



# AGENDA

Municipal District No.124 Regular Council

Wednesday, June 11, 2025 - 9:00 AM - Northern Star Hotel & Convention

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Page

## CALL TO ORDER

## ANNOUNCEMENTS / OPENING REMARKS

## ADOPTION OF THE AGENDA

- 3.1 June 11, 2025, Regular Meeting of Council Agenda

*Proposed Motion: Move to adopt the June 11, 2025, Regular Meeting of Council Agenda as presented.*

## ADOPTION OF MINUTES

- 4.1 May 28, 2025, Regular Meeting of Council Minutes

3 - 5

*Proposed Motion: Move to adopt the May 28, 2025, Regular Meeting of Council Minutes as presented.*

[05282025 DRAFT Minutes](#)

## POLICIES

- 5.1 Community Standards Enforcement Policy and Procedure

6 - 17

*Proposed Motion: Move that Council rescind Policy No. PS-26-02.*

*Proposed Motion: Move that Council approve Policy No. PS-26-03 - Community Standards Enforcement Policy and accept the associated procedures PS-26-03.01 as information.*

[RFD Community Standards Enforcement Policy](#)

[Policy Nuisance Orders PS-26-03 Draft](#)

[Community Standards Enforcement Procedures](#)

[Order to Remedy Contraventions-DRAFT](#)

[Policy Nuisance Orders PS-26-02 redlines](#)

## REQUESTS FOR DECISION

- 6.1 Flatbush Office Roof Repair

18 - 21

*Proposed Motion: Council directs Administration to proceed with emergency roof repairs on the Flatbush Complex for the cost of \$69,973.14 plus GST and including 15% contingency, to be funded from the Building & Facilities Reserve account #61-31-02-00-760.*

*Proposed Motion: Council directs Administration to award the Flatbush emergency roof repairs and ventilation work to Patribeck Metal Roofing and Siding Services for a cost of \$60,846.21 plus GST.*

[06112025 - Flatbush Complex Emergency Roof Repairs](#)

6.2 Mitsue Industrial Park Situation Update - **Further Cost details to be provided**

22 - 23

*Proposed Motion: Move that Council direct Administration to do emergent repairs in the budget amount \$ \_\_\_\_\_ to be funded from the Building & Facilities Reserve Account #61-31-02-00-760.*

[RFD - Mitsue Station Update](#)

## **PUBLIC HEARING @ 10:00 A.M.**

7.1 Public Hearings for:

- Bylaw 2025-06 Municipal Development Plan

- Bylaw 2025-07 Land Use Bylaw

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

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

## **ADJOURNMENT**

# *MINUTES*

**Regular Meeting of Council  
Municipal District of Lesser Slave River No. 124  
May 28, 2025  
Council Chambers**

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

**IN ATTENDANCE** Barry Kolenosky - Chief Administrative Officer, MDLSR  
Chris Valaire - Assistant Chief Administrative Officer, MDLSR  
Jeremy Dumaresque - Assistant Director of Utilities, MDLSR  
Heather DeAlexandra - Administrative Assistant, Utilities MDLSR  
Sandra Rendle - Associate Director, Legislative Services, MDLSR  
Cristy Paly - Administrative Assistant, Community Services, MDLSR  
Erik Loken - Interim Finance, MDLSR  
Joe McWilliams - Lakeside Leader  
Elizabeth Krumes - Recording Secretary, MDLSR

**CALL TO ORDER** Reeve Kerik called the meeting to order at 9:05 a.m.

**ADOPTION OF  
AGENDA**

**May 28, 2025, Regular Meeting Council Agenda**

**MOTION 241-25**

Moved by Councillor Fulmore to adopt May 28, 2025, Regular Meeting Council Agenda as amended:

Add:

- 8.1 LUB Amendment Concerns
- 8.2 Recreation Smith Summer Programming
- 8.3 Upcoming Government reviews on policing & parks.

**CARRIED**

**ADOPTION OF  
MINUTES**

**May 14, 2025, Regular Meeting of Council Minutes**

**MOTION 242-25**

Moved by Councillor Pearson to adopt the May 14, 2025, Regular Meeting of Council Minutes as presented:

**CARRIED**

Councillor Sand entered at 9:11 a.m.

**BYLAWS**

**Water and Wastewater Utility Bylaw 2025-03**

**MOTION 243-25**

Moved by Councillor Fulmore that Council give second reading to Bylaw 2025-03 Water and Wastewater Utility Bylaw as amended, remove 2023-03 from Section 8. Offences.

**CARRIED**

MINUTES  
Municipal District of Lesser Slave River No. 124 – Regular Meeting of Council  
May 28, 2025

**MOTION 244-25**

Moved by Councillor Melzer that Council give third and final reading to Bylaw 2025-03 – Water and Wastewater Utility Bylaw as presented.

**CARRIED**

McWilliams entered at 9:28 a.m.

**REQUESTS FOR DECISION**

**Rescinding Policies WAT 41-01, WAT 41-02, WAT 41-03**

**MOTION 245-25**

Moved by Councillor Sand that Council rescind Policies WAT 41-01, WAT 41-02, WAT 41-03.

**CARRIED**

**Bylaw 2025-10 Repeal for Bylaws 2003-08, 2004-21, 2018-03**

**MOTION 246-25**

Moved by Deputy Reeve McCann that Council give first reading to Bylaw No. 2025-10.

**CARRIED**

**MOTION 247-25**

Moved by Councillor Pearson that Council give second reading to Bylaw No. 2025-10.

**CARRIED**

**MOTION 248-25**

Moved by Councillor Seatter that Council proceed to third reading to Bylaw No. 2025 10.

**CARRIED UNANIMOUSLY**

**MOTION 249-25**

Moved by Councillor Fulmore that Council give third and final reading to Bylaw No. 2025-10.

**CARRIED**

Dumaresque/DeAlexandra exited at 9:50 a.m.  
Councillor Pearson/Sand exited at 9:50 a.m.  
Councillor Pearson/Sand returned at 9:52 a.m.

**Canyon Creek Arena MOU**

**MOTION 250-25**

Moved by Councillor Pearson that Council approve Administration entering into the MOU with the Canyon Creek Recreation Association of the operation of the Canyon Creek Arena for 1 year term as amended.

**CARRIED**

**FINANCIAL**

**Finance Monthly Report**

**MOTION 251-25.**

Moved by Deputy Reeve McCann to accept the Municipal District of Lesser Slave River No.124 – Statement of Operations as of April 30, 2025, as information.

**CARRIED**

Councillor Pearson exited at 10:08 a.m.  
Councillor Pearson returned at 10:10 a.m.

MINUTES  
Municipal District of Lesser Slave River No. 124 – Regular Meeting of Council  
May 28, 2025

Councillor Seatter exited at 10:17 a.m.  
Councillor Seatter returned at 10:20 a.m.

**NEW BUSINESS**

**MOTION 252-25.**

Moved by Councillor Pearson to accept the Land Use Bylaw Amendment concerns as information.

**CARRIED**

**MOTION 253-25.**

Moved by Councillor Fulmore to accept Recreation Smith Programming discussion as information.

**CARRIED**

**MOTION 254-25.**

Moved by Councillor Pearson to accept the Upcoming reviews on policing & parks discussion as information.

**CARRIED**

**COMMUNITY ASSISTANCE  
BOARD**

**Community Assistance Board Meeting**

**MOTION 255-25**

Moved by Councillor Fulmore to recess Regular Meeting of Council to hold the Community Assistance Board meeting at 10:45 a.m.

**CARRIED**

**MOTION 256-25**

Moved by Councillor Fulmore to reconvene the Regular Meeting of Council at 11:46 a.m.

**CARRIED**

**ADJOURNMENT**

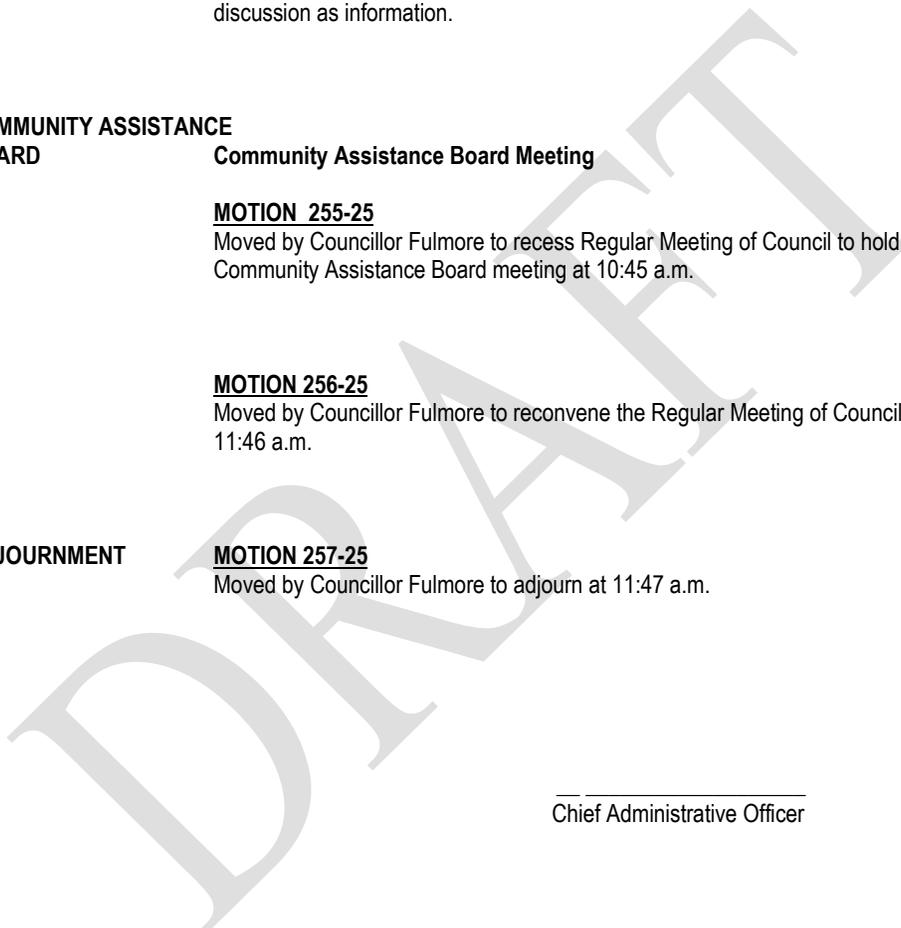
**MOTION 257-25**

Moved by Councillor Fulmore to adjourn at 11:47 a.m.

**CARRIED**

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

\_\_\_\_\_  
Reeve





**Lesser Slave River**

**Request for Decision**

Title:	<b>Community Standards Enforcement Policy</b>
Date:	6/11/2025
Presented By:	Paul Mulholland
Attachments:	Policy NO: PS-26-03 & Procedures

Proposed Motion	<i>Move that Council rescind Policy No. PS-26-02.</i>  <i>Move that Council approve Policy No. PS-26-03 – Community Standards Enforcement Policy and accept the associated procedures PS-26-03.01 as information.</i>
Administration's Recommendation(s)	As proposed.

**BACKGROUND:**

The Policy and Procedure documents, along with the Order to Remedy Contraventions, were brought forward from the May 28, 2025 Committee of the Whole meeting for further consideration. These documents have now undergone a full legal review to ensure compliance with applicable legislation, alignment with best practices, and clarity in enforcement procedures.

**ALTERNATIVE OPTIONS:**

Remain with the current Policy and Procedures.  
Seek further information.

**BENEFIT/RISKS:**

Nuisance property bylaws are essential for maintaining public health, safety, and overall community well-being by addressing issues like junked vehicles, unsafe structures, and unsanitary conditions. They would provide the MDLSR with legal authority to hold property owners accountable and take corrective action when necessary. Without such bylaws, neglected properties can quickly deteriorate, leading to decreased property values and increased crime in the surrounding area.

**STRATEGIC ALIGNMENT:**

The proposed policy and procedures align with other Peace Officer Policies and Procedures and support the MD's strategic priority of fostering safe, clean, and livable communities. They also reinforce the MD's commitment to responsible enforcement and transparent governance.

**FINANCIAL IMPLICATION:**

There are no known financial implications to accepting this Policy and associated Procedures, at this time.

**OTHER CONSIDERATIONS:**

N/A

**COMMUNICATION STRATEGY:**

A targeted communication strategy will be implemented to ensure the public and internal staff are well-informed and prepared for the rollout of the new policy and procedures.

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Prepared By: Paul Mulholland, Snr Peace Officer.  
Reviewed By: Sandra Rendle, Associate Director, Legislative Services  
Approved By: Barry Kolenosky, Chief Administrative Officer

**Title:** COMMUNITY STANDARDS ENFORCEMENT POLICY

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**Policy Number:** PS-26-03

**Effective Date:** 2025-05-28

**Resolution:**

**Lead Department Responsible:** Protective Services

**Supersedes Policy No:** PS-26-02

**Next Review Date:** 2029

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## **POLICY STATEMENT:**

The Municipal District of Lesser Slave River no. 124 will employ Peace Officer(s) to help ensure our communities are safe and secure places where residents can live, work, and raise families. Peace Officers perform several duties from enforcing various bylaws as they pertain to people, property, and animals to providing security in public facilities and recreational activity.

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## **DEFINITIONS:**

“**MDLSR**” means the Municipal District of Lesser Slave River No. 124.

“**Peace Officer / Member**” means a duly appointed Peace Officer, appointed under the Peace Officer Act of Alberta.

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## **PRINCIPLE:**

1. Protective Services will seasonally and annually identify nuisance or unsightly properties throughout the municipality that are in breach of the Land Use Bylaw and/or the Community Standards and Safety Bylaw.
2. Enforcement against properties identified will be prioritized having regard to i) Environmental impact, ii) Neighborhood impact and iii) Complaint(s). The MDLSR may initiate enforcement action during any time of the year.
3. Council will commit annual funding through the budget process to enforcement efforts against nuisance and unsightly properties.
4. The MDLSR will follow the enforcement procedures set out in the Municipal Government Act as they relate to nuisance or unsightly properties, which may include obtaining an injunction order against non-compliant properties.
5. The MDLSR may also pursue the issuance of Provincial Violation Tickets under the authority of the Provincial Offences Procedures Act.
6. The MDLSR retains the discretion, at all times, to enforce its bylaws, including its Land Use Bylaw and Community Standards and Safety Bylaw.

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Chief Administrative Officer  
Barry Kolenosky

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Date

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Reeve  
Murray Kerik

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Date

**RELATED DOCUMENTS:** PS-26-03.01 – Community Standards Enforcement Policy

DRAFT



**Lesser Slave River**

**TITLE:** Community Standards Enforcement Procedures

**PROCEDURE NO:** PS-26-03.1

**RESOLUTION:**

**EFFECTIVE DATE:**

**DEPARTMENT RESPONSIBLE:** Protective Services

**NEXT REVIEW DATE:**

**GENERAL GUIDELINES:**

To create a procedure for the enforcement of nuisance files.

**DEFINITIONS:**

**Injunction Order** is a decision of the Court of King’s Bench, authorized under section 554 of the Municipal Government Act.

**Order to Remedy** is issued by the municipality, under the authority of section 545 or section 546 of the Municipal Government Act. The owner of the property may seek a review of the Order to Remedy by Council provided timelines in the MGA have been complied with and may pursue a further appeal of Council’s decision to the Court of King’s Bench.

**Posted** means to leave documents at the location in a highly visible area.

**PROCEDURE:**

**Nuisance/Unightly Files**

Protective Services will initiate a public awareness campaign using the MDLSR website to advise residents that there will be a property clean-up initiative starting each spring.

Properties will be identified using the standards set out in the Community Standards Bylaw and Safety Bylaw, as amended from time to time.

The following factors will be considered when triaging and prioritizing enforcement against these properties:

- Environmental impact
- Neighborhood impact
- Complaint(s)

**Step 1**

Protective services working with a senior member of Administration will identify nuisance or unsightly properties during the first quarter of the year. At the same time, an annual public awareness campaign will be initiated via MDLSR website, social media, etc.

**Step 2**

Orders to Remedy will be hand delivered to property owners.

If the owner can’t be found, or protective services are unable to make contact with them, the Order will be posted to the property and sent to the property owner via registered mail to the last known address or the address listed on the tax roll for the property. The Order will outline what is required for the property owner to bring their property into compliance and provide a 30 day timeline for completion. The Orders will specify that the property owner can request a review by Council provided that they submit the request to Council within 14 days of receiving the Order.

**Step 3**

Reminder notices will be sent to the original recipients via ordinary mail, no more than 15 days from the date of the Order.



**Lesser Slave River**

**Step 4**

Following the expiration of the compliance date in the Order (or the compliance date as varied by Council, where applicable). Protective Services and Administration will carry out a roadside inspection. Properties not in compliance may be subject to an injunction application under section 554 of the Municipal Government Act.

**Step 5**

If the MD obtains an Injunction Order, and once the deadline for compliance in the Order has expired and all other terms of the Order have been complied with, Administration will engage contractors for cleanup purposes.

**Step 6**

All enforcement charges allowed by the Injunction Order will be applied to the subjects' properties tax roll.

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

\_\_\_\_\_  
Date

DRAFT

**“sample”**  
**ORDER TO REMEDY CONTRAVENTIONS**

**Hand Delivered**

Date **Today**

To: **Resident**

Re: **Your address including the legal description for the property**(herein after referred to as the “Lands”)

As a Designated Officer for the Municipal District of Lesser Slave River No. 124 (the “MD”), I am hereby issuing this Order to Remedy Contraventions pursuant to s. 545 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended (the “Act”), with respect to the Lands set out above.

Section 545(1) of the Act states that:

“If a designated officer finds that a person is contravening this or any other enactment that the municipality is authorized to enforce or a bylaw, the designated officer may, by written order, require the person responsible for the contravention to remedy it if the circumstances so require.”

I am aware that you are currently (insert description of contravention – e.g. storing derelict and inoperable vehicles on your property, stockpiling construction materials and debris on the Lands, failing to remove garbage from your property, etc.) You are therefore in contravention of the **MD’s Community Standards and Safety Bylaw 2023-03**, including the following requirements:

- 3(1) Untidy, Unsightly, Unsafe or Nuisance Property.**
- 3(2) Derelict Building.**
- 3(3) Having a Junked Vehicle in any part of a yard.**
- 3(4) Having accumulation of material that creates unpleasant odor/attracts animals/animal remains/ parts of animal remains/animal feces.**
- 3(5) Having open/exposed storage of industrial fluids.**
- 3(6) Having accumulation of Refuse on Property.**
- 3(9) Having discarded appliance on Property.**

Accordingly, you are hereby ordered to comply with the **MDLSR’s Bylaw 2023-03 by removing all derelict buildings, removing junked / inoperable vehicles, removing all refuse/debris, removing any open/exposed storage of industrial fluids, remove any discarded appliances.** You must do so no later than **xxxxxx**.

- 2 -

You are hereby advised that you may, by written notice, request that the Municipal Council of the MD review this Order within fourteen (14) days after the date the Order is received, in which case, Council may confirm, vary, substitute or cancel the Order.

You are also advised that if you do not comply with this Order, within the time specified, the MD may take any action required by this Order, including **removing the materials described above from the Lands and disposing of them in accordance with applicable legislation**, and adding those expenses to the tax roll of the Lands.

Yours Truly,  
MD of Lesser Slave River No. 124

Per: \_\_\_\_\_  
Paul Mulholland, Snr CPO

DRAFT

<b>Title:</b>	<b>NUISANCE ORDERS COMMUNITY STANDARDS ENFORCEMENT</b>
<b>Policy Number:</b>	<b>PS-26-02 PS-26-03</b>
<b>Effective Date:</b>	<b>2025-06-11</b>
<b>Resolution:</b>	To be added once approved by Council
<b>Lead Department Responsible:</b>	Protective Services Manager
<b>Supersedes Policy No:</b>	
<b>Next Review Date:</b>	<b>2029</b>

## POLICY STATEMENT:

The Municipal District of Lesser Slave River No. 124 will employ Peace Officer(s) to help ensure our communities are safe and secure places where we can live, work, and raise families. ~~Community Peace Officers~~ Peace Officers perform a number of duties including enforcing bylaws, enhancing the safety of our citizens, and protecting the infrastructure within our communities. ~~Peace Officers will work diligently to ensure our residents the peaceful use and enjoyment of their communities.~~ several duties from enforcing various bylaws as they pertain to people, property, and animals to providing security in public facilities and recreational activity.

## DEFINITIONS:

~~“Community Peace Officer/CPO” means a person, or persons appointed under the Peace Officer Act of Alberta, Statutes of Alberta, 2006 Chapter P-3.5 “Peace Officer / Member” means a duly appointed Peace Officer, appointed under the Peace Officer Act of Alberta.~~

~~“Community Standards and Safety Bylaw” means bylaw 2023-03 of the Municipal District of Lesser Slave River No. 124~~  
~~“Council Policy” means the written commitment of Council establishing service delivery, programs, and governance matters. Policy is approved, amended, or rescinded by Council and reflects Council’s values, established service levels and strategic goals.~~

~~“Designated Officer” means any Peace Officer, or Bylaw Officer employed by the Municipality.~~

~~“Derelict Building” means a building that is vacant, neglected, poorly maintained or unsuitable for occupancy, which may include a building:~~

~~(a) that is in a ruinous or dilapidated condition.~~

~~(b) that is detrimental to the surrounding area or in an unsightly condition within the meaning of section 546 of the Act.~~

~~(c) that is in such a state of disrepair as to be no longer suitable for human habitation or business purposes.~~

~~(d) that is potentially dangerous and an allurement to children.~~

~~(e) that constitutes a hazard to the health or safety of the public.~~

~~(f) that is unsightly in relation to neighboring properties because the exterior finish of the building or structure is not maintained; or~~

~~(g) that is a fire hazard to itself or to surrounding lands or Buildings.~~

~~“Exhibits” means a physical or documentary evidence brought before the courts.~~

~~“Facility” means any building or land that is either owned or occupied by the Municipality, including but not~~

~~limited to buildings, parks, and roads.~~

~~"Junked Vehicle" means a Vehicle that:~~

~~(a) is in a wrecked, partly wrecked, dismantled, partly dismantled, inoperative, unregistered, uninsured, or abandoned condition; or~~

~~(b) is determined to be not roadworthy and is not located in a building or on a property such that it is concealed from view;~~

~~unless the Vehicle forms part of a business enterprise which deals with such Vehicles in the ordinary course of its business, and the business is appropriately licensed, is in possession of a development permit which allows for this use in such a manner and is in full compliance with all the terms and conditions of its permit and licenses.~~

~~"Jurisdiction" means the right, power, or authority to administer justice.~~

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

~~"Motor Vehicle" or "Vehicle" means Motor Vehicle as defined in the Traffic Safety Act, RSA, 2000, c. T-6 and amendments thereto.~~

~~"Nuisance" for the purpose of this Bylaw means any use of or activity upon any Property which in the opinion of a Peace Officer or other designated officer is dangerous to health, or has or may have a detrimental impact upon any Person or other Property in the vicinity, or which creates an unreasonable interference with the use or enjoyment of other Property, and without limiting the generality of the foregoing, includes the posting or exhibiting of posters, signs, billboards, placards, writings or pictures upon any fence or wall on any Property, where the same are accumulated and become in a dilapidated and unsightly condition whether or not their posting or exhibiting is permitted by this or any other bylaw, and also includes an unsightly or dangerous structure, excavation or hole within the meaning of section 546 of the Act.~~

~~"Peace Officer / Member" means a duly appointed Peace Officer, appointed under the Peace Officer Act of Alberta~~

~~"POMR" means the Peace Officer (Ministerial) Regulation, Alberta Regulation 312/2006~~

~~"PRCC" means the Provincial Radio Control Center~~

~~"Refuse" means junked or disposed of articles including but not limited to solid wastes, woods, metals, tires, broken dishes, tins, glass, rags, cast-off clothing, wastepaper, cardboard, food containers, food wrappers, grass cuttings, shrubbery and tree pruning, woods and garden waste, Junked Vehicles, Vehicle parts, residential furnishings, household appliances, animal feces, garbage bags and all other discarded material.~~

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## PROCEDURE:

Under the authority of Community Standards and Safety Bylaw # 2023-03 this policy and associated procedures shall give direction to the Community Peace Officers and any other Designated Officers hired by MDLSR.

This Policy aligns with all other Municipal District of Lesser Slave River No. 124 Bylaws, Policies, and Procedures. It aligns with the mandatory sanction of the Public Security Peace Officer Program Policy and Procedures Manual as amended from time to time.

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**PRINCIPLE:**

1. In accordance with the *Municipal Government Act*, the authority for approving policy lies with the Municipal District Council.
  2. Policies mandate actions or prescribe constraints and provide authority or direction from Council on service levels and decision making within the realm of good governance.
  3. Protective Services will seasonally and annually identify nuisance properties throughout the municipality that are in breach of the Land Use Bylaw and the Community Standards Bylaw.
  4. Properties identified are prioritized by i) Environmental impact, ii) Neighborhood impact and iii) Complaint basis. The MDLSR retains the right to initiate enforcement action during any time of the year and will ensure that adequate written and verbal communication goes out via the website and print publication but also to those roll owners specifically affected.
  5. Council will commit annual funding through the budget process to remedy identified nuisances.
  6. The MDLSR will implement several options (in no specific preference) to enforce the cleanup of identified properties and may apply any or all of these including:
    - a) Violation tickets are issued solely on Provincial Paper.
    - b) Order to Remedy (30-day Compliance Letter), identifying the issues associated with the order and direction how to comply with said order, as issued by the municipality with specification that the owner(s) effected has a right to a Council review if the order is responded to in writing within 14 days.
    - c) Protective Services as part of its communication obligations will issue a reminder letter to affected parties – those who had received initial 30-day compliance letters.
    - d) If insufficient action to remedy has been taken, a Court of King's Bench application by the municipality will be applied for.
  7. Court of Kings Bench Order is a final decision, has always been effective, and all costs are borne by the property owner. Council reserves the right to apply all associated costs with property clean up to a particular roll number's tax roll as some identified properties can have large amounts of debris and nuisance items that will need specific equipment, and skill sets to remove said items.
  8. Under this policy the MDLSR will seek a Court Order to remedy property bylaw infractions.
  9. The MDLSR recognize under this policy that it will incur costs and that these costs will be applied to the tax roll of said property.
  10. Smaller scale debris properties will be issued a compliance notice under s.6 of the Community Standards Bylaw (s545 MGA) to remedy said nuisances.
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**AGENDA ITEM #5.1**

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

\_\_\_\_\_

Date

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

\_\_\_\_\_

Date



**Lesser Slave River**

**Request for Decision**

Title:	<b>Flatbush Complex Emergency Roof Repairs</b>
Date:	June 11, 2025
Presented By:	Brian Vance
Attachments:	None.

Proposed Motion	<p>1. Council directs Administration to proceed with emergency roof repairs on the Flatbush Complex for the cost of \$69,973.14 plus GST and including 15% contingency, to be funded from the Building &amp; Facilities Reserve account # 6-31-02-00-760.</p> <p>2. Council directs Administration to award the Flatbush emergency roof repairs and ventilation work to Patribeck Metal Roofing and Siding Services for a cost of \$60,846.21 plus GST.</p>
Administration's Recommendation(s)	As proposed.

**BACKGROUND:**

The Flatbush Complex was built in the 70's. It is a structural steel building which has served the community well. Recently it has been observed that leaks are damaging ceiling tiles and in one instance rusted through the structural ceiling deck. An access was installed in the ceiling so the roof could be inspected from underneath. It was found that the building roof and steel is in excellent condition. However, light was observed in numerous locations in the roof and there was evidence of dripping onto the blown in insulation. Also there was a line of drips on each end of the building. This has likely been the cause of water damage in the end walls over the past few years.

Several roofing contractors were approached. Most declined to follow up when they heard where it was located. One did suggest using roofing sealant although he declined to provide a price.

Recently a metal building roofing contractor was found in Edmonton. The sales representative was very familiar with this type of Behlen building. He did an inspection in the attic as well as on the roof top. His observation was that the rubber washers under the bolts had deteriorated and the seal strips between panels had deteriorated. His proposal is to remove all the bolts and replace the washers and also replace all the seal strips between roof panels. He will also replace the end flashings since they are too narrow. He said that the high temperature neoprene material that they use now is better and will last longer. Essentially the roof will have another 50 years or more of life. His advise was to not put sealant on the bolts and seams. This might help for a short time, but it makes it very difficult to repair properly, since it is difficult to get tools on the bolt heads and must all be cleaned off for the new rubber to seal properly.

In addition, they have proposed attic ventilation. There is gable ventilation now but it is limited and there is very little in the actual roof. It was extremely hot in the attic the day that we inspected it. This could result in moisture condensation in the winter and could contribute to snow sliding off as it is heated from underneath. Also, it will make the building cooler in the summer. It would be good to do this concurrently, but it is not as urgent as repairing the leaks.

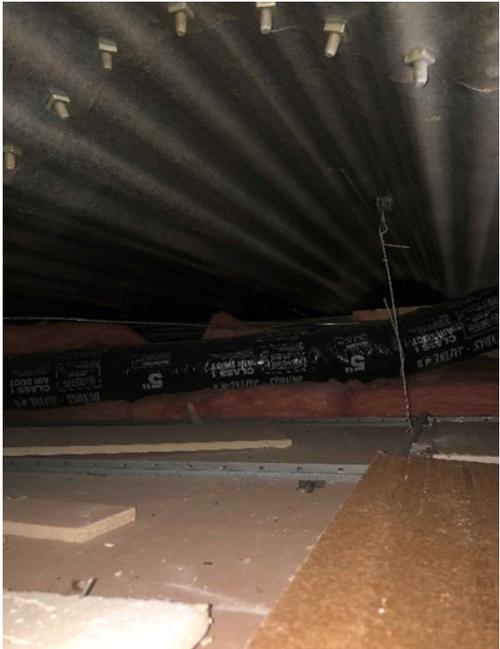
# AGENDA ITEM #6.1

I did call the manufacturer of the building and they confirmed that this is the best roof repair and is not unusual for a building of this age. Also, they agreed that the ventilation is a very good addition.

Further, the eavestrough may need repaired or replaced soon. An evaluation of that is being done and prices will be obtained.



*Underside of ceiling - worst location identified*



*Inside Attic. Bolts to have seals replaced*



*End Flashing and gable vents*

#### **ALTERNATIVE OPTIONS:**

Proceed with proposed motion as listed above.  
Postpone to a further meeting for decision.

#### **BENEFIT/RISKS:**

##### **Benefits:**

Fixing the roof properly now will stop the leaks, protect the building's structure, and add decades to its lifespan. The new materials are longer lasting, and the manufacturer agrees this is the best fix. Adding attic ventilation will help control heat, prevent winter moisture buildup, and make the building more comfortable. It's a long-term investment that avoids constant patch jobs and future damage.

##### **Risks:**

Delaying repairs or doing a temporary fix (like using sealant) might help for a short time, but it won't stop the damage. Leaks will keep causing problems inside and could eventually weaken the building. A quick fix now could cost much more later.

#### **STRATEGIC ALIGNMENT:**

This project aligns with the MD's long-term infrastructure stewardship and asset management strategies.

#### **FINANCIAL IMPLICATION:**

The cost to replace the bolts, add seals to the panels, and add end flashing is \$41,892.68 plus GST.

The cost to add attic ventilation is \$18,953.53 plus GST.

Contingency 15%.

The total is \$69,973.14.

Current Buildings & Facilities Reserve account Balance is \$1,455,792.00 – (proposed amount of \$69,973.14), leaving Balance of \$1,385,818.86.

**OTHER CONSIDERATIONS:**

In the long term it is better to fix the roof properly rather than temporary repairs which will result in even more expensive repairs when it is done properly. This extends the life of the building well into the future. Leaving the leaks is a poor approach since it has resulted in reoccurring interior repairs, and at some point, will result in the structural panels corroding to the point of condemning the building. This work should be done this year on an urgent basis.

Patribeck is quoting 12 weeks lead time and about 3 weeks to complete the work. It should be completed this summer.

The warranty is 5 years.

**COMMUNICATION STRATEGY:**

If Council wish to go ahead with these repairs the next step is to give Patribeck a purchase order to proceed with the work.

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



**Lesser Slave River**

**Request for Decision**

Title:	<b>Mitsue Station Update</b>
Date:	June 11, 2025
Presented By:	Jeremy Dumaresque
Attachments:	N/A

Proposed Motion	<i>Move that Council direct Administration to do emergent repairs in the budget amount of \$ _____ to be funded from the Building &amp; Facilities Reserve account #61-31-02-00-760.</i>
Administration's Recommendation(s)	As proposed.

**BACKGROUND:**

Mitsue is an Industrial Area where numerous large mills and other Heavy Industrial Users. They get their non-potable water from the Mitsue Water pumping station. The Infrastructure is aged and was approximately built in the 1980's.

On May 31, 2025, plants in the Mitsue Industrial Park reportedly went down at approximately 2:00am. All the main water users out there are currently running at reduced Flow to be able to maintain the system. Cell 3 (filtered water pond) feeds the distribution chamber which in turn feeds and pressures the distribution system. The 14" outlet line on this cell plugged off. Not allowing any water from the cell. Essentially choking off the distribution system. After extensive investigation using engineers, divers, and contractors; the pipe seems to be separated underneath the pond itself, making repair very difficult. The more efficient solution is to push a new line through. Although this comes with its own set of problems, the pond needs to be isolated and drained. We would also need to repair the clay liner where the Breach has occurred to ensure a proper seal. The process will be as follows: Isolate the pond, drain the pond, push the pipe, connect the pipe and patch the clay liner. Mitsue will eventually go down under these conditions.

**ALTERNATIVE OPTIONS:**

Dig up the pond and repair existing pipe (approx. 25ft down). Then renew the entire pond and clay liner. Pushing the pipe is the most efficient way to get back to full operation.

**BENEFIT/RISKS:**

The benefit in pushing the new pipe is to have Mitsue up and running under optimal conditions. The risk with pushing a line. The line would need to enter the side of the pond, not the bottom. Losing some capacity

**STRATEGIC ALIGNMENT:**

This aligns with the Utilities Strategic Plan under the "Maintenance Program for Utilities Facilities" Section 8.

**FINANCIAL IMPLICATION:**

Mitsue industrial area is one of our biggest employers. Their shut down for any length of time would have major impacts such as loss of employment and profitability. This will be a costly task, but one that is necessary.

## **AGENDA ITEM #6.2**

Current Buildings & Facilities Reserve account Balance is \$1,385,818.86 – (proposed amount of \$) leaving a Balance of \$\_\_\_\_\_.

**OTHER CONSIDERATIONS:**

If we lose the Pump Station in Mitsue, there will be no water for fire suppression. This is of the utmost importance to consider during peak Wildfire Season.

**COMMUNICATION STRATEGY:**

We have been in daily contact via email with the effected Stakeholders, Administration and the local Fire Department.

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Prepared By: Jeremy Dumaresque, Utilities Manager  
Reviewed By: Heather DeAlexandra, Utilities Administrative Assistant  
Approved By: Barry Kolenosky, Chief Administrative Officer