



# AGENDA

Municipal District No.124 Regular Council  
Wednesday, August 14, 2024 - 10:00 AM - MD Council Chambers

Page

## CALL TO ORDER

## ANNOUNCEMENTS / OPENING REMARKS

## ADOPTION OF THE AGENDA

- 3.1 August 14, 2024, Regular Meeting of Council Agenda

*Proposed Motion: Move to adopt the August 14, 2024, Regular Meeting of Council Agenda as presented.*

## ADOPTION OF MINUTES

- 4.1 July 10, 2024, Regular Meeting of Council Minutes

6 - 15

*Proposed Motion: Move to adopt the July 10, 2024, Regular Meeting of Council Minutes as presented.*

[07102024 - DRAFT MINUTES - Regular Council](#)

[20240710 - Bylaw 2024-09 Public Hearing Minutes - DRAFT SCH A](#)

[20240710 - Bylaw 2024-10 Public Hearing Minutes -DRAFT SCH B](#)

[20240710 - Bylaw 2024-13 Public Hearing Minutes -DRAFT SCH C](#)

## PUBLIC HEARING - 10:15 A.M.

- 5.1 Bylaw 2024-14 Land Use Bylaw Amendment #18

*Proposed Motion: Move to recess Regular Meeting Of Council to hold the Public Hearing for the above noted at \_\_\_\_\_ a.m.*

*Proposed Motion: Move to reconvene the Regular Meeting of Council at \_\_\_\_\_ a.m.*

## BYLAWS

- 6.1 Bylaw 2024-14 Land Use Amendment #18 - Second Reading

16 - 23

*Proposed Motion: Move that Council gives Second Reading to Bylaw 2024-14 being a Land Use Bylaw Amendment #18 to redesignate the portion of land of the parcel legally described as NE-32-67-W5 from Agricultural (A) to Rural Un-Serviced (RUS)District.*

[1. RFD second reading of bylaw 2024-14](#)

[2. Bylaw 2024-14 LUB amendment 18](#)

[3. Application Redacted](#)

[4. Map for bylaw 2024-14](#)

[5. Map with location](#)

- 6.2 Bylaw 2024-05 Land Use Bylaw Amendment #14 - Third Reading 24 - 32

*Proposed Motion: Move to give 3rd reading to Bylaw 2024-05 to change the land use district of part of NW-8-66-1-W5 from Agricultural (A) to Residential Un-Serviced (RUS) District, Land Use Bylaw 20221-17 Amendment No. 14 as presented.*

[RFD 3rd reading Bylaw 2024-05](#)

[BYLAW 2024-05 - revised](#)

[Application 23-RZ-07 Redacted](#)

[23-RZ-07 site map](#)

[23-RZ-07 GL map](#)

**DELEGATIONS - CLOSED SESSION**

- 7.1 Closed Session as per Sections 16 & 19 of the FOIP Act

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

- Traildusters @ 10:30 a.m.
- HUB International Insurance Brokers - Ehren Cox @ 11:00 A.M.
- Canoe Benefits - Jeff Nichol - 11:30 a.m.

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

**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 Asset Disposal 33 - 35

*Proposed Motion: Move that Council approve the disposal of assets LT10, LT11, P8915, P9317, P9517, P9918 and TR1008 through a licensed auction mart.*

[08142024 - RFD - Asset Disposal](#)

[Disposal List 08142024](#)

- 9.2 Operational Cost Approval - Mitsue Ponds Dredging (3 Ponds = \$135K) Project Completion 30 September 2024 36 - 46

*Proposed Motion: Move that Council approve the operational costs of dredging the 3 Mitsue Ponds at a cost of \$44,736K each plus GST and the monies be paid from the General Capital Emergency Reserve account (6-97-00-00-760).*

[08142024 - Mitsue Ponds Dredging](#)

[Mitsue Pond 1](#)

[Mitsue Pond 2](#)

[Mitsue Pond 3](#)

- 9.3 Lawrence Lake Subdivision - Road Names 47 - 63

*Proposed Motion: Move that the Council for the Municipal District of Lesser Slave River No. 124, with respect to the proposed Lawrence Lake Subdivision endorse the names McCray Way for the north south running road on SW-24-69-25-W4, Sterling Lane for the internal subdivision road on NW-24-69-25-W4, and Silver Bay for the cul-de-sac/dead end road intersecting with Sterling Lane.*

[2024 08 14 Lawrence Lake Subdivision Road Names Road Name Applications TR-32-18 Naming of Neighborhoods District Streets](#)

- 9.4 Canyon Creek WTP Future Upgrade Plans 64 - 71

*Proposed Motion: Move that Council directs administration to proceed with applying for a grant for 75% of the total project cost of \$975,000 under the Alberta Water and Wastewater Partnership grant to upgrade the Canyon Creek Water Treatment Plant conventional treatment train with the understanding that this new system will replace the existing membrane filtration package. Funding for the MDLSR portion of 25% (\$243,750) will be from MDLSR reserves for a project total cost of \$975,000, in a future budget year.*

[RFD Canyon Creek WTP Future Upgrade Plans Attachment 1 - rpt\\_canyoncreek\\_wtp\\_advisory\\_Draft\(2.0\)](#)

- 9.5 Smith WTP Future Upgrade Plans 72 - 79

*Proposed Motion: Move Council directs administration to proceed with the project of the Smith Water Treatment Plant upgrade by implementing a conventional package plant with understanding that this new system will replace the membrane filtration package. Engineering to proceed in 2024 with construction following in 2025, for a total combined project cost of \$4,293,000. Funding will be 75% from the Alberta Water and Wastewater Partnership (AWWP) grant and 25% (\$793,000) from MDLSR working Capital General Account #6-00-00-00-711, for a total of \$4,293,000. The 75% grant funding of \$3,500,000 has already been approved by AWWP and received by the MDLSR.*

[RFD Smith WTP Future Upgrade Plans Attachment 1 - rpt\\_smith\\_raw\\_water\\_pretreatment\\_evaluation\(1.4\)](#)

- 9.6 Request for Penalties to be waived 80 - 82

*Proposed Motion: Move that Council approve the cancellation of the penalty on the 2024 tax levy in the amount of \$97.01 for tax roll #324760.*

[RFD - Penalty Reversal](#)

- 9.7 Letter of Support - Smith Half Century Plus Association 83 - 84

*Proposed Motion: Move that Council ratify the email approval to provide a letter of support to the Smith Half Century Plus Association to accompany their application for the New Horizons for Seniors Program Grant.*

[08142024 - Letter of Support - Smith Half Century Plus](#)

- 9.8 2024 Rugged & Real Post-Secondary Scholarship Deadline Extension 85 - 86

*Proposed Motion: Move that Council extend the deadline to receive the 2024 Rugged & Real Post-Secondary Scholarship application to September 16, 2024.*

[08142023 - RFD Rugged and Real Scholarship](#)

## REPORTS

- 10.1 2024 MD Census Update 87 - 88
- Proposed Motion: Move that Council accept the 2024 Municipal Census update as information.*
- [Post Enumeration Report to Council - Aug 14 2024](#)
- 10.2 Disaster Recovery Program Payment 2023 89 - 90
- Proposed Motion: Move to accept the Disaster Recovery Program Payment report as information.*
- [Report to Council - DRP Payment](#)  
[DRP Letter](#)
- 10.3 Old Smith Highway Project - **document to be distributed prior to meeting**
- Proposed Motion: Move that Council accepts the Old Smith Highway Project briefing as information.*
- 10.4 Board Reports - Agricultural Services
- Agricultural Service Board - Councillors Melzer and Fulmore
  - Veterinary Services Incorporated - Councillors Melzer and Fulmore
- 10.5 Board Reports - Community Futures
- Community Futures Slave Lake - Councillor Sand
  - Community Futures Tawatinaw Region - Councillor Melzer
- 10.6 Board Reports - Airport
- Slave Lake Airport Services Commission - Councillors Seatter, Fulmore and Pearson
- 10.7 Board Reports - Education Libraries
- Peace Library Systems - Councillors Pearson and Sand
  - Slave Lake Regional Library Board - Councillor Sand
  - Community Education Committee - Councillor Seatter
- 10.8 Board Reports - Economic Development
- Slave Lake Chamber of Commerce - Councillor Seatter
- 10.9 Board Reports - Seniors and Housing
- Lesser Slave Lake Regional Housing Authority - Councillors Pearson and Sand
  - Homeland Housing - Councillor Melzer
- 10.10 Board Reports - Inter-Municipal Committees - Reeve Kerik, Deputy Reeve Spencer, Councillors Sand and Seatter
- 10.11 Board Reports - Planning & Development
- Municipal Planning Commission - Deputy Reeve Spencer, Councillors Seatter, Pearson and Fulmore
- 10.12 Board Reports - Tourism
- Slave Lake Regional Tourism - Deputy Reeve Spencer
- 10.13 Board Reports - Reeve Appointments
- Northern Alberta Development Council/Northern Alberta Elected Leaders
  - Director of Wildfire Legacy Corporation
- 10.14 Board Reports - Regional Alliances
- Alberta North Central Alliance - Reeve Kerik and Councillor Sand

- 10.15 Board Reports - Tri-Council Committees
- Tri-Council Health Advocacy Committee - Councillors Pearson, Melzer and Fulmore
- 10.16 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
- 10.17 Board Reports - Watersheds
- Lesser Slave Lake Watershed Council - Councillors Seatter and Pearson
  - Athabasca Watershed Council - Councillor Sand
- 10.18 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 2024 RMA Fall Convention - Meeting with Ministers & discussion topics

*Proposed Motion:*

- 11.2 Upcoming Events

- MD Tour
- Staff Appreciation
- Smith Fall Fair

*Proposed Motion: Move to accept the discussion on Upcoming events as information.*

11.3

11.4

## **NOTICE OF MOTION**

## **ADJOURNMENT**

# *MINUTES*

**Regular Meeting of Council  
Municipal District of Lesser Slave River No. 124  
July 10, 2024  
Council Chambers**

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

**IN ATTENDANCE** Barry Kolenosky - CAO, MDLSR  
Dawn Lynn Durocher - Municipal Clerk, MDLSR  
Sandra Rendle - Associate Director, Legislative Services, MDLSR  
Scott Brownlee - Slave Lake Communications  
Curtis Brownlee - Slave Lake Communications  
Andrew Vanderstein - Slave Lake Communications  
Holly Omelchuk - Director, Finance, MDLSR  
Shari Spencer - Assistant Director, Field Services, MDLSR  
Joe McWilliams - Reporter, Lakeside Leader (Teams)  
Erik Loken - Municipal Intern, MDLSR  
Jewel Day-Hampton - HR/Safety Contractor MDLSR  
Rudolf Liebenberg - Director, P&D, Protective Services & Utilities, MDLSR  
Samantha Dyck - Development Officer, MDLSR  
Jeremy Dumaresque - Assistant Director/Manager of Utilities, MDLSR  
Paul Mulholland - Peace Officer, MDLSR  
  
Richard Colborne - Attendee

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

**ADOPTION OF AGENDA** July 10, 2024, Regular Meeting of Council Agenda

**MOTION 347-24**

Moved by Councillor Pearson to adopt the July 10, 2024, Regular Meeting of Council Agenda as amended:

ADD:

- 8.6 - Peace Library System - Stronger Together Conference
- 8.7 - Condolences Package for the McWilliams Family
- 11.2 – Sheila Willis – Letter of Support
- 12.1 – Strategic Session Plan Review
- 12.2 – Staffing – CLOSED SESSION

**CARRIED**

**ADOPTION OF MINUTES** June 26, 2024, Regular Meeting of Council Minutes

**MOTION 348-24**

Moved by Councillor Pearson to adopt the June 26, 2024, Regular Meeting of Council Minutes as amended:

- Motion #320-24 should be in the place of Motion # 321-24

**CARRIED**

MINUTES  
Municipal District of Lesser Slave River No. 124 – Regular Meeting of Council  
July 10, 2024

**June 27, 2024, Special Meeting of Council Minutes**

**MOTION 349-24**

Moved by Councillor Seatter to adopt the June 27, 2024, Special Meeting of Council Minutes as presented.

**CARRIED**

**MOTION 350-24**

Moved by Councillor Melzer that Councillor Pearson and Councillor Sand attend the Peace Library System – Stronger Together Conference in Grande Prairie on October 3-4, 2024.

**CARRIED**

**MOTION 351-24**

Moved by Councillor Pearson to direct Administration to have a condolence package sent to the McWilliams family.

**CARRIED**

J.Day-Hampton entered @ 10:15 a.m.

**PUBLIC HEARINGS**

**Bylaw 2024-09 - Land Use Bylaw Amendment #15  
Bylaw 2024-10 - Land Use Bylaw Amendment #16  
Bylaw 2024-13 - Land Use Bylaw Amendment #17**

**MOTION 352-24**

Moved by Councilor Melzer to recess the Regular Meeting of Council to hold the Public Hearing for the above noted at 10:17 a.m.

**CARRIED**

**MOTION 353-24**

Moved by Councillor Sand to reconvene the Regular Meeting of Council at 10:30 a.m.

**CARRIED**

S. Dyck exited at 10:30 a.m.

**PUBLIC HEARING MINUTES**

**July 10, 2024, Public Hearing Minutes Attached as:**

**Schedule A – Bylaw 2024-09 – Land Use Bylaw Amendment # 15  
Schedule B – Bylaw 2024-10 – Land Use Bylaw Amendment # 16  
Schedule C – Bylaw 2024-13 – Land Use Bylaw Amendment # 17**

**DELEGATIONS**

**Slave Lake Communications – Scott Brownlee, Curtis Brownlee & Andrew Vanderstein**

**MOTION 354-24**

Moved by Councillor Pearson to accept the presentation from Slave Lake Communications LTD. as information, and to table discussion to the Closed Session.

**CARRIED**

S. Brownlee exited at 10:48 a.m.  
C. Brownlee exited at 10:48 a.m.  
Andrew Vandirstein exited at 10:48 a.m.

**Jewel Day- Hampton – MDLSR HR/Safety Contractor**

**MOTION 355-24**

Moved by Councillor Melzer to accept the presentation from Jewel Day-Hampton as information.

**CARRIED**

MINUTES  
Municipal District of Lesser Slave River No. 124 – Regular Meeting of Council  
July 10, 2024

Councillor Pearson exited @ 11:28a.m.  
Councillor Pearson entered @ 11:29 a.m.  
R. Colburne exited @ 11:32 a.m.  
J. Day-Hampton exited @ 11:50 a.m.  
S. Rendle exited @ 11:50 a.m.  
S. Rendle entered @ 11:51 a.m.

**BYLAWS**

**Bylaw 2024-09 – Land Use Amendment # 15**

**MOTION 356-24**

Moved by Councillor Melzer to give 2<sup>nd</sup> reading to Bylaw 2024-09 Land Use Bylaw Amendment #15 to redesignate a portion of the parcel legally described as NE 10-70-1-W5M from Commercial (C) to Agricultural (A) District, as presented.

**CARRIED**

**MOTION 357-24**

Moved by Councilor Sand to give 3<sup>rd</sup> reading to Bylaw 2024-09 Land Use Bylaw Amendment #15 to redesignate a portion of the parcel legally described as NE 10-70-1-W5 from Commercial (C) to Agricultural (A) District, as presented.

**CARRIED**

**Bylaw 2024-10 Land Use Amendment # 16**

**MOTION 358-24**

Moved by Councilor Seatter to give 2<sup>nd</sup> reading to Bylaw 2024-10 being a Land Use Bylaw Amendment #16 to redesignate a portion of the parcel legally described as SW 27-73-07-W5 and containing all of Plan 172 2452, Block 2, Lot 1 from Urban Reserve (UR) to Light Industrial (LI) District, Land Use Bylaw Amendment #16 as presented.

**CARRIED**

**Bylaw 2024-13 Land Use Amendment #17**

**MOTION 359-24**

Moved by Councillor Pearson to give 2<sup>nd</sup> reading to Bylaw 2024-13 being a Land Use Bylaw Amendment #17 to redesignate a portion of the parcel legally described as SW 19-65-26-W4 from Agricultural (A) to Rural Un- Serviced (RUS) District, as presented.

**CARRIED**

H. Omelchuk entered @ 12:40 p.m.  
C. Borris entered @ 12:47 p.m.  
S. Spencer entered @ 12:49 p.m.

**Bylaw 2024-15 Fees for the Provision of Services**

**MOTION 360-24**

Moved by Councilor Pearson to give 1<sup>st</sup> reading to reading to Bylaw 2024-15 Fees for the Provision of Services Bylaw, as amended.

4 FOR – 1 AGAINST

**CARRIED**

**MOTION 361-24**

Moved by Councillor Pearson to give 2<sup>nd</sup> reading of Bylaw 2024-15 Fees for the Provision of Services Bylaw.

4 FOR – 1 AGAINST

**CARRIED**

H. Omelchuk exited at 1:00 p.m.  
H. Omelchuk entered at 1:01 p.m.  
H. Omelchuk exited at 1:12 p.m.  
H. Omelchuk entered at 1:14 p.m.

**MOTION 362-24**

Moved by Councillor Seatter to proceed with the 3<sup>rd</sup> reading of Bylaw 2024-15 Fees for the Provision of Services Bylaw.

**UNANIMOUSLY CARRIED**

H. Omelchuk exited at 1:17 p.m.  
H. Omelchuk entered at 1:17 p.m.

**MOTION 363-24**

Moved by Councillor Seatter to give 3<sup>rd</sup> and final reading to Bylaw 2024-15 Fees for the Provision of Services Bylaw.

**CARRIED**

S. Spencer exited at 1:39 p.m.  
H. Omelchuk exited at 1:40 p.m.  
H. Omelchuk entered at 1:44 p.m.  
S. Spencer entered at 1:44 p.m.  
R. Liebenberg exited at 1:49 p.m.  
S. Dyck exited at 1:49 p.m.  
H. Omelchuk exited at 1:50 p.m.  
H. Omelchuk entered at 1:50 p.m.  
S. Rendle exited at 1:51 p.m.

**REQUEST FOR  
DECISION**

**Back Sloping Program Applications**

**MOTION 364-24**

Moved by Councillor Sand to approve Back Slope Application 1 (NE 22-65-2-W5) and 3 (NE 23-66-01-W5) for completion as per Policy TR-32-20.

**CARRIED**

E. Loken entered at 1:52 p.m.  
H. Omelchuk entered at 1:51 p.m.  
H. Omelchuk exited at 1:52 p.m.  
H. Omelchuk entered at 1:55 p.m.

**Access Road Application**

**MOTION 365-24**

Moved by Councillor Pearson to defer the decision on access road applications to extend Township Road 713 to the 2025 budget deliberations.

**CARRIED**

M. Fyten entered at 1:59 p.m.  
S. Dyck entered at 1:59 p.m.  
S. Spencer exited at 2:02 p.m.  
C. Borris exited at 2:02 p.m.  
Councillor Pearson exited at 2:02 p.m.  
Councillor Pearson entered at 2:02 p.m.

**Summary of Revisions: Municipal Development Plan (MDP) and Land Use Bylaw (LUB) Updates**

**MOTION 366-24**

Moved by Councillor Melzer to approve the summary of revisions pertaining to the Municipal Development Plan (MDP) and Land Use Bylaw (LUB) document updates, to be presented publicly as part of the public consultation process (in conjunction with a public feedback survey aligned with the major proposed changes).

**CARRIED**

M. Fyten exited at 2:31 p.m.

S. Dyck exited at 2:31 p.m.

**Health & Safety Policy**

**MOTION 367-24**

Moved by Councillor Melzer to direct Administration to bring a draft overarching Health & Safety policy to the next Committee of the Whole meeting for discussion.

**CARRIED**

**Human Resource Management Policy**

**MOTION 368-24**

Moved by Councillor Sand to direct Administration to bring a draft overarching Human Resource Management policy to the next Committee of the Whole meeting for discussion.

**CARRIED**

S. Spencer entered at 2:32 p.m.

C. Borris entered at 2:32 p.m.

Councillor Pearson exited at 2:42 p.m.

Councillor Pearson entered at 2:43 p.m.

**REPORTS**

**Direct Reports**

**MOTION 369-24**

Moved by Councilor Melzer to accept the Direct Reports as information.

**CARRIED**

S. Rendle entered at 2:45 p.m.

R. Liebenberg entered at 2:45 p.m.

H. Omelchuk exited at 2:46 p.m.

S. Sand exited at 2:46 p.m.

S. Sand entered at 2:48 p.m.

B. Kolenosky exited at 2:55 p.m.

S. Spencer exited at 2:59 p.m.

C. Borris exited at 2:59 p.m.

P. Mulholland entered at 3:00 p.m.

B. Kolenosky entered at 3:03 p.m.

Liebenberg exited at 3:11 p.m.

J. Dumaresque entered at 3:13 p.m.

P. Mulholland exited at 3:23 p.m.

J. Dumaresque exited at 3:34 p.m.

S. Rendle exited at 3:52 p.m.

**NEW BUSINESS**

**Schedule August date for the Committee of the Whole meeting.**

**MOTION 370-24**

Move by Councillor Pearson to schedule the next Committee of the Whole Meeting for August 19, 2024.

**CARRIED**

**Letter of Recommendation**

**MOTION 371-24**

Moved by Councillor Sand that Council provides a letter of recommendation to TRAVELING on Tourism Cooperative to accompany their application for the Governor General Award for Excellence in Community Programming.

**CARRIED**

**CLOSED SESSION**

**MOTION 372-24**

Moved by Councillor Melzer to go into Closed Session at 3:57 p.m. as per the following Sections of the FOIP Act with CAO, Kolenosky in attendance.

MINUTES  
Municipal District of Lesser Slave River No. 124 – Regular Meeting of Council  
July 10, 2024

Section 17 – Disclosure harmful to personal privacy  
Section 29 – Disclosure harmful to business interests of a third party

**CARRIED**

- Staffing Item
- Recreation and Open Spaces Master Plan

D. Durocher exited at 3:57pm

**OPEN SESSION**

**MOTION 373-24**

Moved by Councillor Pearson to return to Open Session at 4:28 p.m.

**CARRIED**

**MOTION 374-24**

Moved by Councillor Pearson to direct Administration to explore and negotiate the option of fiber installation at no cost and to explore the one-year agreement for service at the Visitor Information Center.

**CARRIED**

**ADJOURNMENT**

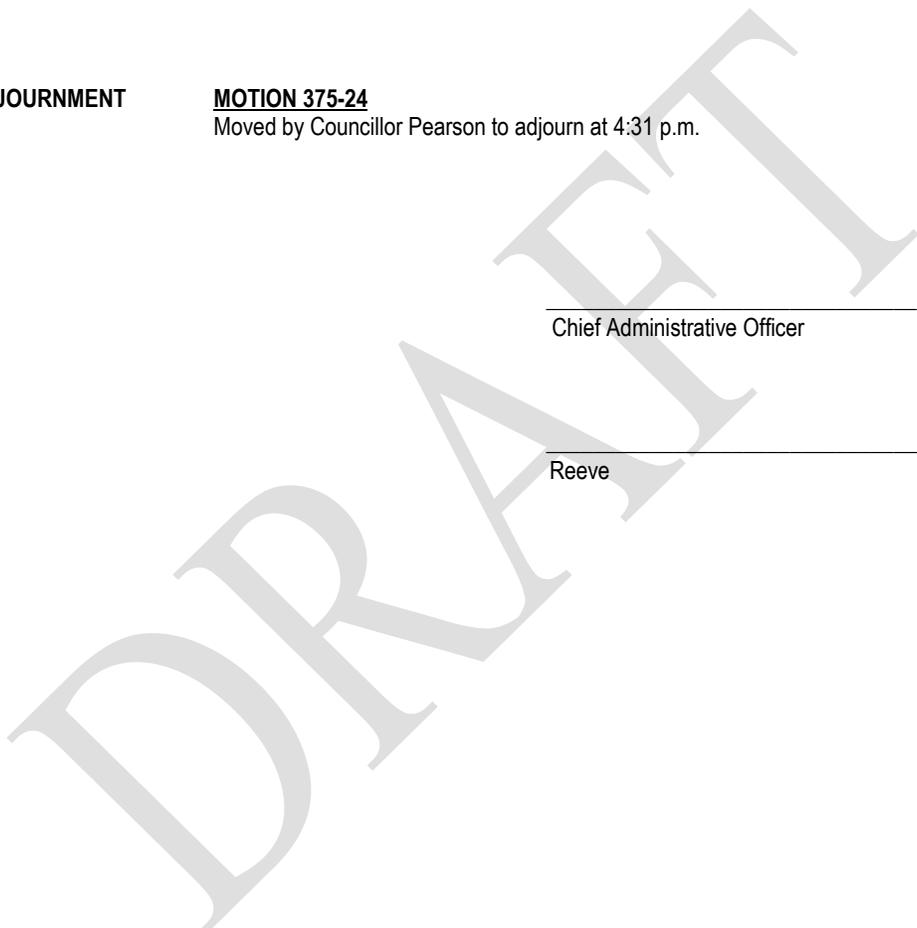
**MOTION 375-24**

Moved by Councillor Pearson to adjourn at 4:31 p.m.

**CARRIED**

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

\_\_\_\_\_  
Reeve



*Schedule A*  
**MINUTES**

**Public Hearing**  
**Municipal District of Lesser Slave River No. 124**  
**Bylaw 2024-09**  
**July 10<sup>th</sup>, 2024**  
**MD Council Chambers**

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- MEMBERS PRESENT** Murray Kerik - Reeve  
Lana Spencer - Deputy Reeve (Absent)  
Sandra Melzer - Division 1  
Brad Pearson - Division 2  
Norman Seatter - Division 2  
Darren Fulmore - Division 1 (Absent)  
Nancy Sand - Division 1
- IN ATTENDANCE** Barry Kolenosky - Chief Administrative Officer, MDLSR  
Sandra Rendle - Associate Director, Legislative Services, MDLSR  
Dawn Lynn Durocher - Municipal Clerk, MDLSR  
Samantha Dyck - Planning & Development Officer, MDLSR  
Rudolf Liebenberg - Director, P&D, Utilities & Protective Services, MDLSR  
Erik Loken - Municipal Intern, MDLSR  
Holly Omelchuk - Director, Finance, MDLSR  
Joe McWilliams - Reporter, Lakeside Leader  
Richard Colburne - Attendee
- CALL TO ORDER** Reeve Kerik called the meeting to order at 10:17 a.m.
- INTRODUCTIONS** Council Introductions
- BACKGROUND** a. Bylaw 2024-09, Land Use Bylaw amendment to change the present zoning of part of NE-10-70-1 W5 from Commercial (COM) to Agricultural (A) as presented.  
b. Lakeside Leader advertisement of June 26<sup>th</sup>, 2024  
c. Lakeside Leader advertisement of July 3<sup>rd</sup>, 2024  
d. Alberta Highways, Notice of Referral Decision
- COMMENTS AGAINST** Against Proposed Bylaw:
- None
- COMMENTS IN FAVOUR** In Favour of Proposed Bylaw:
- None
- QUESTIONS** Councillor Pearson questions:
1. Transportation Letter should be included.
  2. Maps should have a visual and district labeled on the advertisement.
- Planning & Development Officer Dyck replied “
1. The letter is on Page 11-12 of the agenda package.
  2. We can make those changes going forward.

MINUTES  
Municipal District of Lesser Slave River No. 124 – Public Hearing Bylaw 2024-09  
July 10<sup>th</sup>, 2024

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**ADJOURNMENT**

**MOTION:**

Moved by Councillor Pearson to adjourn the Public Hearing at 10:21 a.m.

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Chief Administrative Officer

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Reeve

DRAFT

*Schedule B*  
**MINUTES**

**Public Hearing**  
**Municipal District of Lesser Slave River No. 124**  
**Bylaw 2024-10**  
**July 10<sup>th</sup>, 2024**  
**MD Council Chambers**

- 
- MEMBERS PRESENT** Murray Kerik - Reeve  
Lana Spencer - Deputy Reeve (Absent)  
Sandra Melzer - Division 1  
Brad Pearson - Division 2  
Norman Seatter - Division 2  
Darren Fulmore - Division 1 (Absent)  
Nancy Sand - Division 1
- IN ATTENDANCE** Barry Kolenosky - Chief Administrative Officer, MDLSR  
Sandra Rendle - Associate Director, Legislative Services, MDLSR  
Dawn Lynn Durocher - Municipal Clerk, MDLSR  
Samantha Dyck - Planning & Development Officer, MDLSR  
Rudolf Liebenberg - Director, P&D, Utilities & Protective Services, MDLSR  
Erik Loken - Municipal Intern, MDLSR  
Holly Omelchuk - Director, Finance, MDLSR  
Joe McWilliams - Reporter, Lakeside Leader  
Richard Colburne - Attendee
- CALL TO ORDER** Reeve Kerik called the meeting to order at 10:21 a.m.
- BACKGROUND** a. Bylaw 2024-10, Land Use Bylaw amendment to change the present zoning of part of SW-27-73-07-W5 and containing all of Plan 172 2452, Block 2, Lot 1 from Urban Reserve (UR) to Light Industrial (LI) as presented.  
b. Lakeside Leader advertisement of June 26<sup>th</sup>, 2024  
c. Lakeside Leader advertisement of July 3<sup>rd</sup>, 2024  
d. Alberta Highways, Notice of Referral Decision  
e. Adjacent landowner email – Redacted
- COMMENTS AGAINST** Against Proposed Bylaw:
- None
- COMMENTS IN FAVOUR** In Favour of Proposed Bylaw:
- 1 Adjacent Landowner – no concerns
  - Alberta Transportation – no concerns
- ADJOURNMENT** **MOTION:**  
Moved by Councillor Pearson to adjourn the Public Hearing at 10:21 a.m.

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Chief Administrative Officer

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Reeve

*Schedule C*  
**MINUTES**

**Public Hearing**  
**Municipal District of Lesser Slave River No. 124**  
**Bylaw 2024-13**  
**July 10<sup>th</sup>, 2024**  
**MD Council Chambers**

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- MEMBERS PRESENT** Murray Kerik - Reeve  
Lana Spencer - Deputy Reeve (Absent)  
Sandra Melzer - Division 1  
Brad Pearson - Division 2  
Norman Seatter - Division 2  
Darren Fulmore - Division 1 (Absent)  
Nancy Sand - Division 1
- IN ATTENDANCE** Barry Kolenosky - Chief Administrative Officer, MDLSR  
Sandra Rendle - Associate Director, Legislative Services, MDLSR  
Dawn Lynn Durocher - Municipal Clerk, MDLSR  
Samantha Dyck - Planning & Development Officer, MDLSR  
Rudolf Liebenberg - Director, P&D, Utilities & Protective Services, MDLSR  
Erik Loken - Municipal Intern, MDLSR  
Holly Omelchuk - Director, Finance, MDLSR  
Joe McWilliams - Reporter, Lakeside Leader  
Richard Colburne - Attendee
- CALL TO ORDER** Reeve Kerik called the meeting to order at 10:27 a.m.
- BACKGROUND** a. Bylaw 2024-13, Land Use Bylaw amendment to change the present zoning of part of SW-19-65-26-W4 from Agricultural (A) to Rural Un-Serviced (RUS) as presented.  
b. Lakeside Leader advertisement of June 26<sup>th</sup>, 2024  
c. Lakeside Leader advertisement of July 3<sup>rd</sup>, 2024
- COMMENTS AGAINST** Against Proposed Bylaw:
- None
- COMMENTS IN FAVOUR** In Favour of Proposed Bylaw:
- None
- QUESTIONS** Councilor Pearson questions:
1. What size is the parcel?
- Planning & Development Officer Dyck replied\*
1. 10 Acres.
- ADJOURNMENT** **MOTION:**  
Moved by Councilor Seatter to adjourn the Public Hearing at 10:29 a.m.

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

\_\_\_\_\_  
Reeve



**Lesser Slave River**

# Request for Decision

Title:	<b>Second Reading: Bylaw 2024-14 Land Use Amendment #18</b>
Date:	8/14/2024
Presented By:	Ann Ásfrid Holden, Planning & Development Officer
Attachments:	Bylaw 2024-14, Application, Maps

Proposed Motion	<i>That Council gives Second Reading to Bylaw 2024-14 being a Land Use Bylaw Amendment to redesignate the portion of land of the parcel legally described as NE-32-67-1-W5 from Agricultural (A) to Rural Un-Serviced (RUS) District.</i>
Administration's Recommendation(s)	As proposed. The Third reading is to be completed towards the end of the subdivision process to ensure no lot end up with more than one land use district.

**BACKGROUND:**

An application has been received to change the zoning of a portion (the farmstead) of NE-32-67-1-W5 from Agricultural to Rural Un-Serviced District. The application to rezone is happening concurrently with the subdivision application.

The parcel to be subdivided is 4.21 ha (10.4 ac) in size, which is less than the minimum parcel size required for an Agricultural parcel. A change in land use zoning requires an amendment of the Land Use Bylaw. Bylaw 2024-12 as presented for first reading proposes to amend Land Use bylaw 2021-17 and change the present zoning from Agricultural (A) to Residential Un-Serviced (RUS) district.

**ALTERNATIVE OPTIONS:**

Since every person has the right to be heard, no alternative other than to proceed to a Public Hearing is recommended.

**BENEFIT/RISKS:**

There is no risk of proceeding with a second reading of the bylaw.

**STRATEGIC ALIGNMENT:**

- 1. *Municipal Development Plan (MDP) Bylaw 2012-09:*
  - 6.0 Agriculture
  - Section 6.1.4 (c)
  - The subdivision of land in the Agriculture Area may be approved in the following circumstances:*
  - (c) The subdivision of a maximum of two lots from the original unsubdivided quarter section for residential, recreational, or rural industrial purposes, including fragmented parcels.*

The parcel to be redistricted is within the Agriculture Area of the MDP. This quarter section has no other subdivisions out of it. This will be the first parcel out.

*Residential Parcel Size: Section 6.1.6*  
*The maximum size of an unsubdivided parcel described in Policy 6.1.4 should generally be 2.0 hectares. However, the size may be increased to include dwellings or other improvements, such as power supply, well, sewage disposal system, access, shelter belts, and accessory buildings.*

This parcel is a farmstead and the proposed size of the lot is determined by the sewage discharge. To ensure

compliance with the setback distance of the Private Sewage and System Standard of Practice the MDP allows for larger parcels to be approved. As such, the proposed subdivision aligns with eh MDP.

2. *Land Use Bylaw No. 2021-17:  
Section 7.2 Residential Un-Serviced:  
The Land Use Bylaw 2021-17 requires a minimum size of 0.186 ha (0.46 ac) for a Residential Un-Serviced zoned parcel of land. As the subdivision is registered, the parcel of land will have enough land when changed from Agricultural to Residential Un-Serviced District.*

*Council reminder for the land use bylaw amendment process for this specific lot:*

1. *Subdivision - to create additional parcels, land use amendment may be required prior to subdivision approval.*
2. *When rezoning is required, MDLSR needs a land use amendment (3 readings that requires PH after 1<sup>st</sup> reading).*
3. *The third reading happens when all other conditions of the subdivision approval have been completed. If the developer decides to not complete the subdivision, the municipality avoids having a lot with two different land use districts. The third reading must happen on or before June 26, 2026.*

#### **FINANCIAL IMPLICATION:**

Standard costs to process a change in land use application (Planning & Development staff time, advertising) can be anticipated. The subdivision does not add a financial burden to the MD taxpayers: it has proposed onsite water and sewage, and no new road infrastructure is added to be maintained by the municipality.

#### **OTHER CONSIDERATIONS:**

Section 188 of the *Municipal Government Act (MGA)* states that a previous readings of a proposed bylaw is rescinded if the proposed bylaw does not receive third reading within 2 years of the first reading.

#### **COMMUNICATION STRATEGY:**

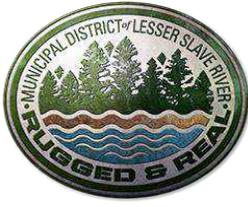
Prior to the public hearing, adjacent landowners, adjacent jurisdictions, and other referral agencies will be notified via letter as per the policies in the MDP and LUB. The public hearing will also be advertised as per the *MGA*.

Following are the dates proposed for adjacent landowners, adjacent jurisdictions, referral agencies, advertising of the public hearing, written submission deadline, and public hearing.

- June 26, 2024 – 1<sup>st</sup> reading of Bylaw 2024-14
- July 22, 2024 – written notification sent to the landowner, adjacent landowners, and referral agencies.
- July 31, 2024 – advertisement in the Lakeside Leader (week one)
- August 7, 2024 – advertisement in the Lakeside Leader (week two)
- August 8, 2024 – deadline for written submissions to be included in the agenda
- August 14, 2024 – Public Hearing (Council Chambers at 10:15 a.m.)
- August 14, 2024 – 2<sup>nd</sup> reading of Bylaw 2024-14
- August 20, 2024 – Subdivision Decision
- Completion of subdivision conditions
- Prior to June 24, 2026: 3<sup>rd</sup> reading of Bylaw 2024-14

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Prepared By: Ann Holden, Planning & Development Officer  
Reviewed By: Rudolf Liebenberg, Director, Planning, Utilities, and Protective Services  
Approved By: Barry Kolenosky, Chief Administrative Officer



**BYLAW 2024-14**

**A BYLAW OF THE MUNICIPAL DISTRICT OF LESSER SLAVE RIVER NO. 124 IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF AMENDING BYLAW 2021-17 LAND USE BYLAW AMENDMENT #18**

---

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

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

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

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

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

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

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

1. The land use district of NE-32-67-1-W5 changes from Agricultural (A) to Rural Un-Serviced (RUS) District, as shown on Schedule "A" which is attached hereto and forms part of this Bylaw.
2. Bylaw 2021-17 Land Use Bylaw is hereby amended.
3. Bylaw 2024-14 AMENDMENT #18 forms part of Bylaw 2021-17 Land Use Bylaw.
4. This Bylaw 2024-14 AMENDMENT #18 becomes effective upon the date of the final passing thereof.

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

**READ** for a first time this \_\_\_th day of June, 2024

**PUBLIC HEARING** held on \_\_\_\_ day of \_\_\_\_\_, 2024.

**READ** for a second time this \_\_\_th day of \_\_\_\_\_, 2024

**READ** for a third and final time this \_\_\_th day of \_\_\_\_\_, 2024

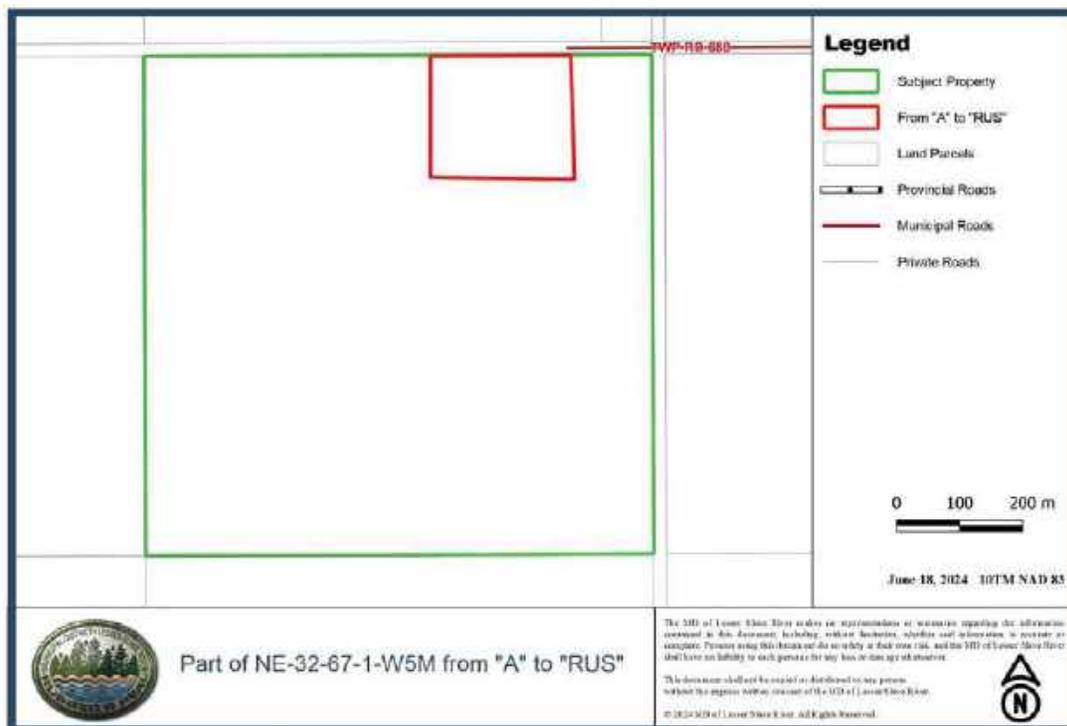
\_\_\_\_\_  
Murray Kerik, Reeve

\_\_\_\_\_  
Barry Kolenosky, Chief Administrative Officer



**BYLAW 2024-14**

**SCHEDULE "A"**





Application no.: 24-RZ-04  
 Form Received: June 14/24

**Lesser Slave River**  
 Planning & Development

**LAND USE BYLAW AMENDMENT APPLICATION**

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

APPLICANT NAME	HOME PHONE	MOBILE PHONE
MAILING ADDRESS	POSTAL CODE	
EMAIL ADDRESS		
<i>Complete below if different from applicant:</i>		
REGISTERED LANDOWNER NAME	HOME PHONE	MOBILE PHONE
MAILING ADDRESS	POSTAL CODE	

**LAND LOCATION**

NE	32	67	1	5	OR			
Quarter	Section	Township	Range	Meridian		Lot	Block	Plan

**LAND USE CLASSIFICATION AMENDMENT PROPOSED**

FROM: Agricultural TO: RUS

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

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

<input type="checkbox"/> Gravesite	<input type="checkbox"/> Industrial Site	<input type="checkbox"/> Oil/Gas	<input type="checkbox"/> Landfill	<input type="checkbox"/> Sewage	<input type="checkbox"/> Open Discharge	<input type="checkbox"/> Lagoon
<input type="checkbox"/> Storage of Hazardous Materials	<input type="checkbox"/> Other					

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

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ 500, AND HEREBY DECLARE THAT THE ABOVE INFORMATION IS, TO THE BEST OF MY/OUR KNOWLEDGE, FACTUAL AND CORRECT.  
 NOTE: Registered owner's signature is required if different from applicant.

\_\_\_\_\_  
 APPLICANT SIGNATURE DATE April 3, 2024

\_\_\_\_\_  
 REGISTERED LANDOWNER SIGNATURE DATE April 3, 2024

MUNICIPAL DISTRICT of LESSER SLAVE RIVER no. 124 | BOX 722, SLAVE LAKE AB T0G 2A0 | Tel 780.849.4888 | Toll-Free 1.866.449.4888 | Fax 780.849.4939  
 30X 93, FLATBUSH AB T0G 0Z0 | Tel 780.681.3929 | Toll-Free 1.866.681.3929 | Fax 780.681.3936

\_\_\_\_\_  
 Registered Landowner



**Lesser Slave River**  
Planning & Development

**LAND USE BYLAW AMENDMENT APPLICATION | RIGHT OF ENTRY**

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

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

I DO  
 I DO NOT

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

**LAND LOCATION**

NE	32	67	1	S	OR			
Quarter	Section	Township	Range	Meridian		Lot	Block	Plan

Don Wilson Surveys Ltd. C/O Nate Wilson  
\_\_\_\_\_  
APPLICANT NAME (PLEASE PRINT)

\_\_\_\_\_  
APPLICANT SIGNATURE

DATE April 3, 2024

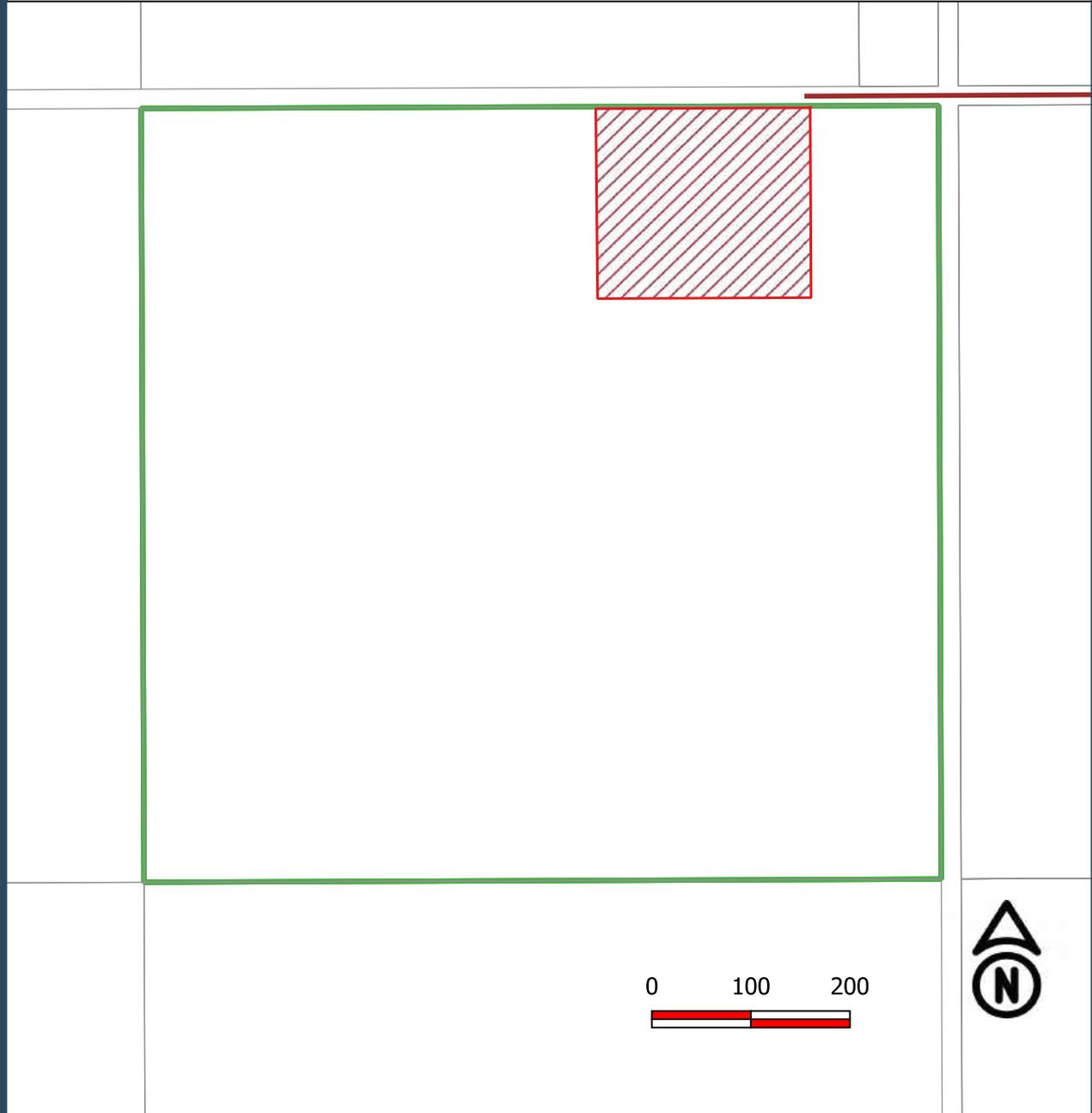
**FOR ADMINISTRATIVE USE**

FEE ENCLOSED:	AMOUNT:	RECEIPT NO.:
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>500.00</u>	<u>chg # 2346</u>

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



**Part of NE-32-67-1-W5M from "A" to "RUS"**



**Legend**

-  Subject Property
-  From "A" to "RUS"

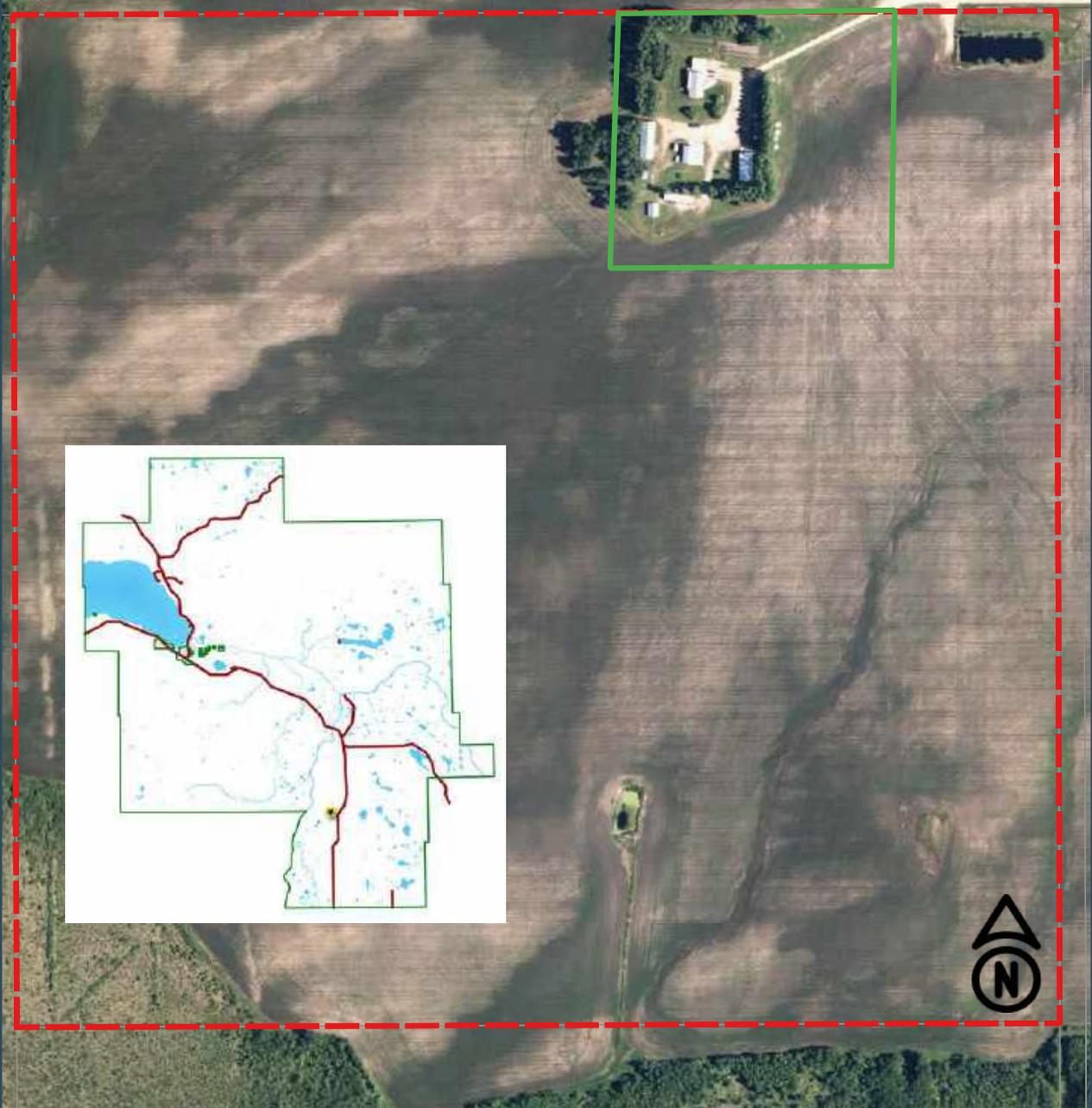
- Roads**
-  Provincial Roads
  -  Municipal Roads
  -  Private Roads

10TM NAD 83  
July 24, 2024



# Land Use Amendment from "A" to "RUS"

## Location: NE-32-67-1-W5



### Legend



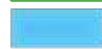
Subject Property



Amendment Location



Amendment Area



Hydro Area



Provincial Roads

0 75 150 m



10TM NAD 83  
June 24, 2024



**Lesser Slave River**

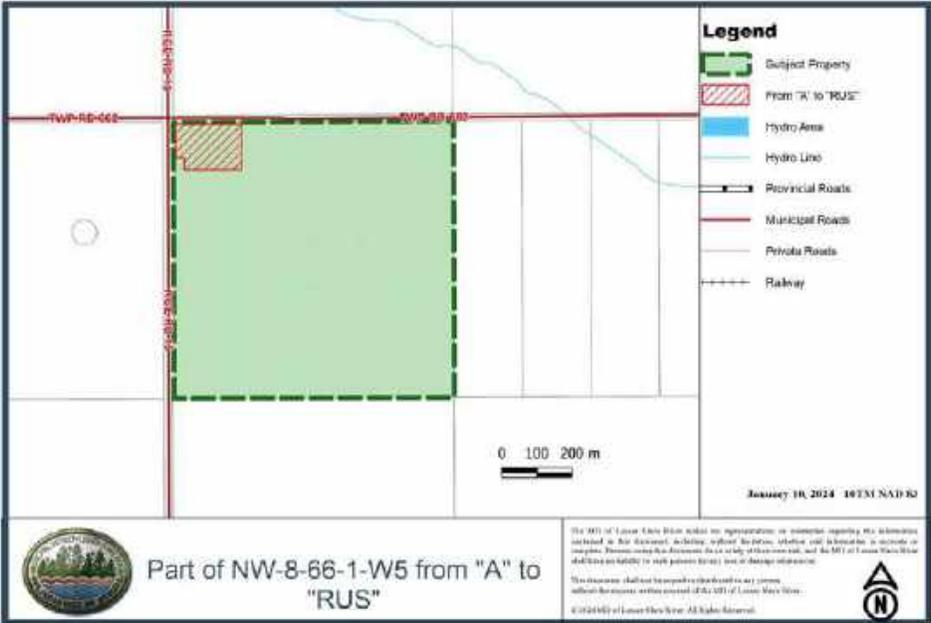
# Request for Decision

Title:	<b>Third Reading: Bylaw 2024-05 Land Use Bylaw Amendment #14</b>
Date:	8/14/2024
Presented By:	Ann Ásfrid Holden, Planning & Development Officer
Attachments:	Bylaw 2024-05, Application, Maps

Proposed Motion	<i>Moved to give 3<sup>rd</sup> reading to Bylaw 2024-05 to change the land use district of part of NW-8-66-1-W5 from Agricultural (A) to Residential Un-Served (RUS) District, Land Use Bylaw 2021-17 Amendment No. 14 as presented.</i>
Administration's Recommendation(s)	As proposed

**BACKGROUND:**

The landowner applied for a subdivision (farmstead separation) and rezoning in December 2023. Bylaw 2024-05 received first reading January 24, 2024. The public hearing was held February 14, 2024. The Municipal Planning Commission approved the subdivision February 27, 2024. The developer has completed the conditions of the subdivision approval. The development agreement was signed June 18, 2024, approach approval, and confirmation of electrical and gas services to the lot were provided in June, off-site levies and endorsement fee has been paid. Sewer inspection completed July 18, 2024. The subdivision is "compliant to the SOP2021" (Standard of Practice). The only outstanding condition of the subdivision is third reading of the land use bylaw amendment.



The farmstead parcel of part of NW-8-66-1-W5 is 2.57 ha (6.35 ac) which means the parcel is less than the minimum size of an agricultural parcel. A change in land use zoning requires an amendment to the Land Use Bylaw. Bylaws related to land use must go through a public hearing process.

Bylaw 2024-05 as presented for second reading proposes to amend the Land Use Bylaw 2021-17 and change the present zoning of part of NW-8-66-1-W5 from Agricultural (A) to Residential Un-Serviced (RUS) district.

The second reading of Bylaw 2024-05 allows the subdivision process to proceed.

**ALTERNATIVE OPTIONS:**

- Give 3<sup>rd</sup> reading to Bylaw 2024-05
- Not give 3<sup>rd</sup> reading to Bylaw 2024-05

**BENEFIT/RISKS:**

Proceeding with third reading enables the subdivision to be endorsed and registered with land titles.

**STRATEGIC ALIGNMENT:**

Land Use Bylaw 2021-17 requires a minimum size of 10 ha (24.7 ac) for an Agricultural zoned parcel of land. Redistricting is good governance and land use is key to sustainable growth and development.

**FINANCIAL IMPLICATION:**

Standard costs to process a land use bylaw amendment application (Planning & Development staff time, advertising).

**COMMUNICATION STRATEGY:**

Below is a timeline showing the progression of Bylaw 2024-05 Land Use Bylaw 2021-17 Amendment No. 14:

- January 24, 2024 – 1<sup>st</sup> reading of Bylaw 2024-05
- January 24, 2024 – Written notification sent to landowner, adjacent landowners, and referral agencies
- January 31, 2024 – Advertisement in the Lakeside Leader (week one)
- February 7, 2024 – Advertisement in the Lakeside Leader (week two)
- February 8, 2024 – Deadline for written submissions to be included in agenda
- February 14, 2024 – Public Hearing (Council Chambers at 10:15 a.m.)
- February 27, 2024 – Subdivision was approved by the Municipal Planning Commission for decision.
- Finalize conditions of subdivision
- August 14, 2024 – Council decision on Bylaw 2024-05 (third reading)
- Registration of subdivision

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Prepared By: Ann Åsfrid Holden, Planning & Development Officer  
Reviewed By: Rudolf Liebenberg, Operational Director of Planning, Utilities & Protective Services  
Approved By: Barry Kolenosky, Chief Administrative Officer



**BYLAW 2024-05**

**A BYLAW OF THE MUNICIPAL DISTRICT OF LESSER SLAVE RIVER  
NO. 124 IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF  
AMENDING BYLAW 2021-17 LAND USE BYLAW AMENDMENT #14**

---

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

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

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

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

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

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

1. The land use district of Part of NW-8-66-1-W5 changes from Agricultural (A) to Residential Un-Serviced (RUS) District, as shown on Schedule "A" which is attached hereto and forms part of this Bylaw.
2. Bylaw 2021-17 Land Use Bylaw is hereby amended.
3. Bylaw 2024-05 AMENDMENT #14 forms part of Bylaw 2021-17 Land Use Bylaw.
4. This Bylaw 2024-05 AMENDMENT #14 becomes effective upon the date of the final passing thereof.

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



**READ** for a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**ADVERTISED** the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**ADVERTISED** a second time the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**PUBLIC HEARING** held on \_\_\_\_\_ day of \_\_\_\_\_, 2024.

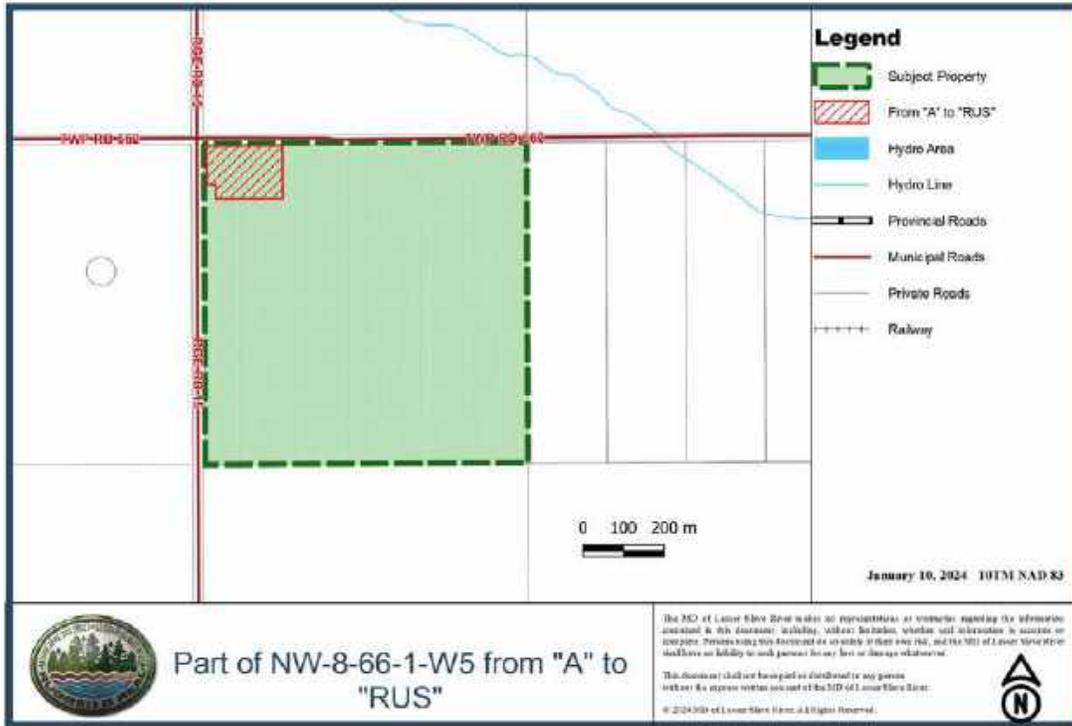
**READ** for a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**READ** for a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Murray Kerik, Reeve

\_\_\_\_\_  
Barry Kolenosky, Chief Administrative Officer

Schedule "A"





Application no.: 23-RZ-07

Form Received:

### Lesser Slave River Planning & Development

#### LAND USE BYLAW AMENDMENT APPLICATION

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

APPLICANT NAME Jennifer DeVries	HOME PHONE [REDACTED]	MOBILE PHONE [REDACTED]
MAILING ADDRESS [REDACTED]	POSTAL CODE [REDACTED]	
EMAIL ADDRESS [REDACTED]		
<i>Complete below if different from applicant:</i>		
REGISTERED LANDOWNER NAME [REDACTED]	HOME PHONE [REDACTED]	MOBILE PHONE [REDACTED]
MAILING ADDRESS [REDACTED]	POSTAL CODE [REDACTED]	

LAND LOCATION  
 Quarter: NW Section: 8 Township: 66 Range: 1 Meridian: W5 OR Lot: Block: Plan:

LAND USE CLASSIFICATION AMENDMENT PROPOSED  
 FROM: Agricultural TO: Residential Unserviced

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

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

<input type="checkbox"/> Gravesite	<input type="checkbox"/> Industrial Site	<input type="checkbox"/> Oil/Gas	<input type="checkbox"/> Landfill	Sewage: <input checked="" type="checkbox"/> Open Discharge <input type="checkbox"/> Lagoon
<input type="checkbox"/> Storage of Hazardous Materials	<input checked="" type="checkbox"/> Other			

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

Farmstead on quarter of farmland. We grain farm and have no use for the farmstead

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$\_\_\_\_, AND HEREBY DECLARE THAT THE ABOVE INFORMATION IS, TO THE BEST OF MY/OUR KNOWLEDGE, FACTUAL AND CORRECT.

NOTE: Registered owner's signature is required if different from applicant.

[REDACTED SIGNATURE]  
APPLICANT SIGNATURE

DATE Dec 5 2023

[REDACTED SIGNATURE]  
REGISTERED LANDOWNER SIGNATURE

DATE Dec 5 2023

MUNICIPAL DISTRICT of LESSER SLAVE RIVER no. 124 | BOX 722, SLAVE LAKE AB T0G 2A0 | Tel 780.849.4888 | Toll-Free 1.886.449.4888 | Fax 780.849.4939  
 BOX 93, FLATBUSH AB T0G 020 | Tel 780.681.3929 | Toll-Free 1.866.681.3929 | Fax 780.681.3936



Lesser Slave River  
Planning & Development

LAND USE BYLAW AMENDMENT APPLICATION | RIGHT OF ENTRY

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

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

I DO

I DO NOT

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

LAND LOCATION

NW 8 66 1 W 5 OR  
Quarter Section Township Range Meridian Lot Block Plan

Jennifer DeVries

APPLICANT NAME (PLEASE PRINT)

[Redacted Signature]

APPLICANT SIGNATURE

DATE Dec 1 / 2023

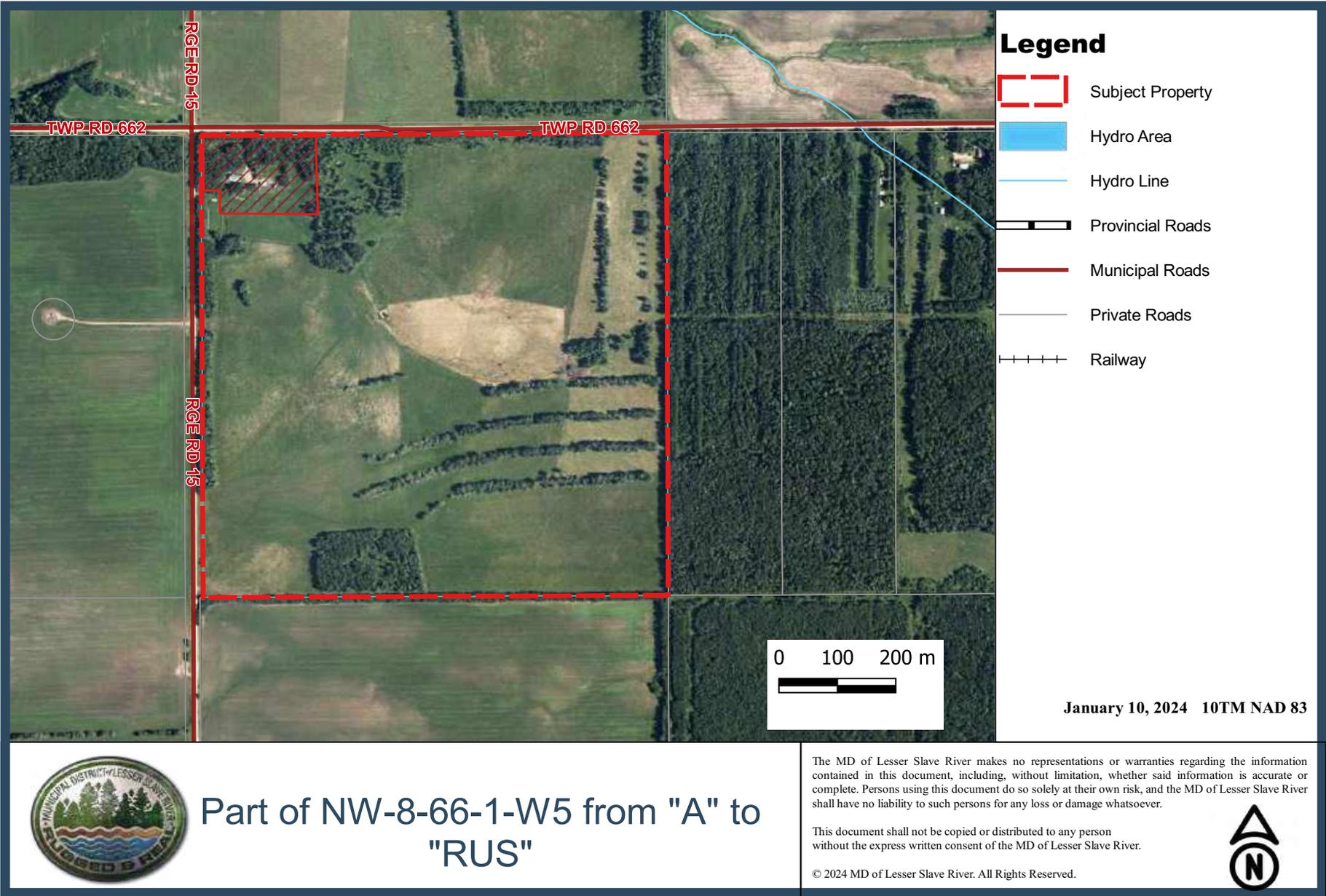
FOR ADMINISTRATIVE USE

FEE ENCLOSED:

AMOUNT:

RECEIPT NO.:

[Redacted Administrative Information]



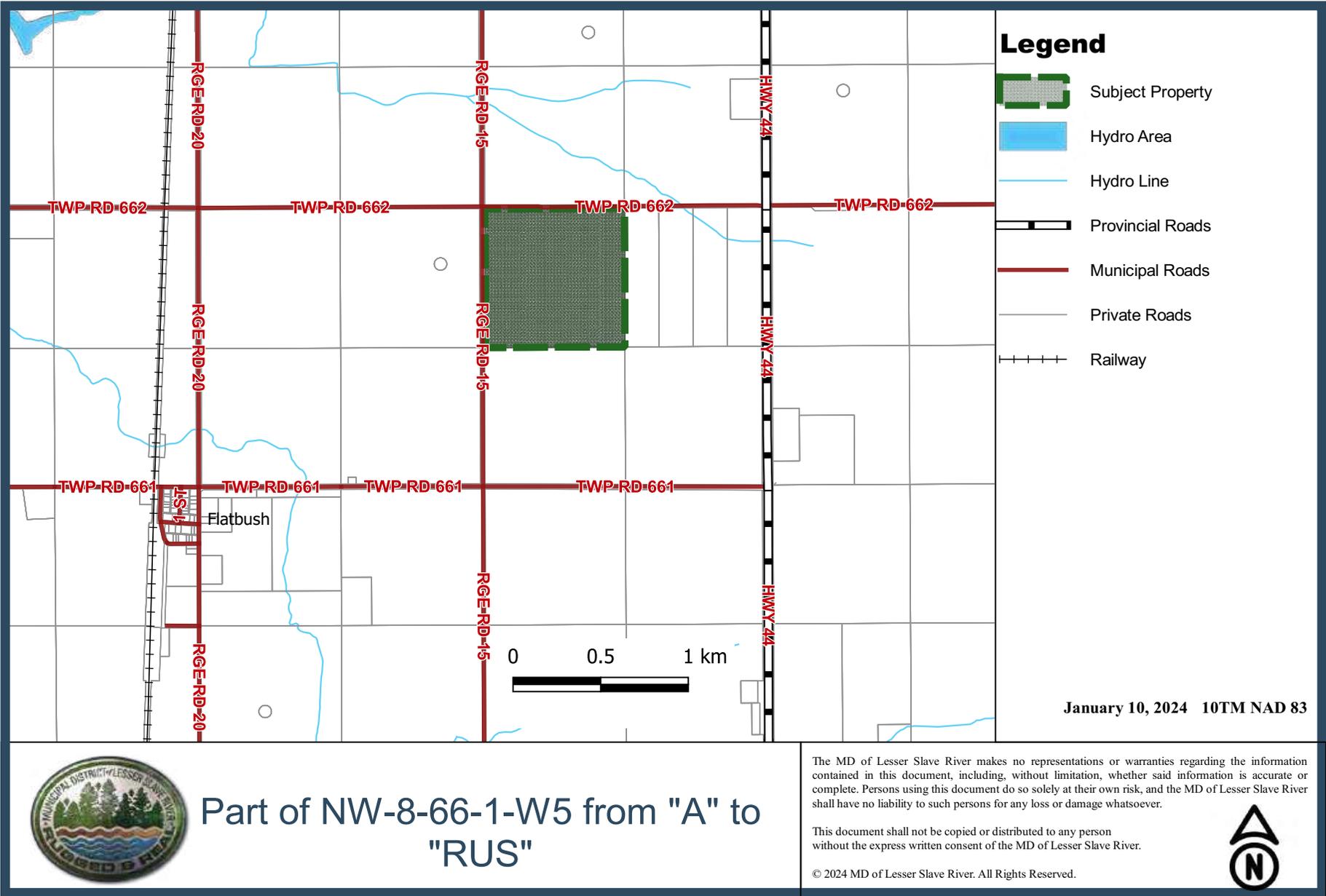
Part of NW-8-66-1-W5 from "A" to "RUS"

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This document shall not be copied or distributed to any person without the express written consent of the MD of Lesser Slave River.

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**Lesser Slave River**

# Request for Decision

Title:	Asset Disposal
Date:	8/14/2024
Presented By:	Shari Spencer, Assistant Director of Field Services, Document Conveyance Manager
Attachments:	Asset Disposal List

Proposed Motion	<i>Move that Council approve the disposal of assets LT10, LT11, P8915, P9317, P9517, P9918 and TR1008 through a licensed auction mart.</i>
Administration's Recommendation(s)	As Proposed.

**BACKGROUND:**

According to Municipal District policy ADM-12-15 (B.16) Asset Disposal, all assets with an "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

Several large replacements were made to the MD fleet in the 2024 budget, and these assets have been received and are in the process of being incorporated into our fleet. Administration would like to action the disposal of these assets as soon as possible to maximize the potential return.

The items include four pickup trucks, two zero-turn mowers and one water truck. All units have a high mileage/hour count on them.

**ALTERNATIVE OPTIONS:**

The MD does not have enough assets to host a full-scale auction but could send the units to an authorized auction house to sell. This would save the MD the expense of advertising and showing the units prior to a sale, but there would be a commission that would be paid to the auction house. This could be anywhere from 7 to 15%, but these sales tend to provide higher resale amounts on bigger equipment than a sealed tender. 90% of one hundred thousand dollars is better than 94% of fifty thousand dollars. Administration is proposing this method to dispose of the water truck and pick-ups.

Administration has also met with a representative from 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, items can be uploaded as they become ready to sell. However, the MD must make staff available if a potential buyer would like to view the equipment

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beforehand. Research has shown that this tends to be very successful with smaller items but doesn't pay off on more expensive items like heavy equipment. This option would still be considered disposal through an "auction mart." Administration recommends this option for the zero turn mowers that would be within the higher commission threshold for a traditional auction house.

The option of selling the items through a sealed tender bid would likely not bring in the revenue that a public auction would. A reserve could be put in place but then you risk not selling the equipment if the reserve bid is not met. The MD would have to manage the advertising, showing and administration of the sale themselves. This option 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 see the money in MD coffers. It does usually provide the highest rate of return, however.

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

### **BENEFIT/RISKS:**

There is little risk in getting rid of too many items, everything that has been listed, has been replaced already.

There is a big financial benefit to liquidating the surplus items prior to the next capital budget. The proceeds will go to reserves for the purchase of equipment in the future.

By getting the surplus equipment out of the yard, there is less chance that the equipment could be used and/or damaged and devalued even more.

### **STRATEGIC ALIGNMENT:**

The disposal of these assets is in alignment with MD Policy ADM-12-15 (B.16) Asset Disposal.

### **FINANCIAL IMPLICATION:**

The revenue from the sale of surplus items will go back into the appropriate Equipment or Vehicle Replacement Reserve as per policy ADM-12-15 (B.16).

### **OTHER CONSIDERATIONS:**

N/A

### **COMMUNICATION STRATEGY:**

The auction's time and date will be advertised in the Lakeside Leader, on social media and the MD website, and by the selected auction house.

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Prepared By: Shari Spencer, Assistant Director of Field Services, Document Conveyance Manager  
Reviewed By: Sandra Rendle, Associate Director, Legislative Services  
Approved By: Barry Kolenosky, Chief Administrative Officer

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# AGENDA ITEM #9.1

**MUNICIPAL DISTRICT OF LESSER SLAVE RIVER NO. 124  
EQUIPMENT LISTING**

Group		Ins			
Operations	LT10	V157	2016	Kubota	Z725 Zero-Turn Lawn Tractor & GCK60-700 (Attach-Grass Catcher)
Operations	LT11	V158	2016	Kubota	Z725 Zero-Turn Lawn Tractor & GCK60-700 (Attach-Grass Catcher)
Operations	P8915	160	2015	Chev	Silverado WT 4WD Double C (1500)
Operations	P9317	167	2017	Chev	Silverado WT 1500 Double Cab Blue
Operations	P9517	169	2017	Chev	Silverado WT 1500 Double Cab Blue
Operations	P9918	183	2018	Chev	Silverado WT 1500 Blue
Operations	TR1008	162	2008	Sterling	Water Truck L9500



**Lesser Slave River**

# Request for Decision

Title:	Operational Cost Approval - Mitsue Ponds Dredging (3 Ponds = \$135K) Project Completion 30 September 2024.
Date:	8/14/2024
Presented By:	Jeremy Dumaresque, Assistant Director of Utilities
Attachments:	Scope of Work and Cost Estimate

Proposed Motion	<i>MOVE that Council approve the operational costs of dredging the 3 Mitsue Ponds at a cost of \$44,736K each plus GST and the monies be paid from the General Capital Emergency Reserve Account 6-97-00-00-760.</i>
Administration's Recommendation(s)	Administration recommends the proposed motion.

**BACKGROUND:**

The Mitsue WTP ponds (both) have been scheduled for dredging for some time and in July 2024 divers from True Depth had completed dives in both ponds individually and have made recommendations as per the attached. The operational maintenance work, once completed, will ensure the continued provision of safe, clear and high-quality water to all MD users.

**ALTERNATIVE OPTIONS:**

- No alternatives, the work needs to be completed to continue operations

**BENEFIT/RISKS:**

The benefit is continued preventative maintenance. The risk is off course additional technical issues may come to light as part of this project with additional cost. Delaying the work can be more expensive in the long run.

**STRATEGIC ALIGNMENT:**

Preventative Maintenance and continued operational efficiency in all areas of service provision, ensuring safe and high-quality drinking water.

**FINANCIAL IMPLICATION:**

Capital Emergency cost for 2024 = \$156,000 plus GST (that is total for dredging 3 ponds) + the initial investigation dive was also another \$21,000 on top of this cost for a total of \$156,000.

**OTHER CONSIDERATIONS:**

[https://mdlsr-my.sharepoint.com/personal/jeremy\\_dumaresque\\_mdlsr\\_ca/documents/desktop/rfd's/08142024 - mitsue ponds dredging.docx](https://mdlsr-my.sharepoint.com/personal/jeremy_dumaresque_mdlsr_ca/documents/desktop/rfd's/08142024-mitsue%20ponds%20dredging.docx)

There are significant maintenance and storage concerns with the condition of the two (3) existing ponds.

**COMMUNICATION STRATEGY:**

Upon approval project background/scope/cost will be shared with ratepayers through social media, MD website and local newspaper.

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Prepared By: Jeremy Dumaresque, Assistant Director of Utilities  
Reviewed By: Rudolf Liebenberg, Director Utilities  
Approved By: Barry Kolenosky, Chief Administrative Officer

[https://mdlsr-my.sharepoint.com/personal/jeremy\\_dumaresque\\_mdlsr\\_ca/documents/desktop/rfd's/08142024 - mitsue ponds dredging.docx](https://mdlsr-my.sharepoint.com/personal/jeremy_dumaresque_mdlsr_ca/documents/desktop/rfd's/08142024-mitsue%20ponds%20dredging.docx)



True Depth Diving & Marine Services Ltd.

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July 19, 2024

Jermy Dumaresque  
Dayton Lindbergh  
MD of Lesser Slave River  
Box 722, 3000 15<sup>th</sup> Ave SE  
Slave Lake, AB  
T0G 2A0  
780-849-4888

**Subject: Mitsue Pond Dredging Pond 1**

Hello Jeremy and Dayton!

Thank you for the opportunity to present the following. We are excited to be asked to provide you with the following!

The following proposal/estimate is to provide a DCBC certified dive team (4), all necessary diving, equipment for this estimate includes the mobilization of all equipment to and from Stony Plain and will consist of a day rate for the dive team based on a 10-hour day, including the rates for dive gear and men and equipment. The following summarizes the scope of work:

**Mitsue: Arrive on site and work with suppliers of equipment to dredge the First Pond as discussed.**

**Job Scope**

*True Depth Diving & Marine Services will provide a DCBC certified dive team of four, surface supplied diving system, two flocc tanks, pumps and hoses to remove sediment that has accumulated around the intakes of the two ponds. The immediate removal of the sediment from around the intakes will give the ponds some new life. We will work daily and remove as much material as possible as requested.*

**Equipment:** 2 – 400 barrel frac/weir tanks  
2 – 6" diesel pumps and hose, both intake and discharge  
1 - Hydrovac to remove solids ( to be provided by client)

**Methodology:** As some of the intakes have been found, the diver will handle the intake hose and direct the suction around the intake creating a bell hole around the intake giving it room to work. The 'vacuumed' water will be discharged into a settlement pond and the water be returned to the pond (more appropriate way for cost saving, Or as quoted; into flocc tanks where the material will be giving a chance to settle out, the accumulated material then can be hydro-vacuumed and transported off site for dumping if necessary, or the material can be dumped into a settlement pond and the water be returned to the pond (more appropriate way for cost saving).

The intakes that were not found on Wednesday July 10/24 need to be found. We can assist by either continuing with our search, or backflushing and observing the discharge, or adding air to the intake and observing the bubbles. It might be necessary to find radar to identify where the piping is. Hopefully there is a detailed set of drawing that will assist with finding the missing intakes,

We are estimating 5 days for the first pond to dredge as much sediment around the intakes as possible.



**True Depth Diving & Marine Services Ltd.**

**Included in the Summary of work, but not limited to, is the following:**

**Mobilization**

*This will consist of mobilization of truck, trailer, and personnel from Stony Plain, AB to Mitsue, AB. The dive team will prepare, load equipment, and transport equipment to site. There will be tanks delivered from Slave Lake to assist with the removal of sediment from around the intakes.*

**Demobilization**

*This will consist of mobilization of trucks, trailers, and personnel to Stony Plain, AB. The dive team will prepare, load equipment, and transport equipment to site. Tanks would be returned to Slave Lake and the pumps back to their destination.*

**Client to provide:**

- A defined location of the intakes and to ensure that there is no suction or pressures that could influence the divers work while performing tasks.
- Clear and free access to each location.
- Location for disposal, whether its in a makeshift pond or a disposal location.
  - **The Hydrovac to empty the flocc tanks to be provided by customer. (this would be a cost saving going direct to the vacuum company, We have called around and its approximately \$300/hr**

Pond 1

 <b>TRUE DEPTH</b> DIVING & MARINE SERVICES			
<b>Project Name:</b>	<i>Mitsue pond dredging</i>		
<b>Consultant:</b>	<i>MD Lesser Slave Lake</i>		
<b>Location of Work:</b>			
	Pond 1	Summary	
<b>Mobilization to Mitsue</b>	Trip to mitsue with dive gear	\$480.00	480.00
<b>Equipment Mob</b>	Delivery tanks and pumps	\$3,444.00	2,296.00
<b>Equipment Rental</b>	Tanks and pump and hose rental (day)	\$1,756.00	
<b>Dive Rate</b>	Diver rate incl accom and per deim	\$6,540.00	8,296.00
<b>Day 2</b>	Dive and equipment rental	\$6,540.00	8,296.00
<b>Day 3</b>	Dive and equipment rental	\$6,540.00	8,296.00
<b>Day 4</b>	Dive and equipment rental	\$6,540.00	8,296.00
<b>Day 5</b>	Dive and equipment rental	\$6,540.00	8,296.00
<b>Demobilization to Stony Plain</b>	Trip to Stony	\$480.00	480.00
			44,736.00

**Included in list:**

- 10-hour workdays. Any overtime will be charged at 1.4 times the regular rate.
- Client to provide reasonable access to the site.
- Client is to ensure all safety requirements are met.
- All equipment to conform to CSA Standard Z275.2-20 Occupational safety code for diving operations and CSA Standard Z275.4-22 Competency for diving operations.
- Copy of FLRA, and USB drive with inspection video (as required).



**True Depth Diving & Marine Services Ltd.**

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**In addition, our prices may be subject to:**

- Additional hourly overtime rate of 1.4 times labor on workhours over 10, weekends and holidays.
- Standby /cancellation rate of \$3,600.00 /day due to: Dangerous weather conditions on site or travel out, unsafe access/egress to site, obstacles, or administrative conditions beyond our control that prevent the crew from completing the scheduled project. (24-hour minimum notice required for cancellation)
- LOA based on local rates for the dive crew (4 men, as required for overnight stays and day trips over 12 hours).
- Statutory Declarations \$250.00

**In addition, our prices may be subject to: - cont**

- Fuel surcharge on the pumps, there will be a 12% fuel surcharge on the pump as they are burning fuel to function.
- Additional report writing rate of \$50.00 / hour
- This is a summary of costs; all applicable taxes are not included in this price.
- Cost of jute curtains to speed up the settling of the dredged product. This will be an extra cost.

We are presenting this as an outline for discussion. Please review and comment. We are available anytime to discuss. There are countless obstacles to overcome to make this project a success. As mentioned, we will stick to the plan and work it to the best of our ability.

We look forward to chatting and hammering out the details.

**This Estimate is valid for 30 days.**

Please see attached brochure and [website link](#) for more information. Please reach out anytime to myself or mark at the following information.

**James Jenkins**  
True Depth Diving & Marine Service  
Direct: 780-913-4741  
Email: [james@tddive.com](mailto:james@tddive.com)  
Website: [www.tddive.com](http://www.tddive.com)

**Mark Jansen**  
True Depth Diving & Marine Service  
Direct: 780-231-0149  
[mark@tddive.com](mailto:mark@tddive.com)



True Depth Diving & Marine Services Ltd.

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July 19, 2024

Jermy Dumaresque  
Dayton Lindbergh  
MD of Lesser Slave River  
Box 722, 3000 15<sup>th</sup> Ave SE  
Slave Lake, AB  
T0G 2A0  
780-849-4888

**Subject: Mitsue Pond Dredging Pond 2**

Hello Jeremy and Dayton!

Thank you for the opportunity to present the following. We are excited to be asked to provide you with the following!

The following proposal/estimate is to provide a DCBC certified dive team (4), all necessary diving, equipment for this estimate includes the mobilization of all equipment to and from Stony Plain and will consist of a day rate for the dive team based on a 10-hour day, including the rates for dive gear and men and equipment. The following summarizes the scope of work:

**Mitsue: Arrive on site and work with suppliers of equipment to dredge the First Pond as discussed.**

**Job Scope**

*True Depth Diving & Marine Services will provide a DCBC certified dive team of four, surface supplied diving system, two flocc tanks, pumps and hoses to remove sediment that has accumulated around the intakes of the two ponds. The immediate removal of the sediment from around the intakes will give the ponds some new life. We will work daily and remove as much material as possible as requested.*

**Equipment:** 2 – 400 barrel frac/weir tanks  
2 – 6” diesel pumps and hose, both intake and discharge  
1 - Hydrovac to remove solids ( to be provided by client)

**Methodology:** As some of the intakes have been found, the diver will handle the intake hose and direct the suction around the intake creating a bell hole around the intake giving it room to work. The 'vacuumed' water will be discharged into a settlement pond and the water be returned to the pond (more appropriate way for cost saving, Or as quoted; into flocc tanks where the material will be giving a chance to settle out, the accumulated material then can be hydro-vacuumed and transported off site for dumping if necessary, or the material can be dumped into a settlement pond and the water be returned to the pond (more appropriate way for cost saving.

The intakes that were not found on Wednesday July 10/24 need to be found. We can assist by either continuing with our search, or backflushing and observing the discharge, or adding air to the intake and observing the bubbles. It might be necessary to find radar to identify where the piping is. Hopefully there is a detailed set of drawing that will assist with finding the missing intakes,

We are estimating 5 days for the first pond to dredge as much sediment around the intakes as possible.



**True Depth Diving & Marine Services Ltd.**

**Included in the Summary of work, but not limited to, is the following:**

**Mobilization**

*This will consist of mobilization of truck, trailer, and personnel from Stony Plain, AB to Mitsue, AB. The dive team will prepare, load equipment, and transport equipment to site. There will be tanks delivered from Slave Lake to assist with the removal of sediment from around the intakes.*

**Demobilization**

*This will consist of mobilization of trucks, trailers, and personnel to Stony Plain, AB. The dive team will prepare, load equipment, and transport equipment to site. Tanks would be returned to Slave Lake and the pumps back to their destination.*

**Client to provide:**

- A defined location of the intakes and to ensure that there is no suction or pressures that could influence the divers work while performing tasks.
- Clear and free access to each location.
- Location for disposal, whether its in a makeshift pond or a disposal location.
  - **The Hydrovac to empty the flocc tanks to be provided by customer. (this would be a cost saving going direct to the vacuum company, We have called around and its approximately \$300/hr**

Pond 2

<b>TRUE DEPTH</b> DIVING & MARINE SERVICES			
	Pond 2		
<b>Mobilization to Mitsue</b>	Trip to mitsue with dive gear	\$480.00	480.00
<b>Equipment Mob</b>	Delivery tanks and pumps	\$3,444.00	2,296.00
<b>Equipment Rental</b>	Tanks and pump and hose rental (day)	\$1,756.00	
<b>Day 6</b>	Dive and equipment rental	\$6,540.00	8,296.00
<b>Day 7</b>	Dive and equipment rental	\$6,540.00	8,296.00
<b>Day 8</b>	Dive and equipment rental	\$6,540.00	8,296.00
<b>Day 9</b>	Dive and equipment rental	\$6,540.00	8,296.00
<b>Day 10</b>	Dive and equipment rental	\$6,540.00	8,296.00
<b>Demobilization to Stony Plain</b>	Trip to Stony	\$480.00	480.00
			44,736.00

**Included in list:**

- 10-hour workdays. Any overtime will be charged at 1.4 times the regular rate.
- Client to provide reasonable access to the site.
- Client is to ensure all safety requirements are met.
- All equipment to conform to CSA Standard Z275.2-20 Occupational safety code for diving operations and CSA Standard Z275.4-22 Competency for diving operations.
- Copy of FLRA, and USB drive with inspection video (as required).

**In addition, our prices may be subject to:**

- Additional hourly overtime rate of 1.4 times labor on workhours over 10, weekends and holidays.
- Standby /cancellation rate of \$3,600.00 /day due to: Dangerous weather conditions on site or travel out, unsafe access/egress to site, obstacles, or administrative conditions beyond our control that



## True Depth Diving & Marine Services Ltd.

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prevent the crew from completing the scheduled project. (24-hour minimum notice required for cancellation)

- LOA based on local rates for the dive crew (4 men, as required for overnight stays and day trips over 12 hours).
- Statutory Declarations \$250.00

### **In addition, our prices may be subject to: - cont**

- Fuel surcharge on the pumps, there will be a 12% fuel surcharge on the pump as they are burning fuel to function.
- Additional report writing rate of \$50.00 / hour
- This is a summary of costs; all applicable taxes are not included in this price.
- Cost of jute curtains to speed up the settling of the dredged product. This will be an extra cost.

We are presenting this as an outline for discussion. Please review and comment. We are available anytime to discuss. There are countless obstacles to overcome to make this project a success. As mentioned, we will stick to the plan and work it to the best of our ability.

We look forward to chatting and hammering out the details.

**This Estimate is valid for 30 days.**

Please see attached brochure and [website link](#) for more information. Please reach out anytime to myself or mark at the following information.

### **James Jenkins**

True Depth Diving & Marine Service  
Direct: 780-913-4741  
Email: [james@tddive.com](mailto:james@tddive.com)  
Website: [www.tddive.com](http://www.tddive.com)

### **Mark Jansen**

True Depth Diving & Marine Service  
Direct: 780-231-0149  
mark@tddive.com



True Depth Diving & Marine Services Ltd.

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July 19, 2024

Jermy Dumaresque  
Dayton Lindbergh  
MD of Lesser Slave River  
Box 722, 3000 15<sup>th</sup> Ave SE  
Slave Lake, AB  
T0G 2A0  
780-849-4888

**Subject: Mitsue Pond Dredging Pond 3**

Hello Jeremy and Dayton!

Thank you for the opportunity to present the following. We are excited to be asked to provide you with the following!

The following proposal/estimate is to provide a DCBC certified dive team (4), all necessary diving, equipment for this estimate includes the mobilization of all equipment to and from Stony Plain and will consist of a day rate for the dive team based on a 10-hour day, including the rates for dive gear and men and equipment. The following summarizes the scope of work:

**Mitsue: Arrive on site and work with suppliers of equipment to dredge the First Pond as discussed.**

**Job Scope**

*True Depth Diving & Marine Services will provide a DCBC certified dive team of four, surface supplied diving system, two flocc tanks, pumps and hoses to remove sediment that has accumulated around the intakes of the two ponds. The immediate removal of the sediment from around the intakes will give the ponds some new life. We will work daily and remove as much material as possible as requested.*

**Equipment:** 2 – 400 barrel frac/weir tanks  
2 – 6" diesel pumps and hose, both intake and discharge  
1 - Hydrovac to remove solids ( to be provided by client)

**Methodology:** As some of the intakes have been found, the diver will handle the intake hose and direct the suction around the intake creating a bell hole around the intake giving it room to work. The 'vacuumed' water will be discharged into a settlement pond and the water be returned to the pond (more appropriate way for cost saving, Or as quoted; into flocc tanks where the material will be giving a chance to settle out, the accumulated material then can be hydro-vacuumed and transported off site for dumping if necessary, or the material can be dumped into a settlement pond and the water be returned to the pond (more appropriate way for cost saving).

The intakes that were not found on Wednesday July 10/24 need to be found. We can assist by either continuing with our search, or backflushing and observing the discharge, or adding air to the intake and observing the bubbles. It might be necessary to find radar to identify where the piping is. Hopefully there is a detailed set of drawing that will assist with finding the missing intakes,

We are estimating 5 days for the first pond to dredge as much sediment around the intakes as possible.



**True Depth Diving & Marine Services Ltd.**

**Included in the Summary of work, but not limited to, is the following:**

**Mobilization**

*This will consist of mobilization of truck, trailer, and personnel from Stony Plain, AB to Mitsue, AB. The dive team will prepare, load equipment, and transport equipment to site. There will be tanks delivered from Slave Lake to assist with the removal of sediment from around the intakes.*

**Demobilization**

*This will consist of mobilization of trucks, trailers, and personnel to Stony Plain, AB. The dive team will prepare, load equipment, and transport equipment to site. Tanks would be returned to Slave Lake and the pumps back to their destination.*

**Client to provide:**

- A defined location of the intakes and to ensure that there is no suction or pressures that could influence the divers work while performing tasks.
- Clear and free access to each location.
- Location for disposal, whether its in a makeshift pond or a disposal location.
  - **The Hydrovac to empty the flocc tanks to be provided by customer. (this would be a cost saving going direct to the vacuum company, We have called around and its approximately \$300/hr**

Pond 3

 <b>TRUE DEPTH</b> DIVING & MARINE SERVICES			
	Raw Water Pond		
<b>Mobilization to Mitsue</b>	Trip to mitsue with dive gear	\$480.00	480.00
<b>Equipment Mob</b>	Delivery tanks and pumps	\$3,444.00	2,296.00
<b>Equipment Rental</b>	Tanks and pump and hose rental (day)	\$1,756.00	
<b>Day 11</b>	Dive and equipment rental	\$6,540.00	8,296.00
<b>Day 12</b>	Dive and equipment rental	\$6,540.00	8,296.00
<b>Day 13</b>	Dive and equipment rental	\$6,540.00	8,296.00
<b>Day 14</b>	Dive and equipment rental	\$6,540.00	8,296.00
<b>Day 15</b>	Dive and equipment rental	\$6,540.00	8,296.00
<b>Demobilization to Stony Plain</b>	Trip to Stony	\$480.00	480.00
	Pond 3		44,736.00
<b>Demobilization</b>	Tank and pump Demob	\$3,444.00	

**Included in list:**

- 10-hour workdays. Any overtime will be charged at 1.4 times the regular rate.
- Client to provide reasonable access to the site.
- Client is to ensure all safety requirements are met.
- All equipment to conform to CSA Standard Z275.2-20 Occupational safety code for diving operations and CSA Standard Z275.4-22 Competency for diving operations.
- Copy of FLRA, and USB drive with inspection video (as required).



**True Depth Diving & Marine Services Ltd.**

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**In addition, our prices may be subject to:**

- Additional hourly overtime rate of 1.4 times labor on workhours over 10, weekends and holidays.
- Standby /cancellation rate of \$3,600.00 /day due to: Dangerous weather conditions on site or travel out, unsafe access/egress to site, obstacles, or administrative conditions beyond our control that prevent the crew from completing the scheduled project. (24-hour minimum notice required for cancellation)
- LOA based on local rates for the dive crew (4 men, as required for overnight stays and day trips over 12 hours).
- Statutory Declarations \$250.00

**In addition, our prices may be subject to: - cont**

- Fuel surcharge on the pumps, there will be a 12% fuel surcharge on the pump as they are burning fuel to function.
- Additional report writing rate of \$50.00 / hour
- This is a summary of costs; all applicable taxes are not included in this price.
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We are presenting this as an outline for discussion. Please review and comment. We are available anytime to discuss. There are countless obstacles to overcome to make this project a success. As mentioned, we will stick to the plan and work it to the best of our ability.

We look forward to chatting and hammering out the details.

**This Estimate is valid for 30 days.**

Please see attached brochure and [website link](#) for more information. Please reach out anytime to myself or mark at the following information.

**James Jenkins**  
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Direct: 780-913-4741  
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Website: [www.tddive.com](http://www.tddive.com)

**Mark Jansen**  
True Depth Diving & Marine Service  
Direct: 780-231-0149  
[mark@tddive.com](mailto:mark@tddive.com)



**Lesser Slave River**

# Request for Decision

Title:	<b>Lawrence Lake Subdivision – Road Names</b>
Date:	8/14/2024
Presented By:	Ann Ásfrid Holden
Attachments:	Road Name Applications, Policy TR-32-18 “Naming of Neighborhoods, Districts, Streets, Parks and Public Facilities”

Proposed Motion	<i>Moved that the Council for the Municipal District of Lesser Slave River No. 124, with respect to the proposed Lawrence Lake Subdivision endorse the names McCray Way for the north south running road on SW-24-69-25-W4, Sterling Lane for the internal subdivision road on NW-24-69-25-W4, and Silver Bay for the cul-de-sac/dead end road intersecting with Sterling Lane.</i>
Administration’s Recommendation(s)	As proposed.

**BACKGROUND:**

As part of the approval for the subdivision at Lawrence Lake Road names must be included for the survey. The applicant applied for road names on July 18, 2024.

- Silver Bay – cul-de-sac road within subdivision
- Sterling Lane – east west running road within the subdivision
- McCray Way – north south running road into the subdivision from TWP RD 693.

There are no naming conflicts anywhere else in the municipal district and no similar or similar sounding names. The parcel of land has been in the Jones’ family for generations and all the names are connected to the family. McCray was the last name of the first generation who owned the farm. Silver Bay and Sterling Lane is in the same subdivision/neighbourhood and they have names that start with the same letter as outlined in policy TR-32-18. According to the policy the street suffix should define its appropriate configuration and function. The function of Bay is a cul-de-sac having a relative short length, Lane and Way can be used for any kind of road.

If the road names are approved 14 residences would have the address of Sterling Lane, 11 would have Silver Bay and 3-4 would be called McCray Way.

The names selected meet the policy criteria of being less than 20 characters.

**ALTERNATIVE OPTIONS:**

Council may choose different names for the roads in Lawrence Lake subdivision.

**BENEFIT/RISKS:**

It is beneficial to name the roads for addressing purposes.

**STRATEGIC ALIGNMENT:**

*Municipal Government Act* Section 58 states that a municipality may name roads or areas within its boundaries. The names proposed for the Lawrence Lake subdivision aligns with Policy TR-32-18 Naming of Neighborhoods, Districts, Streets, Parks and Public Facilities.

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**FINANCIAL IMPLICATION:**

It is beneficial for the municipality and the developer to name the roads prior to endorsing the subdivision with land titles.

**OTHER CONSIDERATIONS:**

The road names were vetted with Urban Dictionary to see if the names meant anything truly offensive. The names did not raise any red flags.

**COMMUNICATION STRATEGY:**

The road names are to be added to the survey that is endorsed and registered at the same time as the subdivision.

---

Prepared By: Ann Åsfrid Holden, Planning and Development Officer  
Reviewed By: Rudolf Liebenberg, Operational Director of Planning, Utilities & Protective Services  
Approved By: Barry Kolenosky, Chief Administrative Officer

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**APPENDIX D  
Street Name Request Form**

**Street Name Information**

Street Name or Theme Requested	McCray Way
Background Support	map on pg 2
Geographical Association (Description of Location)	map on pg 2

**Contact Information  
For the Person Making the Request**

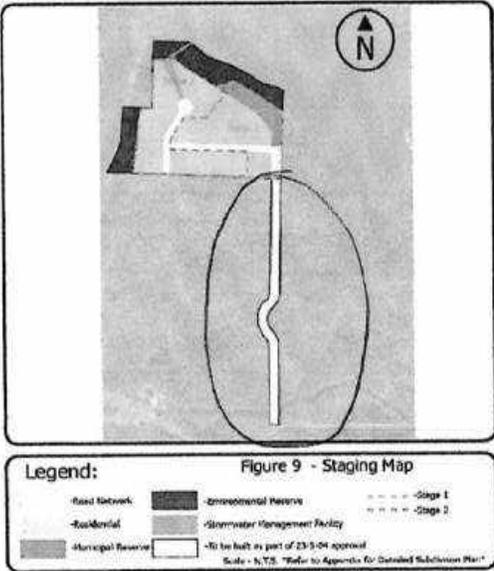
Full Name(s)	Tim + Vicki Jones
Daytime Telephone:	[REDACTED]
Alternate Number:	[REDACTED]
Email:	[REDACTED]
Mailing Address:	[REDACTED]
Date Submitted: DD-MM-YYYY	18-07-2024

Further documentation supporting this request can be attached. If the requested street name is for an individual, a letter of support from the family must be attached.  
Note: All proposed street names must follow the Street Naming Policy

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Meet Policy Requirements:	

Staging Map.



McCray Way  
for access  
Rd to Subdivision  
running North/  
South

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. Engineering drawings of the improvement is to be provided for MD approval.

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.

**Land Use Bylaw**

Section 7.2.1 The purpose of the Residential Serviced District is to provide for primarily residential uses in areas that **are not** typically serviced by municipal water and/or wastewater.

Section 7.2.4 Development regulations for development in the Residential Un-Serviced District:

REGULATION	PROVISION
1 Parcel Area (minimum)	1,860 m <sup>2</sup> (20,021 ft <sup>2</sup> )
2 Parcel Width (minimum)	7.5 m (24.6 ft)
3 Site Coverage (maximum)	Fifty percent (50%)

**APPENDIX D  
Street Name Request Form**

**Street Name Information**

Street Name or Theme Requested	Silver Bay
Background Support	map on pg 2
Geographical Association (Description of Location)	map on pg 2

**Contact Information  
For the Person Making the Request**

Full Name(s)	Tim + Vicki Jones
Daytime Telephone:	[REDACTED]
Alternate Number:	[REDACTED]
Email:	ste [REDACTED]
Mailing Address:	[REDACTED]
Date Submitted: DD-MM-YYYY	18-07-2024

Further documentation supporting this request can be attached. If the requested street name is for an individual, a letter of support from the family must be attached.  
Note: All proposed street names must follow the Street Naming Policy

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**APPENDIX D**  
**Street Name Request Form**

**Street Name Information**

Street Name or Theme Requested	Sterling Lane
Background Support	Map on Pg 2
Geographical Association (Description of Location)	Map on Pg 2

**Contact Information**  
**For the Person Making the Request**

Full Name(s)	Tim + Vicki Jones
Daytime Telephone:	[REDACTED]
Alternate Number:	
Email:	
Mailing Address:	[REDACTED]
Date Submitted: DD-MM-YYYY	18-07-2024

Further documentation supporting this request can be attached. If the requested street name is for an individual, a letter of support from the family must be attached.  
Note: All proposed street names must follow the Street Naming Policy

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Meet Policy Requirements:	





## **Lesser Slave River**

**TITLE:** NAMING OF NEIGHBORHOODS, DISTRICTS, STREETS, PARKS AND PUBLIC FACILITIES

**EFFECTIVE DATE:** August 12, 2009

**POLICY NUMBER:** TR-32-18(Supersedes E.21)

### **STATEMENT:**

To establish a policy on naming municipal infrastructure to ensure a coordinated and consistent approach to the naming of neighborhoods, districts, roads, parks and public facilities in the Municipal District of Lesser Slave River # 124.

### **1. GENERAL NAMING GUIDELINES**

- 1.1** The name and assigned prefix or suffix shall not be duplicated, or phonetically similar for any development area, roadway, district, or public facility within Municipal District of Lesser Slave River #124
- 1.2** Roadways within the same neighborhood may bear the same name but with a different suffix providing the roadways intersect. However, similar sounding street names in the same neighborhood shall be avoided
- 1.3** In the event that a theme is assigned to a neighborhood or an approved Area Structure Plan area, the name of all roads within the plan area shall be consistent with the theme name for the Area Structure Plan, unless otherwise approved by Council
- 1.4** Names should not be suffixed with the word "Park" unless the facility falls under the park naming category section outlined in section 2.4
- 1.5** Names of persons of honor, community importance, or of historical significance in the municipality should be used where appropriate, and generally correspond to the alphabetical designation or the theme of the area and with the procedures outlined in section 4.0
  - Street names will utilize names of historical significance
  - The Municipal District would like to honor our veterans and those individuals who have fought for the Canada by including these individuals in our criteria for Street Naming
  - Names should give a sense of place, continuity, belonging and celebrate distinguishing characteristics and uniqueness of the MD
  - Names should maintain long standing local area identification and/or recognition with the residents of the MD
  - Street names may strengthen neighborhood identity
  - Street names after individuals may reflect the significant contribution they have made to the MD, taking into consideration their length of residency
  - Street names may attempt to reflect a direct relationship or association that existed between the place of residence of the individual and the location of the street
  - Street names may recognize native wildlife, flora, fauna or natural features related to the community and the MD
  - The Municipal District has the right to refuse any or all street names
- 1.6** Names shall be determined and applied in accordance with the specific requirements set out in these guidelines and procedures. Final approval of neighborhood names, district names, street names, park names and public facility names shall rest with Council
- 1.7** All requests for street names shall be made in writing and have a completed Street Name Request Form attached. The requests shall include background information concerning the



## Lesser Slave River

rationale for the request and geographical association, biographical information and documentation providing support for the request. The applicant must assume responsibility for obtaining the support for the request where applicable (Appendix D)

### **2. NAMING PROCEDURES:**

#### **2.1 Neighborhood/Districts**

- a. All neighborhood/district-naming requirements shall be specified at the Area Structure Plan or Area Redevelopment Plan stage, or in the absence of these two plans, at the subdivision plan stage
- b. Before final approval of an Area Structure Plan or Area Redevelopment Plan, proponents shall submit a neighborhood/district theme(s) consisting of alphabetical designation(s) to Planning & Development Services for circulation, review and recommendation, which will subsequently be forwarded to Council for consideration and final approval. Upon approval of an Area Structure Plan, or Area Redevelopment Plan and subsequent approval of neighborhood/district-naming requirements by Council, all proposed names for that area (i.e. Subdivision names, street names, park names, public facility names) shall correspond to the approved alphabetical designation
- c. Changes in the names of existing neighborhoods and districts shall be referred to Planning & Development Services for review and recommendation, and referred to Council for a decision

#### **2.2 Subdivisions**

- a. At the time an application for subdivision is submitted for approval the following information shall be provided:
  - A compiled list of proposed street/subdivision name(s) on a tentative plan. This list/plan will be circulated to Planning & Development Services for circulation, review and preparation of a report and recommendations to Council for final approval
  - In the absence of proposed names for the subdivision, the department of Planning & Development Services may select names and then prepare recommendations to be forwarded to Council for final approval
- b. Upon Council's decision, the proponent shall appropriately label/list the final subdivision plan with street names approved by Council

#### **2.3 Street Roads**

- a. Proponents of new street names for proposed subdivisions shall follow procedures outlined Section 2.2 above
- b. Streets within a neighborhood shall begin with the same first letter as the name of the designated letter for the neighborhood. Exceptions may be made at the discretion of Council
- c. Generally, all street names shall have a suffix appended as outlined in Appendix A in order to more clearly define its appropriate configuration and function. Planning & Development Services may consider other suffixes at the applicant's request, however, final approval is at the discretion of Council
- d. Generally, the continuation of an existing street will have the same name throughout the neighborhood area
- e. Naming of existing unnamed streets or changes in the names of existing subdivisions and streets shall be submitted to Planning & Development Services for circulation, review and a recommendation, to be forwarded to Council for a decision



## **Lesser Slave River**

### **2.4 Parks**

The word "Park" usually designates neighborhood level open space which includes neighborhood parks (i.e. primary parks, secondary parks, open space, small ornamental parks, tot lots, buffers, etc.), district level open space which includes larger parks, athletic grounds and Municipal open space in industrial subdivisions

- a. Parks and open spaces shall be named at the subdivision stage or the development stage
- b. Generally, the primary park within a neighborhood or district shall be named after:
  - The established naming requirements of the area
  - The adjoining roadway or significant public facility
  - Persons of honor, community importance, or historical significance
- c. Secondary parks and open space (small ornamental parks, tot lots, buffers, etc.) within a neighborhood or district shall be named after:
  - The adjoining roadway or significant public facility
  - Persons of honor, community importance, or historical significance. Changes in the names of existing parks shall be referred to Planning & Development Services for circulation, review and recommendation and forwarded to Council for a decision

Names proposed for municipal buildings and facilities, which would include stormwater detention lakes, shall be forwarded to Planning & Development Services for circulation review and recommendation, and forwarded to Council for a decision

### **3. HISTORICAL NAMES**

**3.1** Regard should be paid to the use of historical names in as much as they relate to the matters under consideration and to their suitability in relation to the use and function of the neighborhood, district, street, park or public facility, under consideration, and providing they follow the preceding guidelines and procedures outlined in this policy

**3.2** The name should have historical significance to the municipality or shall reflect individuals who were instrumental in the development of the municipality and have contributed and/or participated in a broad range of public service and/or community activities. Recognition of these persons shall not be restricted to only municipal residents, but may be extended to include persons who have made a significant contribution at provincial, national or international level

**3.3** Planning & Development Services in cooperation with local historical groups may establish historical name list for reference on naming matters

### **4. GUIDELINES FOR STREET NAMING:**

- All streets accessible to vehicles shall be named including a roadway within a mobile home park
- Street names should not have more than 20 characters
- Names shall assist with emergency response situations by being consistent with street names and geographical locations
- Street names should continue across intersections
- Names with spelling that leaves proper pronunciation in question shall be avoided
- Street names shall be simple to pronounce and understandable to the majority of residents
- Where street names in a development are based on a particular theme, the names of all streets within the development shall be consistent with the same theme. Major thoroughfare road names may not be based on the theme
- North, South, East and West may be used when a newly created street is an extension of an existing street which cannot be renumbered or for which no municipal numbers are available



## **Lesser Slave River**

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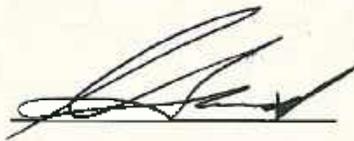
- No profane or derogatory words or terms shall be used for street names
- Names shall be unique. Similar sounding or duplicate street names will not be considered
- Redundant street type designations are to be avoided (For example, Renaud *Line* Rd)
- Major thoroughfares oriented north-south are to be named Streets or Roads
- Major thoroughfares oriented east-west are to be named Avenues or Roads
- Cumbersome, corrupted or modified names, discriminatory or derogatory names, from the point of view of race, sex, color, creed, political affiliation or other social factors are not acceptable
- Names for public streets that could be construed as advertising a particular business shall be avoided
- The re-use of former street names should be discouraged because of the confusion this causes in property records management
- Only Canada Post accepted street Type Abbreviations shall be used
- If a proper name is to be used, it shall only be a person's first or last name, not both for the street name

MOTION 359-09

DATE August 12, 2009



Chief Administrative Officer



Reeve



## **Lesser Slave River**

### **APPENDIX A – GLOSSARY OF TERMS**

**Avenue** – A roadway essentially in an east-west direction

**Boulevard** – A collector or arterial roadway that has a landscaped median or boulevard character implied in the name

**Crescent** – A “U” shaped roadway, which connects to an adjoining roadway at each end of the loop

**Drive** – A winding collector roadway that is scenic

**Easement** – The right, such as a right of way, afforded a person to make limited use of another person's real property

**Lane** – A roadway that does not lend itself to a specific definition category

**Loop** – A “P” shaped minor roadway, which begins and ends in the same street

**Public Road** – Any road under the jurisdiction of the Municipal District

**Private Road** – Any thoroughfare that is not a public road but that is accessible to motor vehicle traffic and which affords the principal means of access to abutting property and from which driveway access is thereby gained to more than one property

**Road** – A lengthy roadway which runs diagonally or which may change its direction

**Street** – Any official name recognized by the Municipal District. A street shall include *public roads* and *private roads* but shall not include an *easement* that serves only one property

**Terrace** – A roadway that generally follows sloping terrain

**Trail** – A roadway serving as a collector or arterial, with historical connotations

**Way** – A roadway that does not lend itself to a specific definition category

The following suffixes may be considered where 6 or more lots are located on the “cul-de-sac” to be named:

**Bay** – A cul-de-sac having a relatively short length

**Close** – A cul-de-sac having a relatively short length

**Court** – A cul-de-sac

**Place** – A cul-de-sac



**Lesser Slave River**

**APPENDIX B – Street Type Designations**

Street type designations, depending on roadway function, length and configuration, exist to define the character of a street.

<b>Street Type</b>	<b>Description</b>	<b>Designations*</b>
General	Major Thoroughfare	Parkway, Boulevard, Road, Avenue, Highway
Loop	A street that has two connections to a general street	Crescent, Trail, Path, Way
Cul-de sac	A dead end street	Court, Place, Gardens, Grove, Circle, Terrace, Close
Connector	A short street providing access to a development to which there are no fronting lots.	Gate
All others		Lane, Heights, Alley, Crossing, Street, Drive, Walk



**Lesser Slave River**

**APPENDIX C- Street Type Abbreviations  
Based on the Canada Post Addressing Guide**

<b>STREET TYPE</b>	<b>ABBREVIATION</b>	<b>STREET TYPE</b>	<b>ABBREVIATION</b>
Acres	ACRES	Harbour	HARBR
Alley	ALLEY	Heath	HEATH
Avenue	AVE	Heights	HTS
Bay	BAY	Highlands	HGHLDS
Beach	BEACH	Highway	HWY
Bend	BEND	Hill	HILL
Boulevard	BLVD	Hollow	HOLLOW
By-pass	BYPASS	Impasse	IMP
Byway	BYWAY	Inlet	INLET
Centre	CTR	Island	ISLAND
Cercle	CERCLE	Knoll	KNOLL
Chase	CHASE	Landing	LANDING
Chemin	CH	Lane	LANE
Circle	CIR	Line	LINE
Circuit	CIRCT	Lookout	LKOUT
Close	CLOSE	Loop	LOOP
Common	COMMON	Mail	MALL
Concession	CONC	Meadow	MEADOW
Corners	CRNRS	Mews	MEWS
Court	CRT	Mountain	MNT
Cove	COVE	Orchard	ORCH
Crescent	CRES	Park	PK
Crossing	CROSS	Parkway	PKY
Cul-de-sac	DCS	Passage	PASS
Dale	DALE	Path	PATH
Dell	DELL	Pathway	PTWAY
Diversion	DIVERS	Pines	PINES
Downs	DOWNS	Place	PL
Drive	DR	Plaza	PLAZA
End	END	Point	PT
Estates	ESTATE	Private	PVT
Expressway	EXPY	Promenade	PROM
Extension	EXTEN	Quay	QUAY
Farm	FARM	Range	RG
Field	FIELD	Ridge	RIDGE
Forest	FOREST	Rise	RISE
Freeway	FWY	Road	RD
Front	FRONT	Route	RTE
Gardens	GDNS	Row	ROW
Gate	GATE	Run	RUN
Glade	GLADE	Square	SQ
Glen	GLEN	Street	ST



**Lesser Slave River**

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Green	GREEN	Subdivision	SUBDIV
Grounds	GRNDS	Terrace	TERR
Grove	GROVE	Thicket	THICK
Towers	TOWERS		
Townline	TLINE		
Trail	TRAIL		
Turnabout	TRNABT		
Vale	VALE		
Via	VIA		
View	VIEW		
Village	VILLGE		
Vista	VISTA		
Walk	WALK		
Way	WAY		
Wharf	WHARF		
Wood	WOOD		



**Lesser Slave River**

**APPENDIX D  
Street Name Request Form**

**Street Name Information**

Street Name or Theme Requested	
Background Support	
Geographical Association (Description of Location)	

**Contact Information  
For the Person Making the Request**

Full Name(s)
Daytime Telephone:
Alternate Number:
Email:
Mailing Address:
Date Submitted: DD-MM-YYYY

Further documentation supporting this request can be attached. If the requested street name is for an individual, a letter of support from the family must be attached.  
Note: All proposed street names must follow the Street Naming Policy

**For Office Use Only**

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**Lesser Slave River**

## Request for Decision

Title:	Canyon Creek WTP Future Upgrade Plans
Date:	August 14, 2024
Presented By:	Doug Baird and Brian Vance
Attachments:	Canyon Creek WTP Path Forward

Proposed Motion	<p><i>Council directs administration to proceed with applying for a grant for 75% of the total project cost of \$975,000 under the Alberta Water and Wastewater Partnership grant to upgrade the <b>Canyon Creek Water Treatment Plant</b> conventional treatment train with the understanding that this new system will replace the existing membrane filtration package.</i></p> <p><i>Funding for the MDLSR portion of 25% (\$243,750) will be from MDLSR reserves, for a project total cost of \$975,000, in a future budget year.</i></p>
Administration's Recommendation(s)	<p>For the <b>Canyon Creek Water Treatment Plant</b> upgrade, Administration recommends that Council approves the proposed upgrades to the conventional treatment plant with the eventual plans to de-commission the current membrane plant soon after the new upgrades have been fully implemented.</p>

**CANYON CREEK WATER TREATMENT PLANT**

**BACKGROUND**

**Canyon Creek Water Treatment Plant (WTP).** The Municipal District of Lesser Slave River No. 124 (MD) operates the Canyon Creek Water Treatment Plant (WTP) that services the Hamlet of Canyon Creek, Widewater and Wagner. The WTP was upgraded in 2001 to include raw water storage, coagulation and flocculation equipment, crossflow clarifier, dual media filter, ultrafiltration membrane, disinfection, and a clear well. Last year, the membrane ultrafiltration system had an issue with the failure of the membranes, during routine integrity testing. The failure of integrity testing is a result of excess wear in the membranes, resulting from breaks in the membrane fibers. Membrane fibers normally wear out over time, and it is normal for membranes to be replaced every 7-10 years. Due to recent supply chain issues, Veolia (formerly Suez) is reporting an 18-month lead time to get replacement membranes. The membrane filters are now manufactured offshore and there is a concern that they will not be available at all in the future. Currently, the WTP is operating with the conventional plant clarifier, dual media filter, and disinfection. Only recently some new membrane filter cartridges arrived (after almost one year from the order date) and now one half of the membrane filtration package is running. The other half of the membrane filtration package also requires a new set of membrane filters, but ordering of those has been put on hold for now. It has been over 20 years since the Canyon Creek WTP was upgraded and the since the membrane integrity issues came to the forefront in 2024, the MD needs to consider the risks of operating the Canyon Creek WTP without the membranes for 18 months until replacement membranes are delivered or for longer-term without the membrane filtration package.

The existing membrane filtration package also has some imminent repairs and/or upgrades that are required and will have significant costs associated with these repairs. Some of the repairs and/or upgrades required are: new membrane filters to be ordered for the other half of the system, installing a tank liner, an automation system upgrade

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(PLC), electrical equipment upgrades, instrumentation device upgrades, control valve repairs.

## **ALTERNATIVE OPTIONS**

There are only 2 viable options that could be considered for the Canyon Creek WTP, and they are described below with the pros and cons for each.

**Option 1:** This option would be to keep the WTP plant running as is and allow for the long lead time when ordering the new membrane filters. This would require some predictive maintenance timelines as to when the membranes could fail and then allow enough lead time to order the new membrane filters before the active ones begin de-grading as they are not able to be kept in a storage mode for extended periods of time, so keeping a spare set on hand is not a viable solution.

**Option 2:** This option would be to proceed with the proposed upgrades to the conventional side of the plant including: filter upgrades, air scour blower, sodium hydroxide system relocation, new ultraviolet disinfection system, new chloramine system

## **BENEFIT/RISKS**

**Option 1: Keep the Membrane Filtration Package in operation** - The pros and cons are:

- Pro – Membrane filtration provides high quality water.
- Pro – System is already in place and operators are familiar with the system.
- Con – Membrane filters are becoming difficult to obtain with very long delivery times. They could become impossible to obtain in the near future.
- Con – Support from the new parent company is very poor.
- Con – Only one half of the membrane filtration package is currently operating, so cannot provide full flow capacity on its own at this time.

**Option 2: Shut down Membrane Filtration Package and upgrade Conventional Treatment Package** - The pros and cons are:

- Pro – The recommended enhancements can be done with manageable outages which will not affect delivery to the distribution system.
- Pro – The MD operators are already familiar with this system
- Pro – The enhancements will allow the system to provide very good water quality without the need for the membrane filtration package.
- Pro – The recommended upgrade work could start in 2024 and could be completed in 2025 if we receive the grant funding.
- Con – Currently the plant operation is at risk and could fail. Applying for the grant will result in a delay of several months before any work can start. The safest approach would be to start the work now.
- Con – There will no longer be full redundancy for water production if the membrane plant is taken out of service. A new backup plan will need to be developed.

## **STRATEGIC ALIGNMENT**

The main criteria for implementing upgrades are to:

- Meet current demand and allow for 25-year future growth of Canyon Creek, Widewater and Wagner communities.
- Provide a reliable water treatment system for the next 25 years.

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- Provide a system which will meet all the regulatory requirements for potable water.
- Provide a system that is environmentally friendly.
- Increase reliability of the water plant.
- Reduce operating costs of the water plant.
- Provide a simple system for operations to operate and maintain.
- Provide a continuous potable water supply to the residents of Canyon Creek, Widewater and Wagner.
- Provide a system to replace the obsolete membrane filtration system.
- **NOTE:** There is additional risk associated with waiting to do this work until the results of the grant application are obtained. The lowest risk, but the costliest to the MDLSR is to start the engineering now or order new membrane filters now.

## **FINANCIAL IMPLICATION**

The 2023 10-year capital plan projected \$1,012,268 would be required by 2030 for the water treatment plant. If a grant is obtained, there is a considerable reduction from the projected spending on the 10-year capital plan.

### **Option 1: Cost estimate:**

- The ongoing costs to keep the membrane plant running is not fully known currently due to the difficulty in obtaining the membrane filters.
- The cost of the recently purchased set of membrane filters for one half of the train is \$150,000
- The future costs and delivery times for the membrane filters is unknown at this time as the company who bought out this technology is not being very supportive these days.
- Control system (PLC) upgrade - \$150,000
- Tank liner - \$150,000
- **Total estimated immediate cost to keep membrane system running - \$450,000**

### **Option 2: Cost estimate:**

- Engineering, design and construction support - \$95,000
- Equipment and construction - \$635,000
- MDLSR estimated costs – \$100,000
- Contingency (20%) - \$145,000
- **Total Estimated cost - \$975,000**

**NOTE:** A grant may be available from Alberta Water and Wastewater Partnership Grant to cover up to 75% of these costs which would leave 25% to be funded from the MDLSR.

**NOTE #2:** The simple cost per liter of water over the life of the plant (25 years) to fund the MDLSR portion of this project is:

- $\$243,750 / (414.8 \text{ m}^3/\text{day} \times 365 \text{ days}/\text{year} \times 25 \text{ years}) = \$0.064/\text{m}^3$

## **SUMMARY AND RECOMMENDATIONS**

Based on all the factors including operational reliability and long-term planning, the MDLSR should implement Option 2 for the following reasons:

- The MD operators are familiar with the process
- The conventional train is much less complex to operate than a membrane filtration package, much of the maintenance can be done locally, and most parts are readily available.
- Conventional treatment processes with an UV disinfection system at the back end can provide similar or better water quality than a membrane plant
- Having a full flow capacity system without the need for the membrane filtration system will allow for the

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eventual abandonment of the membrane filtration system.

## **OTHER CONSIDERATIONS**

Consider applying for the Alberta Water and Wastewater Partnership grant to cover up to 75% of the project costs.

The first step would be to apply for the grant immediately, so the project can start in 2025.

Hold off ordering the other half of the new membrane filters as this system should be shut down after the conventional side upgrades are complete.

Hold off doing the automation system (PLC) upgrade on the membrane filtration package if it is going to be taken out of service.

## **COMMUNICATION STRATEGY**

We will need to notify the residents at start of construction and of any interruption of water supply during site construction.

**End of Report**

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Prepared By: Doug Baird/Brian Vance, MD Contractors  
Reviewed By: Marilyn Gladue, Executive Assistant  
Approved By: Barry Kolenosky, Chief Administrative Officer

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REPORT

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

**Canyon Creek Water Treatment Plant  
Path Forward**



JANUARY 2024



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Municipal District of Lesser Slave River No. 124

## 4 PATH FORWARD

Associated Engineering recommends the following, based on the required 25-year treatment demands and the assessment of the current plant's membrane status:

- Replace the current PVC underdrain system with a stainless steel underdrain for the two dual media filters.
  - Install new blower to add air scour capability, during the backwash cycle.
- Relocate the sodium hydroxide injection location to post-filter to reintroduce enhance coagulation.
- Add ultraviolet disinfection to replace the additional treatment barrier lost from discontinuing the use of the membranes.
- Implement sequential chlorination-chloramination for the Canyon Creek Waterworks system to control disinfection byproducts formation in the distribution system.
  - Convert reservoir cell #1 into a free chlorine contact tank.
  - Install an overflow pipe between reservoir cell #1 to cell #3, which will maintain a constant volume in the contact tank.
  - Install a free chlorine sampling system near the overflow to measure free chlorine for CT determination and ammonia dosing control.
  - Install a powder ammonium sulphate chemical feed system to add ammonia between cell #1 and cell #2 to convert free chlorine to chloramines.
  - Install a ChemScan chloramine and free ammonia analyzer on the distribution header for chloramination optimization.

### 4.1 Order of Magnitude Probable Cost

Due to the conceptual nature of these upgrade options and the understanding that unknown variables exist beyond the scope of this study, the estimates presented here include a contingency allowance of 20% and engineering allowance of 15% of the total estimated capital costs. AE does not guarantee the accuracy of this opinion of probable costs. The actual final cost of the project will be determined through the bidding and construction process.

**Table 4-1** summarizes the opinion of probable costs for the various upgrades.

**Table 4-1 Opinion of Probable Cost (in 2024 Dollars)  
for Phased Upgrades**

Upgrades	Opinion of Probable Cost
Filter Upgrades	\$150,000
Sodium Hydroxide Relocation	\$10,000
Ultraviolet Disinfection	\$250,000
Chloramine Implementation	\$225,000
Engineering (15%)	\$95,000
Contingency (20%)	\$145,000
<b>Total</b>	<b>\$875,000</b>



Municipal District of Lesser Slave River No. 124

## 4.2 Implementation Timeline

Based on the equipment procurement times, engineering design and construction, the MD should implement the filter upgrades and sodium hydroxide relocation, in 2024. The ultraviolet disinfection and chloramine implementation upgrades should begin design, in 2024, for implementation, in 2025.

Table 4-2 Summary of Implementation Schedule for Project Upgrades

Implementation Year	Upgrades
2024	<ul style="list-style-type: none"><li>• Filter Upgrades</li><li>• Sodium Hydroxide Relocation</li></ul>
2025	<ul style="list-style-type: none"><li>• Ultraviolet Disinfection</li><li>• Chloramine Implementation</li></ul>





**Lesser Slave River**

## Request for Decision

Title:	Smith WTP Future Upgrade Plans
Date:	August 14, 2024
Presented By:	Doug Baird and Brian Vance
Attachments:	Smith WTP Pre-treatment Upgrade Options

Proposed Motion	<p><i>Council directs administration to proceed with the project of the <b>Smith Water Treatment Plant</b> upgrade by implementing a conventional package plant with the understanding that this new system will replace the membrane filtration package. Engineering to proceed in 2024 with construction following in 2025, for a total combined project cost of \$4,293,000.</i></p> <p><i>Funding will be 75% from the Alberta Water and Wastewater Partnership (AWWP) grant and 25% (\$793,000) from MDLSR working Capital General Account #6-00-00-00-711, for a total of \$4,293,000. The 75% grant funding of \$3,500,000 has already been approved by AWWP and received by the MDLSR.</i></p>
Administration's Recommendation(s)	<p>For the <b>Smith Water Treatment Plant</b> upgrade, Administration recommends that Council approves the implementation of a new conventional package plant to replace the membrane filtration system with the eventual plans to de-commission the current membrane plant soon after the new conventional plant is fully commissioned.</p>

**SMITH WATER TREATMENT PLANT**

**BACKGROUND**

**Smith Water Treatment Plant (WTP).** The Municipal District of Lesser Slave River No. 124 (MD) operates the Smith Water Treatment Plant (WTP) that services the Hamlets of Smith and Flatbush with potable water truck fill stations in both communities for supply to the surrounding residents. The existing membrane filtration system at the Smith WTP was installed in 2002 and at the time, was considered a state-of-the-art water treatment package but after 22 years of service it has become an obsolete type of water filtration process, and the membrane filters are becoming increasingly expensive and difficult to obtain. The original installation had 2 pressure filters as pre-treatment ahead of the membrane plant, but the pre-treatment filters became too small for the increased volume through the plant and when they required major maintenance, they were taken out of service in 2018. This combination of no pre-treatment filters and an obsolete membrane filtration system has led to a review to determine the best solution to upgrade or replace the existing water treatment process in the plant.

The existing membrane filtration package also has some imminent repairs that are required and will have significant costs associated with these repairs. Some of the repairs required are installing a tank liner to ensure the tank integrity (there are some corrosion areas on the tank that are concerning), electrical equipment upgrades, instrumentation device upgrades, control valve repairs.

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## ALTERNATIVE OPTIONS

There are 3 viable options that were considered for the Smith WTP and they are described below with the pros and cons for each installation and the cost estimates of each option.

**Option 1:** New Pressure Filters - This option would have chemical feed systems, transfer pump, backwash pump, air scour and pressure filters

**Option 2:** New Clarifier Package - This option would have chemical feed systems, transfer pump and clarifier package

**Option 3:** New Conventional Package - This option would have chemical feed systems, transfer pump, backwash pump, air scour, clarifier package with media filters and a UV disinfection system on back end. Will also provide space and tie-in points for a future chloramine disinfection system.

## BENEFIT/RISKS

**Option 1: Install new Pressure Filters with additional capacity** - The pros and cons are:

- Pro – Commonly used as a pre-treatment solution in front of a membrane plant.
- Pro – Ease of operation as it is similar to the existing filters (that are out of service).
- Pro – The new building will have a smaller footprint than Options 2 and 3.
- Con – Not able to remove organic carbon as part of the pre-treatment process.
- Con – Cannot provide quality water on its own without the membrane plant running. This is a pre-treatment only solution.
- Con membrane filters for this plant may become impossible to obtain in the near future resulting in the plant being inoperable.

**Option 2: Install a new Clarifier Package** - The pros and cons are:

- Pro – Commonly used as a pre-treatment solution in front of a membrane plant.
- Pro – Ability to remove organic carbon from raw water stream.
- Pro – Less wastewater from backwashing than the other 2 options.
- Con – The new building will have a larger footprint than Option 1.
- Con – Cannot provide quality water on its own without the membrane plant running. This is a pre-treatment only solution.
- Con membrane filters for this plant may become impossible to obtain in the near future resulting in the plant being inoperable.

**Option 3: Install a new Conventional Plant Package** - The pros and cons are:

- Pro – MD operators are familiar with this process as it is very similar to the Canyon Creek conventional plant process.
- Pro – Robust treatment process which can deal with potential climate change and algae issues.
- Pro – Treatment process having a dual media filter to continue providing quality water.
- Pro – Ability to provide full flow capacity without the membrane filtration plant running.
- Pro – Installation of this system will allow for the eventual removal of the membrane filtration plant. We would no longer be subject to plant shutdowns due to inability to obtain new membrane filters.
- Pro – Cost difference for pre-treatment only (options 1&2) versus full flow capacity treatment (option 3) is negligible.
- Con – The building footprint will be larger than Options 1 and 2.

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## STRATEGIC ALIGNMENT

The main criteria for implementing upgrades are to:

- Meet current demand and allow for 25-year future growth of Smith and Flatbush communities.
- Provide a reliable water treatment system for the next 25 years.
- Provide a system which will meet all the regulatory requirements for potable water.
- Provide a system that is environmentally friendly.
- Increase reliability of the water plant.
- Reduce operating costs of the water plant.
- Provide a simple system for operations to operate and maintain.
- Provide a continuous potable water supply to the residents of Smith and Flatbush.
- Provide a system to replace the obsolete membrane filtration system.

## FINANCIAL IMPLICATION

The 2023 10-year capital plan projected \$4,000,000 would be required by 2026 for the water treatment plant. If a grant is obtained, there is a considerable reduction from the projected spending on the 10-year capital plan.

### **Option 1 – Pressure Filters: Cost estimate:**

- Engineering, design and construction management - \$529,000
- Construction - \$2,609,000
- Contingency - \$914,000
- **Total projected cost - \$4,052,000**

### **Option 2 – Clarifier Package: Cost estimate:**

- Engineering, design and construction management - \$555,000
- Construction - \$2,739,000
- Contingency - \$959,000
- **Total projected cost - \$4,253,000**

### **Option 3 – Conventional Plant: Cost estimate:**

- Engineering, design and construction management - \$560,000
- Construction - \$2,765,000
- Contingency - \$968,000
- **Total projected cost - \$4,293,000**

**NOTE #1:** Funding is 75% from the Alberta Water and Wastewater Partnership Grant (\$3,500,000 has already been secured) and 25% (\$793,000) from MDLSR water reserves.

**NOTE #2:** The simple cost per liter of water over the life of the plant (25 years) to fund the MDLSR portion of this project is:

- $\$793,000 / (223.6 \text{ m}^3/\text{day} \times 365 \text{ days/year} \times 25 \text{ years}) = \$0.39/\text{m}^3$

## SUMMARY AND RECOMMENDATIONS

Based on all the factors including operational flexibility, the MDLSR should implement Option 3 for the following reasons:

- The MD operators are familiar with the process as it is the same as the existing conventional plant at Canyon Creek.
- This is the most robust treatment process that can deal with potential climate change and algae issues.

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- Treatment processes having a dual media filter continue to provide similar or better water quality than a membrane filter plant.
- Having a full flow capacity system without the need for the membrane filtration system will allow for the eventual abandonment of the membrane filtration system.
- The cost difference for pre-treatment only versus full capacity treatment is negligible.

## **OTHER CONSIDERATIONS**

The engineering and design work and ordering of the long lead equipment should start in 2024, with construction starting in Q3 of 2025 and project completion at the end of Q4 in 2025. Approximately an 18-month window to fully implement the new system.

The new pre-treatment system should be sized to meet the current capacity of the existing membrane system which is higher than the projected 25-year demand projections. This will allow for continued supply to Flatbush and any other unknown future demand.

All 3 options include the implementation of an aeration system into the raw water storage pond to improve water quality in the storage pond.

The existing ATCO power poles (2 or 3) may need to be relocated to make room for the new building extension.

## **COMMUNICATION STRATEGY**

We will need to notify the residents at start of project and of any interruption of water supply during site construction.

### **End of Report**

Prepared by: Doug Baird and Brian Vance, MD Contractors  
Reviewed by: Marilyn Gladue, Executive Assistant  
Approved by: Barry Kolenosky, Chief Administrative Officer

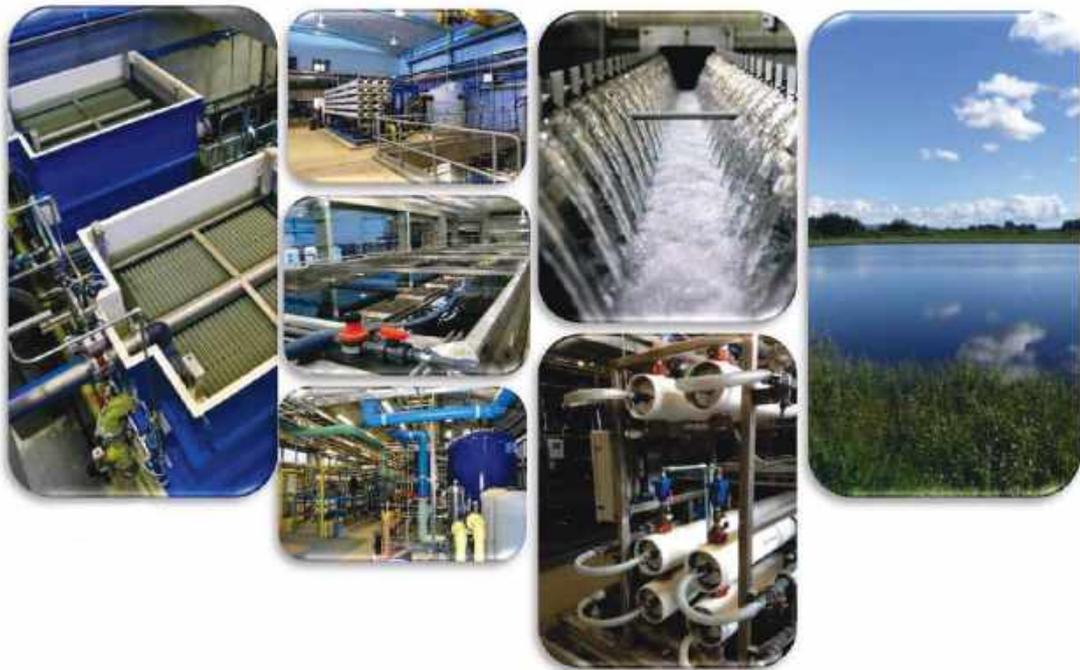
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REPORT

Municipal District of Lesser Slave River No.124

Hamlet of Smith Pre-Treatment Upgrade Options



NOVEMBER 2022



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Municipal District of Lesser Slave River No.124

## EXECUTIVE SUMMARY

### 1 DESIGN PARAMETERS

The 25-year population projections were completed for the Hamlet of Smith to estimate the future treated water needs of the community. Population projections were calculated, based on future development plans and by applying a 1.0% annual growth factor. The 10-year and 25-year population projections for the Hamlet of Smith are 293 and 338, respectively.

Treated water demands for the community were estimated using the following assumptions:

- Per capita water consumption 600 L/cap/day.
- Peak day factor 2.4.

The 25-year treated water demands for the community are estimated to be 174 m<sup>3</sup>/d, on average, and 418 m<sup>3</sup>/d, during a peak day.

To size the pre-treatment system at the Smith WTP, the total raw water demand is required. To estimate the raw water demands, the following assumptions were used:

- In plant loss allowance 10%; and
- Maintenance downtime 2 hours/day.

Using these assumptions, the 25-year raw water demand for the Smith WTP is estimated to be 223.6 m<sup>3</sup>/d, on average, and 585.5 m<sup>3</sup>/d, during a peak day.

### 2 EXISTING INFRASTRUCTURE ASSESSMENT

To determine if the infrastructure upstream of the pre-treatment system had adequate capacity, AE completed a hydraulic review of the raw water system, in addition to the pre-treatment system at the Smith WTP. The hydraulic review of the raw water and pre-treatment systems concluded the following:

- The existing raw water diversion license is adequate for the current annual raw water diversion needs of the Smith community.
- The existing raw water intake system is sized adequately to satisfy the 25-year needs of Smith.
- The existing membrane system has a treated water capacity of 650 m<sup>3</sup>/day.
  - Due to the small difference between the 25-year and the ultimate pre-treatment flow requirements the pre-treatment system should be sized to meet the full membrane system flow requirements.
- The 33,000 m<sup>3</sup> raw water storage reservoir is sized for 149 average days, or 56 peak days of storage based on 25-year demands.
  - At full plant capacity, the raw water storage ponds will have 48 days of storage.
- The existing pressure filters will be inadequate for the needs of the community, without both filters running.
  - The existing filter operation lacks any redundancy; if a pressure filter was to fail, the WTP would lack the capacity to meet the current demands.

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Municipal District of Lesser Slave River No.124

## 3 PRE-TREATMENT UPGRADE OPTIONS

AE evaluated three pre-treatment upgrade options for the Smith WTP, including:

- Option 1: Install new pressure filters with additional capacity.
- Option 2: Install a package clarifier.
- Option 3: Install a conventional package plant, like the Canyon Creek WTP.

To satisfy the 25-year treated water demands of the Hamlet of Smith and meet the pre-treatment requirement for the existing membrane system, each of the pre-treatment options must be designed to manage the peak day demand of 750 m<sup>3</sup>/day.

The opinion of probable cost for each pre-treatment are as follows, based on 2022 dollars:

- |  |             |
|--|-------------|
| • Option 1: Pressure Filters           | \$4,052,000 |
| • Option 2: Package Clarifier          | \$4,253,000 |
| • Option 3: Conventional Package Plant | \$4,293,000 |

The cost difference between the most expensive option and the least expensive option is 6%, which is negligible at this level of cost estimating.

## 4 RECOMMENDATIONS

Based on all the factors including the cost and operational flexibility the MD should implement Option 3 - conventional package plant because:

- The MD operators are similar to the process as it is the same as Canyon Creek WTP.
- Most robust treatment process which can deal with potential climate change and algal bloom issues in the ponds.
- Treatment process having a dual media filter to continue to provide similar or better membrane feed water quality.
  - Allows for greater operational flexibility for membrane maintenance and downtime and seasonal direct filtration.

## 5 IMPLEMENTATION PLAN

To implement the required upgrades for the pre-treatment system, the Municipal District of Lesser Slave River No. 124 should submit a funding application, under the Alberta Water and Wastewater Partnership. This project could be eligible for up to 75% of funding under this partnership.

Upon confirmation of project funding, initiate a design brief preparation detailing the decommissioning of existing filters, repurposing the existing media filter area, construction sequencing plan to implement the raw water aeration and pre-treatment upgrade without disruption of potable water supply and refine the cost estimates to 15% contingency.



Lesser Slave River

# Request for Decision

Title:	<b>Penalty Reversal – Roll 324760</b>
Date:	8/14/2024
Presented By:	Holly Omelchuk
Attachments:	None.

Proposed Motion	<i>Moved that Council approve the cancellation of the penalty on the 2024 tax levy in the amount of \$97.01 for tax roll #324760.</i>
Administration’s Recommendation(s)	Administration recommends that Council <u>NOT</u> approve the cancellation of the penalty.

**BACKGROUND:**

The MD approved the Bylaw 2024-08 on March 24, 2024. Bylaw 2024-08 identifies the process of imposing penalties in the year in which a tax is imposed if the tax remains unpaid after the date shown on the tax notice. Section 345 of the *Municipal Government Act*, being Chapter M-26 of the Revised Statues of Alberta, 2000, provides that a Council may, by bylaw impose penalties in the year in which a tax is imposed if the tax remains unpaid after the date shown on the tax notice.

Bylaw 2024-08 also references on the event of any arrears of taxes remaining unpaid after June 30, there shall be levied a penalty of 6%. A taxpayer stopped into the MD office on July 3, 2024, to request waving the 6% penalty fee on tax account #324760. Her husband passed away suddenly the day before they were going to pay their taxes, on June 28, 2024.

Due to everything that had happened, the taxes due did not enter the taxpayer’s mind. The taxes excluding the penalty did get paid on July 3, 2024, when they requested waving the penalty.

Section 347(1) of the MGA states:

If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- (a) Cancel or reduce tax arrears
- (b) Cancel or refund all or part of a tax
- (c) Defer the collection of a tax

**ALTERNATIVE OPTIONS:**

Given the unfortunate circumstances surrounding the recent passing of the taxpayer’s husband, which occurred just before their tax payment was due on June 30, 2024, an alternative solution can be supported that balances adherence to our bylaws with compassion for her situation.

**Extended Grace Period:** Offer an extended grace period for the payment of penalties until a specified date, considering the circumstances, allowing the taxpayer additional time to manage her affairs amidst the recent loss.

This option provides the taxpayer additional time to manage her affairs while temporarily suspending the penalty, ensuring compassion and adherence to procedural standards.

## **BENEFIT/RISKS:**

### **Benefits:**

1. **Consistency and Fairness:** Bylaw 2024-08 provides a clear framework for imposing penalties on unpaid taxes, ensuring consistency in how penalties are applied across all taxpayers.
2. **Revenue Generation:** Penalties serve as a deterrent against late tax payments, encouraging timely compliance and ensuring the MD receives revenue on time, which is crucial for funding public services and projects.
3. **Legal Compliance:** The bylaw ensures that the MD operates within legal parameters regarding tax collection and penalties, reducing the risk of legal challenges or disputes.
4. **Transparency:** Having a well-defined process for penalties enhances transparency in tax administration, helping taxpayers understand their obligations and consequences for non-compliance.

### **Risks:**

1. **Negative Public Perception:** Denying the taxpayers request could lead to negative public perception if it's perceived as lacking compassion or understanding of her circumstances, potentially damaging the MD's reputation.
2. **Customer Relations:** Refusing to waive the penalty might strain relations with the taxpayer and other taxpayers who may view the penalty as unfair given the extenuating circumstances.
3. **Inconsistent Application:** There could be a risk of inconsistency in penalty application if similar requests are handled differently, potentially leading to accusations of favoritism or unequal treatment.
4. **Impact on Revenue:** Waiving penalties could impact revenue projections if it becomes a frequent practice, potentially affecting the MD's ability to fund essential services.

## **STRATEGIC ALIGNMENT:**

**Policy Adherence:** Ensure that decisions regarding penalty waivers align with the provisions set forth in Bylaw 2024-08. This involves adhering to established policies and procedures for tax collection and penalty imposition.

**Customer Service and Community Relations:** Balance the enforcement of penalties with considerations of customer service and community relations. While Bylaw 2024-08 mandates penalties for late tax payments, there may be instances where flexibility is warranted, such as in cases of extenuating circumstances like this.

## **FINANCIAL IMPLICATION:**

Balance the need for revenue collection with compassion and fairness. While penalties serve as a deterrent and ensure timely revenue collection, there may be instances where waiving penalties is justified to maintain goodwill and trust within the community.

## **COMMUNICATION STRATEGY:**

### **Immediate Acknowledgment:**

- Upon the taxpayers visit to the MD office on July 3, 2024, acknowledge her request promptly and with empathy.
- Express condolences for her recent loss and understanding of the challenging circumstances they're facing.

### **Explanation of Policy:**

- Clearly explain Bylaw 2024-08 and its provision regarding penalties for unpaid taxes after June 30, 2024.
- Outline the standard procedure for penalty imposition to provide context for the request.

### **Consideration of Circumstances:**

- Acknowledge the sudden passing of their husband on June 28, 2024, and its impact on the ability to manage tax payments.
- Emphasize the MD's commitment to fairness and understanding in such situations.

### **Decision and Justification:**

- Communicate the decision regarding the request for a waiver of the 6% penalty fee.
- Justify the decision based on the exceptional circumstances presented, balancing policy adherence with compassion.
- Explain any conditions or adjustments made to accommodate the request.

### **Transparency and Clarity:**

- Ensure transparency by clearly articulating the factors considered in the decision-making process.
- Provide information on any revised deadlines or conditions for payment if applicable.

### **Offer of Support and Guidance:**

- Offer support and guidance regarding future tax obligations and payment deadlines.
- Provide information on available resources or contacts for further assistance if needed.

### **Documentation and Follow-Up:**

- Document the communication and decision regarding the taxpayer's case for record-keeping purposes.
- Follow up to ensure they understand the outcome and any actions required on their part.

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Prepared By: Mercede Mohler, Budget, Grant, and Taxation Administrator

Reviewed By: Holly Omelchuk, Director, Shared Services and Finance

Approved By: Barry Kolenosky, Chief Administrative Officer



**Lesser Slave River**

## Request for Decision

Title:	<b>Letter of Support – Smith Half Century Plus Association</b>
Date:	8/14/2024
Presented By:	Sandra Rendle
Attachments:	Signed Letter of Support

Proposed Motion	<i>Move that Council ratify the email approval to provide a letter of support to the Smith Half Century Plus Association to accompany their application for the New Horizons for Seniors Program Grant</i>
Administration’s Recommendation(s)	As proposed.

**BACKGROUND:**

On July 29, 2024, Councillor Sand received an email from the Smith Half Century Plus Association seeking a letter of support to accompany their application for the New Horizons for Seniors Program Grant for a capital project for building repairs. The deadline for the grant is August 15, 2024.

An email was circulated to Council and Council the consensus was to provide a letter of support.

Any decision outside of a meeting of Council requires a motion to ratify the decision at the next regular meeting of Council.

**ALTERNATIVE OPTIONS:**

None.

**BENEFIT/RISKS:**

Benefit: Recognizes and supports local community groups.

Risks: None.

**STRATEGIC ALIGNMENT:**

N/A

**FINANCIAL IMPLICATION:**

N/A

**OTHER CONSIDERATIONS:**

N/A

**COMMUNICATION STRATEGY:**

N/A

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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:	<b>Rugged &amp; Real Post-Secondary Scholarship Deadline Extension</b>
Date:	August 14, 2024
Presented By:	Sandra Rendle
Attachments:	Policy CL-11-03

Proposed Motion	<i>Move that Council extend the deadline to receive Rugged &amp; Real Post-Secondary Scholarship application to September 16, 2024.</i>
Administration's Recommendation(s)	As proposed.

**BACKGROUND:**

At the October 11, 2023, Regular Meeting of Council, Council approved an amended Rugged & Real Post-Secondary Scholarship Policy CL-11-03. Section 2(a) of the Policy states "Application with required information shall be due by 4:30 p.m. on the last Friday of June. No exceptions will be made for late applications".

In the past this has been an HR function and with the current vacancy in the HR department, advertisement of the Rugged & Real Post-Secondary Scholarship was missed.

Administration is requesting Council extend the deadline to September 16, 2024, with the applications coming forward to the September 25, 2024, Regular Meeting of Council for awarding.

**ALTERNATIVE OPTIONS:**

1. Move that Council extend the deadline to receive Rugged & Real Post-Secondary Scholarship application to September 16, 2024.
2. Move that Council extend the deadline to a different date.
3. Move to accept the Rugged & Real Post-Secondary Scholarship for information (*with this option the Scholarship will not be awarded for 2024/2025*).

**BENEFIT/RISKS:**

Benefit: Supports students within the Municipal District of Lesser Slave River.

Risk: None.

**STRATEGIC ALIGNMENT:**

A motion to extend the deadline is required to align with Policy CL-11-03.

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**FINANCIAL IMPLICATION:**

Policy states Council awards at least one (1) Scholarship of \$1,000.00

**OTHER CONSIDERATIONS:**

N/A

**COMMUNICATION STRATEGY:**

If the deadline is extended, we will advertise on our website, social media and the newspaper.

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

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**Lesser Slave River**

**Council Briefing**

Title:	2024 Municipal Census Update
Date:	August 14, 2024
Presented By:	Sandra Rendle
Attachments:	None

Proposed Motion:	<i>Move that Council accept the 2024 Municipal Census update as information.</i>
Administrations Recommendation(s):	As proposed

**Background**

In March of this year administration was directed by Council to conduct the 2024 Municipal Census with Dawn Lynn Durocher appointed as the Municipal Census Coordinator. April 15, 2024, was declared the official Census Day.

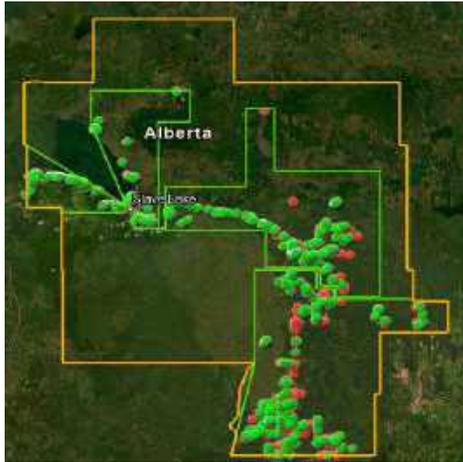
**Analysis**

Our plan had originally been to contract the City of Airdrie to provide us with the software mapping, devices, and customer service to conduct the Census. Unfortunately, they did not have the capacity to bring us on as clients as they had reached their limit.

4 Enumerators were hired in May and started door-to-door enumeration on May 15, 2024. The results were not in our favor and was looking as though we would not finish, so we took to the telephone methodology with a push in advertising for online submissions. At that time our response rate was less than 60%. Once telephone enumeration started, we were able to boost that number up to finish census on July 28, 2024, with a 75.41% response rate.

The following are the final numbers:





Green – Enumerated  
Red – Refusals/not enumerated

Below are some of the response rates from other Municipalities from the 2019 Municipal Census:

- Wood Buffalo – 75%*
- Strathcona – 70%*
- Spruce Grove – 39%*
- Banff – 66%*
- Airdrie – 75%*
- Fort Saskatchewan – 78%*

### **Next Steps**

Dawn Lynn will continue to conduct quality assurance checks on 10% of all enumerator-initiated surveys, prepare the submission to Municipal Affairs by August 26, 2024, for Sandra's approval before submitting.

Khusdeep and Dawn Lynn will continue to analyze the data collected and provide the data to Municipal Affairs by September 1, 2024.

Dawn Lynn will compile a report for the website with the results of the Census questions.

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Prepared by:	Dawn Lynn Durocher, Municipal Clerk
Reviewed by:	Sandra Rendle, Associate Director, Legislative Services
Approved by:	Barry Kolenosky, Chief Administrative Officer



**Lesser Slave River**

**Report to Council**

Title:	Disaster Recovery Program Payment
Date:	August 14, 2024
Presented By:	Shari Spencer
Attachments:	DRP Letter

Proposed Motion:	<i>To accept the Disaster Recovery Program Payment report as information.</i>
Administrations Recommendation(s):	As proposed.

**Background**

In May of 2023 a wildfire burnt on the South side of the Lesser Slave River, eventually spreading to the North side, and threatening area residents. A State of Local Emergency was declared, and the residents were evacuated for a period of four days. Multiple agencies responded including the MD of Lesser Slave River. Thankfully no homes were lost, and the impact was minimal. However, there is always a cost to responding to an emergency, which is fronted by the Municipality. MDLSR spent \$104,897 to support firefighting efforts and evacuees. The Alberta Emergency Management Agency reimburses these funds through their Disaster Recovery Program (DRP) on a 90:10 cost sharing basis. The MD submitted a claim in 2023, and \$95,091.50 were determined to be eligible for reimbursement. The remaining \$9,805.50 were either determined to be ineligible or it would cost more to prove eligibility than the MD would receive. Based on the cost sharing model mentioned above, the MD will receive \$85,582.35.

**Issues**

N/A

**Interests**

It is in the MD's best interest to apply for DRP funds whenever possible, as it lessens the burden of responding to emergencies on the taxpayers. It also ensures that vital infrastructure can be replaced or repaired in a timely fashion.

**Alternatives**

N/A

**Analysis**

N/A

**Next Steps**

N/A

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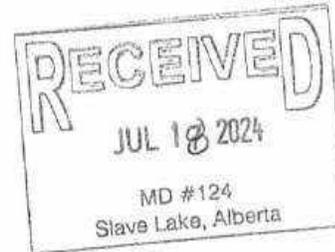
Prepared by: Shari Spencer, Assistant Director of Field Services, Document Conveyance Manager  
 Reviewed by: Sandra Rendle, Associate Director, Legislative Services  
 Approved by: Barry Kolenosky, Chief Administrative Officer



Alberta Emergency Management Agency  
 5<sup>th</sup> Floor Terrace Building  
 9515 – 107 Street NW  
 Edmonton AB T5K 2C1  
 Tel: 780-289-3368

July 15, 2024

Barry Kolenosky, CAO  
 MD of Lesser Slave River No. 124  
 3000, 15<sup>th</sup> Avenue  
 Slave Lake, Alberta T0G 2A0



**RE: 2023 Alberta Wildfires Disaster Recovery Program MDLSR – Payment Summary**

Dear Mr. Kolenosky,

The Disaster Recovery Program has received your request for reimbursement of costs for the projects listed below. The total eligible cost is \$95,091.50 before the application of the 90:10 cost-sharing arrangement.

Please find a payment summary, including the amount submitted, eligible costs and payable amount below. A final detailed listing of eligible costs is attached for your reference.

Project	Project Description	Amount Submitted	Eligible Cost (not including GST)	Payable Amount (90% of eligible costs)
Project 1	Emergency Operations	\$86,943.97	\$77,067.78	\$69,361.00
Project 1.1	Mutual Aid Agreements	\$13,321.68	\$13,396.29	\$12,056.66
Project 2	Evacuation Costs	\$4,631.35	\$4,627.43	\$4,164.69

<b>Total Payment Forthcoming</b>	<b>\$85,582.35</b>
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You will receive this payment via electronic funds transfer. These projects are now closed, and no additional claims will be accepted.

The 90:10 cost-sharing arrangement with the Government of Alberta and local authority applies to all applicants. This means the DRP provides 90% of eligible costs and the applicants are responsible for the remaining 10% of their respective disaster related costs. 10 percent has been deducted from the total eligible DRP assistance with no out-of-pocket payments required from applicants.

If you have any questions or concerns, contact your Case Manager for this program, Catherine Kloczkowski at 780-641-9261 or catherine.kloczkowski@gov.ab.ca. Thank you for your cooperation.

Sincerely,

Sean Pettie  
 Manager, Community Recovery Services  
 Alberta Emergency Management Agency

Classification: Protected A