulky items such as old chairs or patio furniture for free.

There are many obvious benefits of having a program like this:

- Leading by example, providing waste collection services for residents that have difficulty in waste disposal due to disability, fixed income, age, lack of transportation or other challenges.
- Improved accessibility for rate payers with transportation barriers.
- Convenient appropriate disposal of waste deterring rate payers from dumping/burning waste on personal property or within the MD right-of-ways.
- Improvement on the appearance of properties, crown land and right-of-ways throughout the MD.
- Free service for rate payers in comparison to landfill disposal which would be at the cost of the rate payer.
- Plays an impactful role in fire mitigation, by providing another waste disposal option it will reduce the personal burning of waste on property.

There are some hazards to consider, such as:

- Potential for disposal of hazardous chemicals/materials, wrong classification of waste materials or misuse of bins.
- Potential for injuries of rate payers while disposing of waste at the dedicate waste program sites.

Waste disposal parameters will be further defined as the program develops. However, we will **not** be including household waste. Currently, there is discussion around implementing the waste collection program in the Municipal District twice a year, once in the spring and once in the fall.

The only financial implications this program will create for the MD is the cost of manpower and the disposal of waste bins. Administration intends to communicate to our rate payers by advertising on our local paper and website.

AGENDA ITEM #10.1

Bin rental will be approximately \$150 for all five locations and trucking will be at the regular rates(\$165/hour) charged to the MD. How much trucking will be charged will depend on how often the bins need to be emptied.

Other considerations:

- Waiver of liability.

Prepared by: Cody Borris Transportation Facilities Maintenance Manager/Janie Freckelton Admin Assistant
Transportation

Reviewed by: Shari Spencer, Assistant Director, Field Services & Document Conveyance Manager

Approved by: Barry Kolenosky, Chief Administrative Officer