A G E N D A

Municipal District No.124 Regular Council
Thursday, August 14, 2025 - 10:00 AM - MD Council Chambers

Page

CALL TO ORDER

ANNOUNCEMENTS / OPENING REMARKS

ADOPTION OF THE AGENDA

3.1 August 14, 2025, Regular Meeting of Council Agenda

Proposed Motion: Move to adopt the August 14, 2025, Regular Meeting of Council Agenda as presented.

ADOPTION OF MINUTES

4.1 July 9, 2025, Regular Meeting of Council Minutes 4 - 9

Proposed Motion: Move to adopt the July 9, 2025, Regular Meeting of Council Minutes as presented.
07092025 DRAFT Minutes

4.2 July 18, 2025, Special Meeting of Council Minutes 10

Proposed Motion: Move to adopt the July 18, 2025, Special Meeting of Council Minutes as presented.
07182025 DRAFT Minutes

CONFIDENTIAL ITEMS - CLOSED SESSION

5.1 Closed Session as per the following sections 19, 20, 22 and 29 of the Access to Information Act (ATIA).

- Mitsue Water Engineering Study - AE Delegate - 10:00 A.M.
- Mitsue Water Infrastructure
- Light Industrial Status Briefing
- Utility Installation (tentative)

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

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

BYLAWS

6.1 Bylaw 2024-10 Land Use Amendment #16 11 - 20

Proposed Motion: Move that Council gives Third Reading to Bylaw 2024-10

being a Land Use Bylaw Amendment 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 the Urban Reserve (UR) to Light Industrial (LI) District.

1. REQUEST FOR DECISION - UR to LI
2. Bylaw 2024-10 LUA 16
3. Rezoning Application_Redacted
4. 2024.06.18 REVISED Tentative_Plan
5. Bylaw Map - updated
6. Location_Map - Updated

6.2 Bylaw 2025-11 - Voting Stations 21 - 25

Proposed Motion: Move that Council give First Reading to Bylaw 2025-11 - Voting Stations.

Proposed Motion: Move that Council give Second Reading to Bylaw 2025-11 - Voting Stations.

Proposed Motion: Move that Council proceed to Third Reading to Bylaw 2025-11 - Voting Stations.

Proposed Motion: Move that Council give Third and Final Reading to Bylaw 2025-11 - Voting Stations.

08142025 - RFD - Bylaw 2025-11
2025 - 11 - Voting Stations
119844 DM Letter
Ministerial Order No MSD064.25

REQUESTS FOR DECISION

7.1 Mitsue Water Plant Upgrade 26 - 27

Proposed Motion: Council moves to accept the new direction of this approved Capital Project with additional funding of $7,000 bring the total to $87,000 from the Operating Reserve Funds -Water

08132025 - RFD - Mitsue Water Plant Upgrade - Engineering

7.2 Ownership Information with CRA 28 - 33

Proposed Motion: Move to approve the submission of updated ownership information to the Canada Revenue Agency (CRA) for the Municipal District of Lesser Slave River No. 124, identifying current Council Members as legal owners for CRA administrative purposes, in order to enable the authorization of municipal representatives.

Request for Decision - CRA access

7.3 Rescinding of Policies 34 - 66

Proposed Motion: Move that Council rescind Policies K.9, K.19, K.21, K.27, K.33, K.34, K.35 and K.36 as they have been replaced by newly approved Directives and Procedures which supersede the previous Policies.

RFD August 2025 Reg
K9 - Grievance Procedure
K19 - Special Leave
K21 - Workers Compensation
K27 -Conduct of Municipal District Employees
K33-Health & Safety Policy

K34 - Workplace Violence Policy
K35 - Discrimination & Harassment
K36-Respectful Workplace

7.4 Smith Subdivision Draft Plan 67 - 77

Proposed Motion: Move that Council adopt the Smith property be subdivided into three separate parcels in a phased approach to minimize planning and engineering costs for the MD.

Smith Subdivision _ RFD Aug 14
Urban Systems Smith Subdivision Lot Consolidation - Planning Analysis

REPORTS

8.1 Alberta Games Application to Alberta Tourism and Sport 78 - 81

Proposed Motion: Move that Council accepts the Alberta Games Application to Alberta Tourism and Sport as information.

Summer Games Briefing Note - Aug 14
2028 Summer Games Letter of Intent

8.2 Highway 2 Detour Response 82 - 85

Proposed Motion: Move to accept the Highway 2 Detour Response as information, and for administration to proceed as proposed.

20250806 REPORT TO COUNCIL - Highway 2 Detour Response
ATEC Response Letter
Slave Lake to Westlock_2 1

8.3 Ranch Road Culvert Replacement Update 86 - 87

Proposed Motion: Move to accept the Ranch Road Culvert Replacement Update as information.

081425 Report to Council - Ranch Road Culvert Replacement Update

8.4 Utility Projects - Operational Status Summary 88 - 90

Proposed Motion: Move that Council accepts the Utility Projects - Operational Status Summary as information.

08142025-Report to Council - Utility Projects - Operational Status Summary

NEW BUSINESS

9.1

9.2

NOTICE OF MOTION

ADJOURNMENT

MINUTES

Regular Meeting of Council
Municipal District of Lesser Slave River No. 124
July 9, 2025
MD Council Chambers

MEMBERS PRESENT	Murray Kerik	- Reeve
	Lana McCann	- Division 2
	Nancy Sand	- Division 1
	Darren Fulmore	- Division 1
	Sandra Melzer	- Division 1
	Brad Pearson	- Division 2
MEMBER ABSENT	Norm Seatter	- Division 2
IN ATTENDANCE	Barry Kolenosky	- Chief Administrative Officer, MDLSR
	Chris Valaire	- Assistant Chief Administrative Officer, MDLSR (via Teams)
	Shari Spencer	- Assistant Director of Field Services, MDLSR
	Jima Gatwich	- IT Services Coordinator
	Sandra Rendle	- Associate Director, Legislative Services, MDLSR
	S/Sgt. Shen	- Westlock RCMP
	Nicky van Deventer	- Human Resources Manager, MDLSR
	Cody Borris	- Transportation Manager, MDLSR
	Debbie Conrad	- Finance Manager, MDLSR
	Janie Freckleton	- Document Conveyance & Program Coordinator, MDLSR
	Ann Holden	- Planning & Development Officer, MDLSR
	Paul Mulholland	- Protective Services, MDLSR
	Jeremy Dumaresque	- Utility Manager, MDLSR
	Joe McWilliams	- Lakeside Leader
	Ken Cassie	- MD Resident
	Marilyn Gladue	- Recording Secretary, MDLSR

CALL TO ORDER — Reeve Kerik called the meeting to order at 10:00 a.m.

INTRODUCTIONS	Kristen Schalin	- Director of Finance (Absent)
	Jima Gatwich	- IT Services Coordinator

van Deventer/Gatwich exited at 10:02 a.m.

ADOPTION OF AGENDA — July 9, 2025, Regular Meeting Council Agenda

MOTION 294-25
Moved by Councillor Fulmore to adopt July 9, 2025, Regular Meeting Council Agenda as amended:

Add: - Mitsue Update
- - Road Tour Dates

CARRIED

ADOPTION OF MINUTES — June 25, 2025, Regular Meeting of Council Minutes

MOTION 295-25
Moved by Councillor Pearson to adopt June 25, 2025, Regular Meeting of Council Minutes as amended:

- Motion #282-25 – correct motion to "WAIVE" the development fee.

CARRIED

DRAFT

CLOSED SESSION

MOTION 296-25
Moved by Councillor Melzer to go into Closed Session at 10:04 a.m. as per the following sections of the ATIA Act with CAO Kolenosky, Assistant CAO Valaire, Legislative Services Rendle, S/Sgt. Shen and Recording Secretary Gladue in attendance.

- Section 20 Disclosure harmful to personal privacy
- Section 21 Disclosure harmful to individual or public safety
- Section 22 Confidential Evaluations
- Section 23 Disclosure harmful to law enforcement

CARRIED

- MD resident

MOTION 297-25
Moved by Councillor Pearson to return to Open Session at 11:00 a.m.

CARRIED

McWilliams/Cassie entered at 11:00 a.m.
Valaire/Councillor Pearson exited at 11:03 a.m.
Councillor Pearson returned at 11:04 a.m.
Valaire returned at 11:07 a.m.
Fyten entered at 11:10 a.m.
Councillor Melzer exited at 11:18 a.m.
Councillor Melzer returned at 11:21 a.m.

DELEGATION

Westlock RCMP – S/Sgt. Shen

MOTION 298-25
Moved by Councillor Fulmore to accept the presentation from Westlock RCMP as information.

CARRIED

Councillor Sand exited at 11:21 a.m.
S/Sgt. Shen exited at 11:25 a.m.
Councillor Sand returned at 11:26 a.m.
Rendle exited at 11:26 a.m.
Rendle returned at 11:35 a.m.

BYLAW

Bylaw 2025-04 Animal Control

MOTION 299-25
Moved by Deputy McCann that Council approve to give 2nd reading of Bylaw 2025-04 Animal Control as amended:

7.4 Offence under this Bylaw for which a penalty is not otherwise specified

Maximum of $500.00 and in default of payment, liable to imprisonment for a term not exceeding six months.

CARRIED

Valaire exited at 11:56 a.m.
Valaire returned at 11:58 a.m.

RECESS 12:15 p.m.
RECONVENE 12:45 p.m.

DRAFT

Bylaw 2025-07 Land Use

MOTION 300-25
Moved by Councillor Pearson that Council approve the 2nd reading of Bylaw 2025-07 Land Use as amended:

8.94 No ACCESSORY BUILDING shall be built on a LOT before a Principal DWELLING UNIT is developed on the LOT in any Residential District unless otherwise noted in this Bylaw. No ACCESSORY BUILDING shall be built on a LOT before a Principal BUILDING is developed on the LOT, except where:

(a) *The Principal BUILDING exits on an s LOT where the LANDOWNER holds titles for both lots (to be specified in a CAVEAT). If there is a title change for either LOT, then the LANDOWNER of the LOT with the ACCESSORY BUILDING must remove the ACCESSORY BUILDING or develop a Principal BUILDING on the LOT within one (1) year from the date of title change of either LOT. The DEVELOPMENT AUTHORITY must register against the title this requirement when these circumstances arise*.

7.4.3 Development Regulations

- *Updated 1. From 10 ha to 10 acres*

CARRIED

Bylaw 2025-06 Municipal Development Plan

MOTION 301-25
Moved by Councillor Sand that Council approve the 2nd reading of Bylaw 2025-06 Municipal Development Plan as amended. (No additional amendments)

CARRIED

Land Use Bylaw Workbook and Comment Tracker

MOTION 302-25
Moved by Councillor Melzer to accept the Land Use Bylaw Workbook and Comment Tracker for Public Information.

CARRIED

Cassie/Fyten exited at 1:04 p.m.

REQUESTS FOR DECISION

Councillor Renumerations – Service Commissions

MOTION 303-25
Moved by Councillor Melzer that Council adopt the Councillor Remuneration Policy – Service Commissions No. CL-11-08 as amended.
- Both parties to pay their own members renumerations

CARRIED

Spencer/Borris entered at 1:05 p.m.
Spencer/Borris exited at 1:13 p.m.

Back Sloping Program Applications

MOTION 304-25
Moved by Councillor Fulmore that Council approve the Back Sloping application 1, for completion as per policy TR-32-20, estimated cost of $4,000 with funds coming from GL 2-32-15-63-259.

CARRIED

DRAFT

Land Sales

MOTION 305-25
Moved by Deputy Reeve McCann that Council direct Administration to proceed with the sale of the following properties through Allen B. Olson Auction Services Ltd. By September 30, 2025.

Plan 4867NY, Block 10, Lot 5 (7.775 Sq Ft) LINC 17255218 – Hamlet of Smith, Reserve Bid $15,290.

Plan 4867NY, Block 11, Lot 9, (8,250 Sq Ft) LINC 17261793 – Hamlet of Smith, Reserve Bid $18,210.

Plan 2158RS, Block 7, Lot 1, (12,207 Sq Ft) LINC 13264890 – Hamlet of Smith, Reserve Bid $21,570.

Plan 0828671, Block 1, Lot 4 (9.69 acres) LINC 33544645 – Lawrence Lake, Reserve Bid $87,650.

Plan 8822254, Block 2, Log 5, (6.97 acres) LINC 10855741- Old Smith Highway, Reserve Bid $145,040.

Plan 8822254, Block 2, Log 6, (6.15 acres) LINC 10855759- Old Smith Highway, Reserve Bid $72,860.

PT SW-32-72-4-W5 (78.96 acres) LINC 20611786 – Mitsue Industrial Park, Reserve Bid $1,029,640.

And further, that the following disclosure be included in the sale terms:

"All parcels are being offered for sale on an "as is, where is" basis. The Municipal District of Lesser Slave River No. 124 makes no representations and provides no warranty as to the adequacy of services, soil conditions, land use zoning, building or development conditions, environmental contamination (if any), vacant possession, or the suitability of the land for any specific purpose or intended use by the purchaser."

CARRIED

van Deventer entered at 1:27 p.m.

CLOSED SESSION

MOTION 306-25
Moved by Councillor Sand to go into Closed Session at 1:28 p.m. as per the following sections of the ATIA Act with CAO Kolenosky, Assistant CAO Valaire, Legislative Services Rendle, Human Resources van Deventer and Recording Secretary Gladue in attendance.

- Section 20 Disclosure harmful to personal privacy
- Section 21 Disclosure harmful to individual or public safety
- Section 22 Confidential Evaluations
- Section 34 Information that is or will be available to the public

- 2025/2026 Rugged & Real Applications

CARRIED

MOTION 307-25
Moved by Councillor Fulmore to return to Open Session at 1:31 p.m.

CARRIED

2025/2026 Rugged and Real Scholarship

MOTION 308-25
Moved by Councillor Melzer Council award the 2025/2026 Rugged & Real Post-Secondary Scholarship in the amount of $1000 each to Avery Schiller, Ali Salman, Etan Chomokovski, and Brooklyn White.

CARRIED

DRAFT

van Deventer exited at 1:35 p.m.

Municipally Owned Community Hall Utilization Process Policy

MOTION 309-25
Moved by Deputy Reeve McCann that Council adopt Policy REC-72-12 Municipally Owned Community Hall Utilization Policy as presented.

CARRIED

MOTION 310-25
Moved by Councillor Melzer that Council accept Procedure REC-72-12.01 Municipally Owned Community Hall Utilization Procedure as presented.

CARRIED

Spencer/Borris/van Deventer/Gatwich/Freckleton and Dumaresque entered at 1:35 p.m.
Holden entered at 1:46 p.m.
Mulholland entered at 1:48 p.m.
Freckleton exited at 2:02 p.m.
Borris/Spencer exited at 2:26 p.m.
van Deventer exited at 2:37 p.m.
Holden/Gitwich exited at 2:48 p.m.
Mulholland exited at 3:00 p.m.

REPORTS

Department Reports

MOTION 311-25
Moved by Councillor Melzer to accept the Department Reports as information.

CARRIED

Dumaresque exited at 3:58 p.m.

Bill 50 Municipal Affairs Statutes Amendment Act

MOTION 312-25
Moved by Councillor Pearson that Council accept the Bill 50: Municipal Affairs Statutes Amendment Act report for information.

CARRIED

NEW BUSINESS

2025 MD Road Tours

MOTION 313-25
Moved by Deputy Reeve McCann to reschedule August 27, 2025, Regular Council meeting to August 20, 2025, to coincide with the 2025 MD Road Tours.

CARRIED

McWilliams exited at 4:00 p.m.

CLOSED SESSION

MOTION 314-25
Moved by Deputy Reeve McCann to go into Closed Session at 4:01 p.m. as per the following sections of the ATIA Act with CAO Kolenosky, Assistant CAO Valaire, and Recording Secretary Gladue in attendance.

- Section 22 Confidential Evaluations
- Section 26 Disclosure harmful to intergovernmental relations
- Section 29 Advice from Officials
- Section 30 Disclosure harmful to economic and other interests of a public body
- Municipal Lands Liquidation

CARRIED

DRAFT

MOTION 315-25
Moved by Councillor Sand to return to Open Session at 4:30 p.m.

CARRIED

MOTION 316-25
Moved by Councillor Pearson to direct Administration to uphold the Stop Order and conditions as stated within. Then further provide the MD Resident with an additional letter stating the direction as reviewed by Council.

CARRIED

ADJOURNMENT

MOTION 317-25
Moved by Councillor Fulmore to adjourn at 4:34 p.m.

CARRIED

_____
Chief Administrative Officer

_____
Reeve

DRAFT

MINUTES

Regular Meeting of Council
Municipal District of Lesser Slave River No. 124
July 18, 2025
MD Council Chambers

MEMBERS PRESENT	Murray Kerik	- Reeve
	Lana McCann	- Division 2 (via Teams)
	Nancy Sand	- Division 1 (via Teams)
	Darren Fulmore	- Division 1 (via Teams)
	Sandra Melzer	- Division 1 (via Teams)
	Brad Pearson	- Division 2 (via Teams)
MEMBER ABSENT	Norm Seatter	- Division 2
IN ATTENDANCE	Barry Kolenosky	- Chief Administrative Officer, MDLSR
	Chris Valaire	- Assistant Chief Administrative Officer, MDLSR (via Teams)
	Sandra Rendle	- Associate Director, Legislative Services, MDLSR
	Marilyn Gladue	- Recording Secretary, MDLSR

CALL TO ORDER

Reeve Kerik called the meeting to order at 10:05 a.m.

ADOPTION OF AGENDA

July 18, 2025, Regular Meeting Council Agenda

MOTION 318-25
Moved by Councillor Pearson to adopt July 18, 2025, Regular Meeting Council Agenda as presented.

CARRIED

REQUESTS FOR DECISION

Letter to the Minister of Municipal Affairs – Voting Stations

MOTION 319-25
Moved by Councillor Melzer that Council direct Administration to send a letter to the Minister of Municipal Affairs requesting an extension to allow Council to pass a bylaw under section 37(3) of the *Local Authorities Election Act* to enable more than one voting station per division for the upcoming local election.

CARRIED

ADJOURNMENT

MOTION 320-25
Moved by Councillor Fulmore to adjourn at 10:13 a.m.

CARRIED

_____
Chief Administrative Officer

_____
Reeve

DRAFT

Lesser Slave River

Request for Decision

Title:	Bylaw 2024-10 Land Use Amendment #16
Date:	8/14/2025
Presented By:	Ann Åsfrid Holden, Planning & Development Officer
Attachments:	Bylaw 2024-10, Application, Map

Proposed Motion	*That Council gives Third 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.*
Administration's Recommendation(s)	As proposed.

BACKGROUND:

In the spring of 2024, the applicant applied for rezoning and a lot line adjustment of the property. The property has been designated as Urban Reserve and the passing of this bylaw will redesignate the property to Light Industrial. Bylaw 2024-10 received first reading on June 12, 2024. The public hearing was held on July 10, 2024, after being advertised for the required two weeks. No concerns or negative comments were received from any of the referral parties. The Municipal Planning Commission approved the lot line adjustment at their July 16th meeting. All conditions of subdivision have since been met, allowing for the final reading of the rezoning bylaw and the registration of the subdivision.

ALTERNATIVE OPTIONS:

1. Council can give third reading of Bylaw 2024-10.
2. Council could defeat Bylaw 2024-10. This is not recommended by Administration.

BENEFIT/RISKS:

Proceeding with third reading enables the subdivision to be endorsed and registered with land titles. All other conditions of subdivision has been completed.

STRATEGIC ALIGNMENT:

Land Use Bylaw 2021-17 requires that Light Industrial District parcels be a minimum of 500 m^2 and with the lot line adjustment, the new parcel is 8.2 acres, which is well over the required minimum. Redistricting is good governance and key to the sustainable growth and development of this area.

FINANCIAL IMPLICATION:

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

OTHER CONSIDERATIONS:

Section 692 of the *Municipal Government Act (MGA)* requires a municipality to hold a public hearing with respect to amending a statutory plan or land use bylaw in accordance with section 230 after giving notice of it in accordance with section 606. The public hearing was held according to the Act.

COMMUNICATION STRATEGY:
Below is a summary showing the progression of Bylaw 2024-10 Land Use Bylaw Amendment No. 16.

- June 12, 2024 – 1st reading of Bylaw 2024-10
- May 27, 2024 – written notification sent to the landowner, adjacent landowners, and referral agencies.
- June 12, 2024 – advertisement in the Lakeside Leader (week one)
- June 19, 2024 – advertisement in the Lakeside Leader (week two)
- June 20, 2024 – deadline for written submissions to be included in the agenda
- July 10, 2024 – Public Hearing (Council Chambers at 10:15 a.m.)
- July 10, 2024 – 2nd reading
- July 16, 2024 – Subdivision approved by Municipal Planning Commission.
- Complete conditions of subdivision.
- August 14, 2025 – Council decision on Bylaw 2024-10 (third reading)
- Registration of subdivision

Prepared By: Samantha Dyck, Planning & Development Officer
Reviewed By: Ann Holden, Planning & Development Officer
Approved By: Barry Kolenosky, Chief Administrative Officer

BYLAW 2024-10

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 #16

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 a portion of the parcel legally described as SW 27-73-07-W5 and containing all of Plan 172 2452, Block 2, Lot 1 changes from Urban Reserve (UR) to Light Industrial (LI) 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 2024-10 AMENDMENT #16 forms part of Bylaw 2021-17 Land Use Bylaw.

4. This Bylaw 2024105 AMENDMENT #16 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 12th day of June, 2024

PUBLIC HEARING held on 10th day of July, 2024.

READ for a second time this 10th day of July, 2024

READ for a third and final time this ___th day of _____, 2025

_____

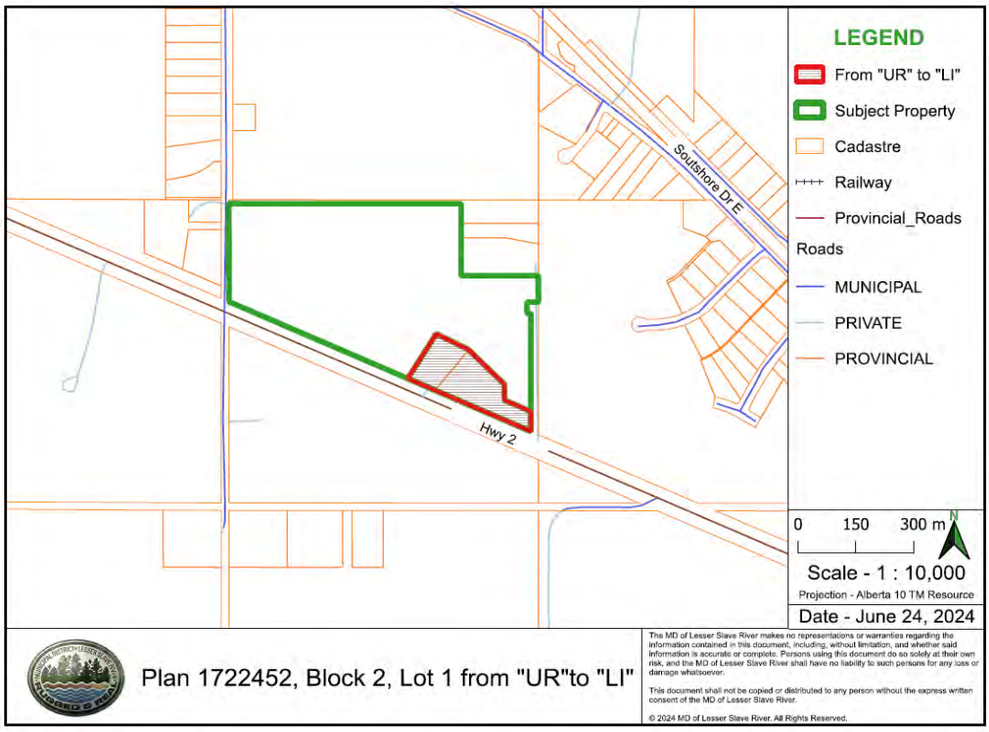
Murray Kerik, Reeve

_____

Barry Kolenosky, Chief Administrative Officer

BYLAW 2024-10

SCHEDULE "A"



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: Don Wilson Surveys Ltd. C/O Nate Wilson
HOME PHONE: 780-674-2287
MOBILE PHONE:
MAILING ADDRESS: Box 4120, Barrhead, AB
POSTAL CODE: T7N 1A1
EMAIL ADDRESS: nate@donwilsonsurveys.com

Complete below if different from applicant:

REGISTERED LANDOWNER NAME: Karen Emes & Leslie Emes (Deceased) Care of Scott Emes(Son)
HOME PHONE:
MOBILE PHONE: 780-849-0413
MAILING ADDRESS: PO Box 603, Widewater, AB
POSTAL CODE: T0G 0M0

LAND LOCATION

Quarter	Section	Township	Range	Meridian	OR	Lot	Block	Plan
Pt SW	27	73	7	5		1	2	172-2452

LAND USE CLASSIFICATION AMENDMENT PROPOSED

FROM: Urban Reserve District TO: Light Industrial District

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

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

Gravesite Industrial Site Oil/Gas Landfill Sewage: Open Discharge Lagoon
Storage of Hazardous Materials Other

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

Please see attached Letter

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.*

[redacted]
REGISTERED LANDOWNER SIGNATURE

DATE March 20/2024

DATE Mar. 2/2024

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
BOX 93, FLATBUSH AB T0G 0Z0 | 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.

x 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

Pt. SW	27	73	7	5	AND OR	1	2	172-2452
Quarter	Section	Township	Range	Meridian		Lot	Block	Plan

Nate Wilson For: Don Wilson Surveys Ltd.

APPLICANT NAME (PLEASE PRINT)

[redacted]

APPLICANT SIGNATURE

DATE March 20, 2024

FOR ADMINISTRATIVE USE

FEE ENCLOSED: Yes No

AMOUNT:

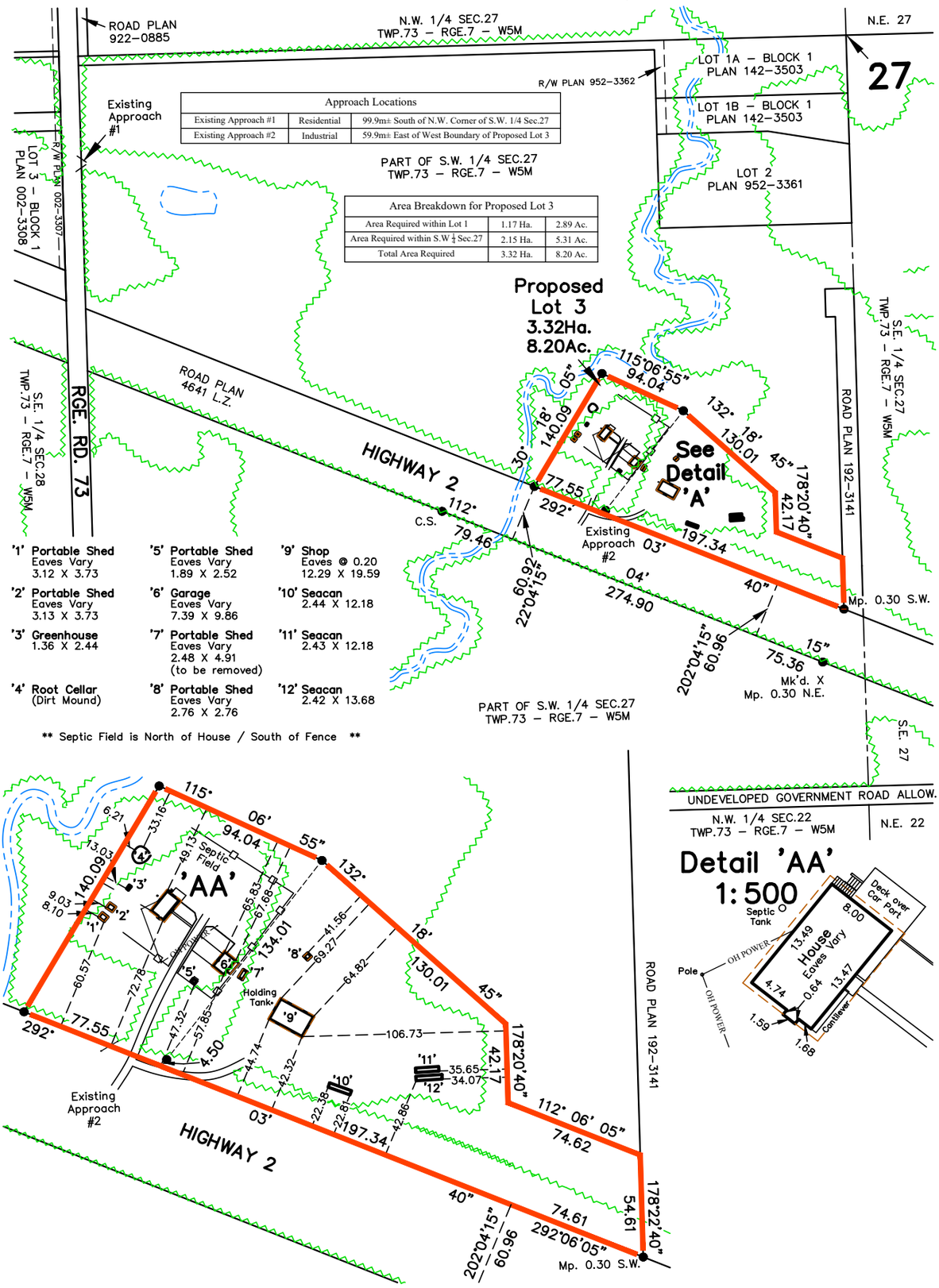
RECEIPT NO.:

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

PLAN SHOWING PROPOSED SUBDIVISION OF

LOT 1 - BLOCK 2 - PLAN 172-2452 and
Part of S.W. 1/4 SEC.27 - TWP.73 - RGE.7 - W5M
72062 HWY 2
MUNICIPAL DISTRICT OF LESSER SLAVE RIVER No.124

SCALE:1:5000 2024 D. WILSON, A.L.S



Approach Locations		
Existing Approach #1	Residential	99.9m± South of N.W. Corner of S.W. 1/4 Sec.27
Existing Approach #2	Industrial	59.9m± East of West Boundary of Proposed Lot 3

Area Breakdown for Proposed Lot 3		
Area Required within Lot 1	1.17 Ha.	2.89 Ac.
Area Required within S.W ¼ Sec.27	2.15 Ha.	5.31 Ac.
Total Area Required	3.32 Ha.	8.20 Ac.

'1' Portable Shed Eaves Vary 3.12 X 3.73	'5' Portable Shed Eaves Vary 1.89 X 2.52	'9' Shop Eaves @ 0.20 12.29 X 19.59
'2' Portable Shed Eaves Vary 3.13 X 3.73	'6' Garage Eaves Vary 7.39 X 9.86	'10' Seacan 2.44 X 12.18
'3' Greenhouse 1.36 X 2.44	'7' Portable Shed Eaves Vary 2.48 X 4.91 (to be removed)	'11' Seacan 2.43 X 12.18
'4' Root Cellar (Dirt Mound)	'8' Portable Shed Eaves Vary 2.76 X 2.76	'12' Seacan 2.42 X 13.68

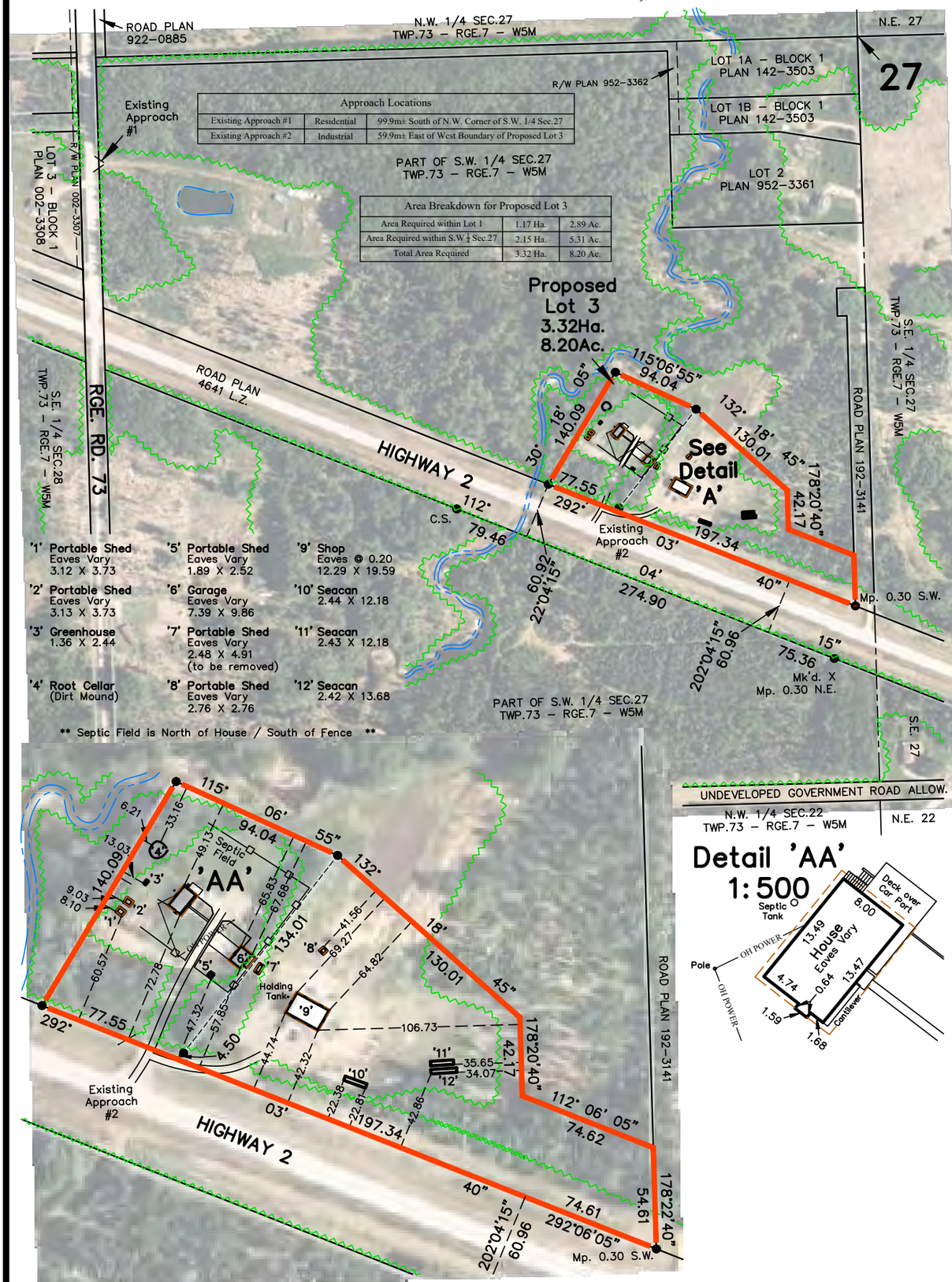
** Septic Field is North of House / South of Fence **

NOTES: DISTANCES ARE IN METRES AND DECIMALS THEREOF
STATUTORY IRON SURVEY POSTS FOUND SHOWN THUS:.
PROPOSED LOT BOUNDARY SHOWN THUS:
EDGE OF TREELINE SHOWN THUS:
EDGE OF WATER FEATURES SHOWN THUS:

DON WILSON SURVEYS LTD.
BOX 4120, BARRHEAD, ALBERTA
T7N 1A1 PHONE: (780) 674-2287
FILE: 24060 DATE: JUNE 17, 2024

PLAN SHOWING PROPOSED SUBDIVISION OF

LOT 1 - BLOCK 2 - PLAN 172-2452 and
Part of S.W. 1/4 SEC.27 - TWP.73 - RGE.7 - W5M
72062 HWY 2
MUNICIPAL DISTRICT OF LESSER SLAVE RIVER No.124
SCALE:1:5000 2024 D. WILSON, A.L.S



NOTES: DISTANCES ARE IN METRES AND DECIMALS THEREOF
STATUTORY IRON SURVEY POSTS FOUND SHOWN THUS:.
PROPOSED LOT BOUNDARY SHOWN THUS:
EDGE OF TREELINE SHOWN THUS:
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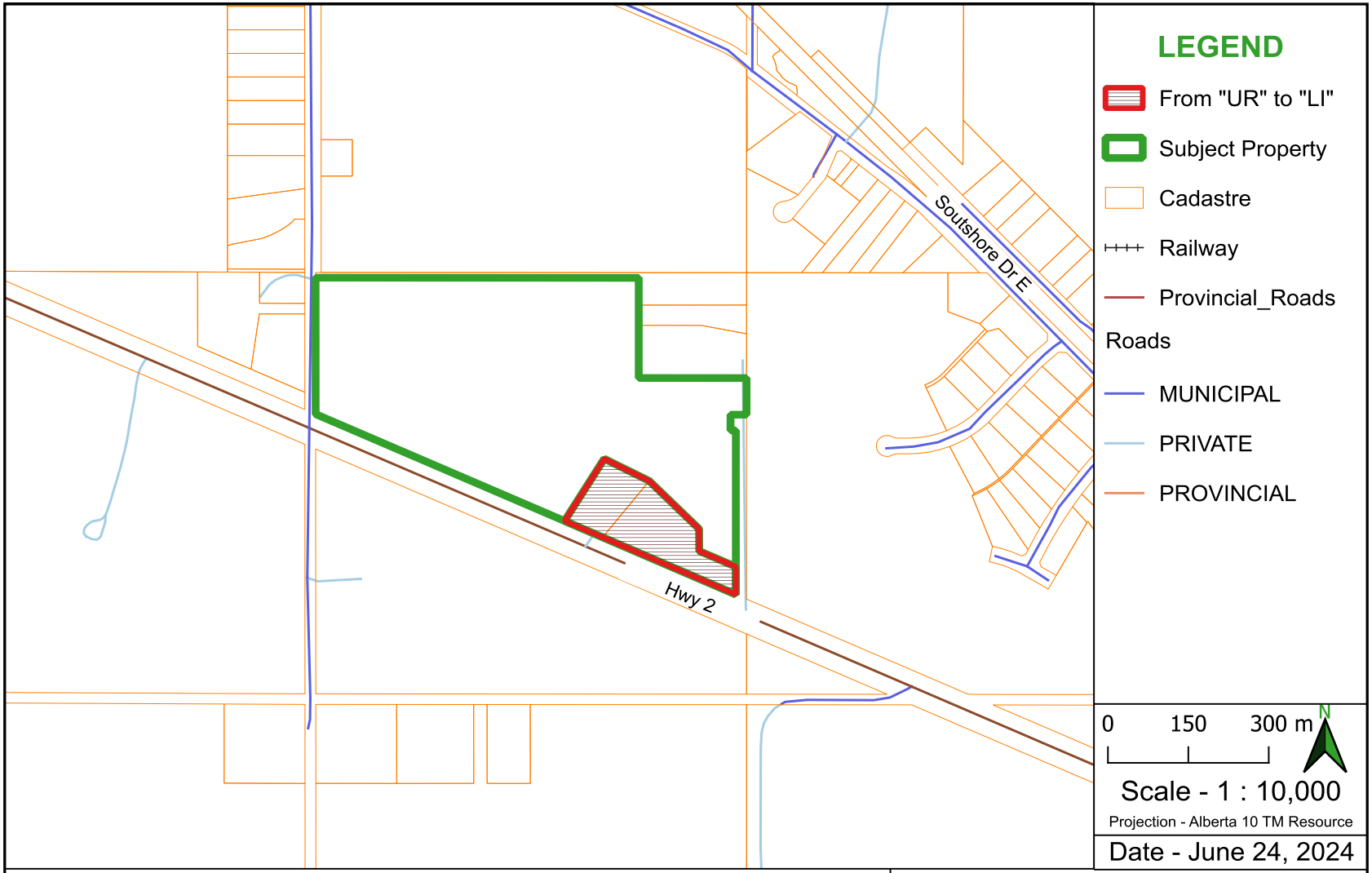

Plan 1722452, Block 2, Lot 1 from "UR"to "LI"

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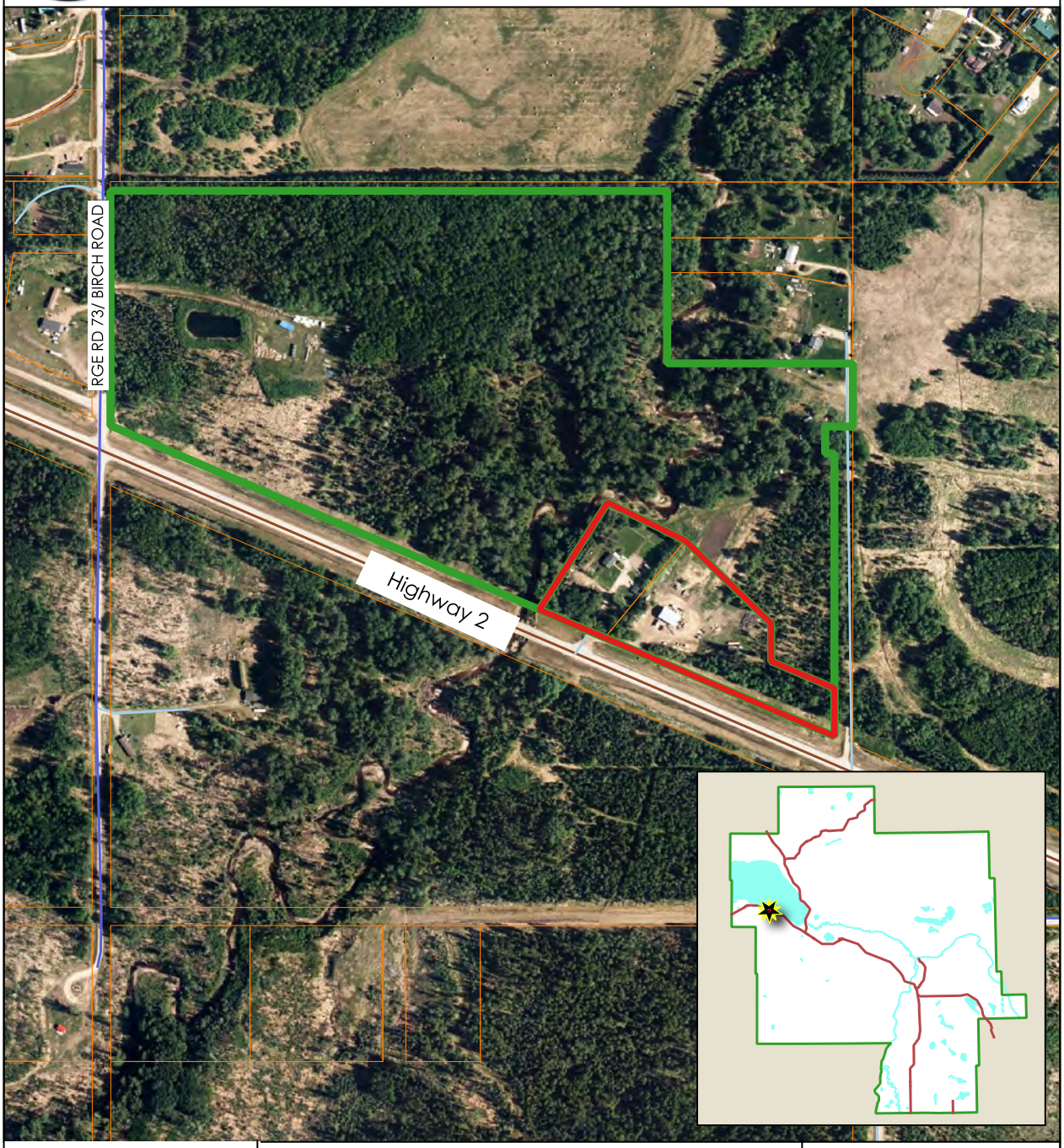
Municipal District of
Lesser Slave River 124

Land Use Amendment

Location - SW-27-73-7-W5



LEGEND
- Amendment Area
- Subject Property
- Cadastre

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0 80 160 m

Scale - 1 : 6,000

Map Print Date : June 24, 2024

Lesser Slave River

Request for Decision

Title:	Bylaw 2025-11 – Voting Stations
Date:	August 14, 2024
Presented By:	Sandra Rendle
Attachments:	Bylaw 2025-11 – Voting Stations DM Letter Ministerial Order No MSD064.25

Proposed Motion	*Move that Council give First Reading to Bylaw 2025-11 – Voting Stations.* *Move that Council give Second Reading to Bylaw 2025-11 – Voting Stations.* *Move that Council proceed to Third Reading of Bylaw 2025-11 – Voting Stations.* *Move that Council give Third and Final Reading to Bylaw 2025-11 – Voting Stations.*
Administration's Recommendation(s)	As proposed.

BACKGROUND:

At the Special Meeting of Council held on July 18, 2025, Administration advised Council that the deadline to pass a bylaw designating voting stations under Section 37(3) of the *Local Authorities Election Act* (LAEA) had passed. No bylaw was presented at that meeting. Instead, following discussion, Council directed Administration to submit a letter to the Minister of Municipal Affairs requesting an extension to allow the MD to proceed with the bylaw after the legislated deadline.

Approval was received on August 8, 2025, via Ministerial Order No MDSD064-25, permitting the MD to proceed with a bylaw designating voting stations despite the missed deadline.

A draft of Bylaw 2025-11 was then reviewed at the August 13, 2025, Committee of the Whole Meeting, where Council had the opportunity to review and discuss the content in detail. As a result of that discussion, Council passed a motion to bring the bylaw forward for consideration and all required readings at the August 14, 2025, Regular Council Meeting.

While Section 36 of the LAEA permits the Returning Officer, if authorized by Council, to divide the municipality into voting subdivisions and designate a voting station for each, this approach restricts voters to casting their ballot at the station assigned to their specific subdivision. In rural municipalities like ours, where geography and transportation can be barriers, this may limit voter accessibility.

In contrast, Section 37(3) allows Council to designate voting stations by bylaw, enabling greater flexibility for voters. Instead of being restricted to one location based on a subdivision boundary, eligible electors can vote at any designated voting station, improving access and encouraging turnout.

Bylaw 2025-11 provides the clarity, transparency, and legal foundation needed to support an accessible, efficient, and inclusive voting process ahead of the 2025 municipal election.

ALTERNATIVE OPTIONS:

1. Give First and Second Readings only and defer Third Reading to a future meeting.

2. Request amendments and return with a revised bylaw.

3. Decline to proceed with the bylaw and rely on Section 36 of the LAEA to divide voting subdivisions by Council resolution and Returning Officer direction.

BENEFIT/RISKS:

Benefits:

- Enhances voter flexibility and accessibility.
- Provides legislative clarity and aligns with good governance practices.
- Reduces confusion by eliminating voting subdivision boundaries.
- Strengthens public communication and election planning efforts.

Risks:

- Without a bylaw, the MD would be required to use voting subdivisions under Section 36, which limits flexibility and could reduce voter participation.
- Delaying the readings could shorten the election preparation window.

STRATEGIC ALIGNMENT:

Aligns with the Ministerial Order and the Local *Authorities Election Act*.

FINANCIAL IMPLICATION:

Minimal. Voting stations will be required regardless of designation method. However, centralized planning through the bylaw may lead to more efficient resource allocation and improve service delivery to voters.

OTHER CONSIDERATIONS:

Under Section 36(1) of the LAEA, the local authority may not alter voting subdivision boundaries between the notice of election and election day. A bylaw avoids this complication entirely.

Early clarity on voting station locations enables Administration and the Returning Officer to begin detailed planning, communication, and training efforts.

COMMUNICATION STRATEGY:

Upon adoption of the bylaw:

- A public notice will be issued to inform residents of their voting station options.
- The MD's election webpage, social media platforms, newsletters, and public posters will share voting information.
- Staff will work with local facilities and community partners to post signage and promote access to election information.
- Returning Officer and Communications staff will coordinate to ensure a consistent and clear message is provided across all platforms.

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

BYLAW 2025-11

A BYLAW OF THE MUNICIPAL DISTRICT OF LESSER SLAVE RIVER NO. 124 IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING VOTING STATIONS AS PER THE LOCAL AUTHORITIES ELECTION ACT.

WHEREAS the *Local Authorities Election Act* provides for the conduct of general elections by local authorities; and

WHEREAS the *Local Authorities Election Act* permits the local authority to pass bylaws for the conduct of such elections;

WHEREAS the *Municipal Government Act*, RSA 2000, c. M-26, provides that where Council is authorized under any enactment to do something by resolution, it may also be done by bylaw;

NOW THEREFORE the Council of the Municipal District of Lesser Slave River No. 124 in the Province of Alberta, duly assembled, enacts the following:

1. Voting Stations
    a) The Returning Officer may designate the locations of the voting station in accordance with Section 36 of the *Local Authorities Election Act*.

    b) The Returning Officer may designate more than one voting station for each voting subdivision and the location of those voting stations for that election, in accordance with Section 37 of the *Local Authorities Election Act.*

2. Voting Station Locations
    a) Flatbush Community Complex (660005 HWY 44)
    b) Smith Community Complex (1029 9 ST)
    c) Municipal District of Lesser Slave River No. 124 Council Chambers (300015 Ave SE)
    d) Widewater Community Complex (72046 SOUTHSHORE DR E)

3. This Bylaw comes into force and effect upon third and final reading.

READ for the first time this 14th day of August 2025

READ for a second time this 14th day of August 2025

APPROVED UNANIMOUSLY this 14th day of August 2025

READ for a third and final time this 14th day of August 2025

_____

Murray Kerik, Reeve

_____

Barry Kolenosky, Chief Administrative Officer

Alberta Municipal Affairs

Deputy Minister
18th Floor Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone: 780-427-4826
MA.DMO@gov.ab.ca

AR119844

August 8, 2025

Reeve Murray Kerik
Municipal District of Lesser Slave River
PO Box 722
Slave Lake AB T0G 2A0

Dear Reeve Kerik and Council:

Subject: Extension Request - Bylaw under Section 37(3) of the *Local Authorities Election Act*

Thank you for your letter of July 18, 2025, requesting to alter the timeline to pass a bylaw under Section 37(3) of the *Local Authorities Election Act* for the 2025 general election in the Municipal District of Lesser Slave River.

On behalf of the Honourable Dan Williams, Minister of Municipal Affairs, I am pleased to attach a copy of Ministerial Order No. MSD:064/25, which allows for the bylaw to be passed before August 31, 2025.

I am pleased Municipal Affairs has been able to support the municipal district in this matter. I also acknowledge your commitment to take greater steps to ensure compliance with legislated timelines in future election events.

Sincerely,

Jonah Mozeson
Deputy Minister

Attachment: Ministerial Order No. MSD:064/25

cc: Honourable Dan Williams, ECA, Minister of Municipal Affairs

Classification: Public

ALBERTA
MUNICIPAL AFFAIRS
Office of the Minister
MLA, Peace River

MINISTERIAL ORDER NO. MSD:064/25

I, Dan Williams, Minister of Municipal Affairs, pursuant to Sections 6(2) of the *Local Authorities Election Act*, make the following order:

For the purpose of conducting the 2025 general election in the Municipal District of Lesser Slave River, the date under Section 37(3) of the *Local Authorities Election Act* for passing a bylaw allowing the returning officer of the elected authority to designate more than one voting station for each subdivision and the location of those voting stations is altered to August 31, 2025.

Dated at Edmonton, Alberta, this 8th day of August, 2025.

Dan Williams
Minister of Municipal Affairs

320 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

Classification: Public

Lesser Slave River

Request for Decision

Title:	Mitsue water plant upgrade - Engineering
Date:	August 14, 2025
Presented By:	Jeremy Dumaresque
Attachments:	N/A

Proposed Motion	*Council moves to accept the new direction of this approved capital Project with additional funding of $7,000 bringing the total to $87,000 from the Operating Reserve Funds - Water.*
Administration's Recommendation(s)	Administration recommends that Council approve the new direction and costs for this project.

BACKGROUND:
The Mitsue Water Plant has been highlighted on the ten-year capital plan to be upgraded in 2026 and as we can see from the rising costs and failures in that area it is overdue. This project was previously approved for the 2025 capital projects. After some deliberations the direction has slightly altered, adding some additional costs of $7,000 to run a hydraulic check on the main pipeline. This is to verify that proper flow and velocity can be achieved.

ALTERNATIVE OPTIONS:
a) Continue to operate under current conditions, understanding we are at capacity.
b) Select another Consulting Engineering Firm for the Review.

BENEFIT/RISKS:
Improved water quality, capacity for processes as well as fire suppression and reduction in service outages or failures for the Mitsue industrial area.

STRATEGIC ALIGNMENT:
This project Aligns with the current approved utility Services Strategic plan as amended from time to time.

FINANCIAL IMPLICATION:
As the approved budget was originally set for $80,000 the current changes requested are for an additional $7000.
Current Operating Reserve Fund – Water $300,000.00

OTHER CONSIDERATIONS:
N/A

COMMUNICATION STRATEGY:
N/A

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

Lesser Slave River

Request for Decision

Title:	Update of Ownership Information with CRA to Authorize Representatives (Housekeeping)
Date:	August 14, 2025
Presented By:	Kristen Schalin
Attachments:	Draft ownership update letter with list of current Council members CRA ownership/authorization guidance for public bodies

Proposed Motion	*Move to approve the submission of updated ownership information to the Canada Revenue Agency (CRA) for the Municipal District of Lesser Slave River No. 124, identifying current Council members as legal owners for CRA administrative purposes, in order to enable the authorization of municipal representatives.*
Administration's Recommendation(s)	As proposed

BACKGROUND:

The Canada Revenue Agency (CRA) requires that entities have accurate and current ownership information on file before allowing the authorization of representatives who can access or manage CRA accounts (e.g., GST/HST, payroll, T4 filing, and other correspondence).

Although municipalities are not privately owned entities, the CRA considers elected officials (e.g., Mayor, Reeve, Councilors) as the equivalent of "owners" for administrative purposes. If this information is not updated, the municipality is unable to add or manage representatives through CRA's "Represent a Client" portal, delaying or preventing access to essential federal tax and financial systems.

The MD's current ownership records on file with CRA are outdated and do not reflect the current Council composition. As a result, Administration is currently unable to add or manage authorized representatives to ensure timely filings and correspondence.

ALTERNATIVE OPTIONS:

1. Approve the recommended update (recommended).
2. Delay the update (not recommended – could delay access to essential CRA services).
3. Designate alternate individuals as owners (not recommended – RA requires elected officials for municipalities).

BENEFIT/RISKS:

Benefits:

Improved Administrative Efficiency: Enables Finance and Administration staff to access CRA services directly for payroll, GST/HST filings, and notices.

Regulatory Compliance: Ensures all CRA-related reporting is done on time, avoiding penalties or late filings.

Business Continuity: Allows seamless communication with CRA during audits, assessments, or issues requiring immediate response.

Clear Accountability: Aligns CRA records with current elected officials and improves audit-readiness.

Risks:

Risk	Likelihood	Impact	Mitigation
Delay in filing processing by CRA	Medium	Moderate	Submit documentation promptly and track status
Council turnover requiring repeated updates	High (after elections)	Low	Once representative access is granted to CAO/Director of Finance updates can be made by representatives. Could also incorporate into post-election onboarding
Miscommunication with CRA due to outdated info	High	High	Keep regular review schedule of CRA records

STRATEGIC ALIGNMENT:
This request aligns with the following strategic priorities of the Municipal District of Lesser Slave River no 124:

- Good Governance: Ensures proper delegation of authority and clear accountability within regulatory frameworks.
- Operational Excellence: Improves internal administrative processes and responsiveness.
- Fiscal Responsibility: Supports timely and accurate tax remittances, minimizing risk of penalties or interest.
- Transparency and Accountability: Maintains up-to-date, auditable records with federal agencies.

FINANCIAL IMPLICATION:
There are no direct financial costs associated with this update.

OTHER CONSIDERATIONS:
This action ensures compliance with CRA administrative policy and supports the municipality's obligations under applicable federal tax legislation. All documentation will be retained in accordance with the MD's Records Retention Bylaw #2001-01.

Access enables timely filing of payroll remittances, GST returns, and other obligations. Failure to update ownership records prevents staff from using CRA online tools, increasing administrative burden and risk.

Access to CRA systems will be limited to staff in Administration and Finance. Authorized representatives will be reviewed and updated as necessary, ensuring compliance with internal privacy policies.

Ownership records will need to be revisited following the 2025 municipal election to reflect any changes in Council composition. Administration will incorporate this task into post-election transition planning and one authorized representatives are granted they will be able to assist in the process.

If approved, Administration will:

1. Submit the updated ownership letter to CRA;
2. Monitor CRA's acknowledgment;
3. Proceed with representative authorizations via CRA's Represent a Client portal;
4. Record and file documents in accordance with policy.

COMMUNICATION STRATEGY:

Following Council approval, Administration will submit the ownership update to CRA and inform key internal staff once representative access is confirmed. A record of authorized users will be maintained and reviewed as necessary. No public communication is required. Council will receive a follow-up update in a future Information Package to confirm completion of the process.

Prepared By: Kristen Schalin, Director of Finance
Reviewed By: Marilyn Gladue, Executive Assistant
Approved By: Barry Kolenosky, Chief Administrative Officer

August 14, 2025

Canada Revenue Agency
Business Enquiries Division
Tax Services Offices (TSO) — Sudbury Tax Centre
Business Registration
1050 Notre Dame Avenue
Sudbury ON P3A 5C1

Subject: Ownership Update for the Municipal District of Lesser Slave River no.124 – Business Number 139737175

To Whom It May Concern,

The Municipal District of Lesser Slave River no. 124 requests an update to the “owners” listed on file with the Canada Revenue Agency (CRA) in relation to our Business Number 139737175.

As a municipal government, we do not have traditional shareholders or owners. However, to comply with CRA administrative requirements, we are providing a list of our current elected Council members to be recorded as the equivalent of legal owners for authorization purposes along with approved motion from Council to update the records accordingly.

Please update the CRA records to reflect the following individuals as current "owners" as per the attached listing.

Please contact Barry Kolenosky, CAO at 780-849-4888 or Kristen Schalin, Director of Finance at 780-805-4131 if additional documentation or verification is required.

Sincerely,

Murray Kerik
Reeve
Municipal District of Lesser Slave River no. 124

Barry Kolenosky
Chief Administrative Officer

CC. Council

Municipal District of Lesser Slave River no. 124
Council Members

Name	Position	Email	Phone
KERIK, Murray	REEVE	Murray.kerik@mdlsr.ca	780-349-0518
FULMORE, Darren	Councillor Div 1	Darren.fulmore@mdlsr.ca	780-805-2020
MCCANN , Lana	Councillor Div 2	Lana.mccann@mdlsr.ca	780-849-1580
MELZER, Sandra	Councillor Div 1	Sandra.melzer@mdlsr.ca	780-307-3173
SAND, Nancy	Councillor Div 1	Nancy.sand@@mdlsr.ca	780-805-2093
PEARSON, Brad	Councillor Div 2	Brad.pearson@mdlsr.ca	780-805-2559
SEATTER, Norm	Councillor Div 2	Norm.seatter@mdlsr.ca	780-805-0048

Canada Revenue Agency (CRA)
Authorization & Ownership Information for Municipal Governments
(Summary for Council Reference)

Overview:

The CRA requires that entities have current "ownership" information on file to allow the authorization of representatives (e.g., CAO, CFO) to access federal tax accounts through CRA platforms such as "My Business Account" or "Represent a Client."

Key Requirements:

- For **municipal governments**, CRA accepts the names of **elected officials** (e.g., Reeve, Mayor, Councillors) as "owners" for administrative purposes.
- Authorized representatives **cannot** be added or managed until ownership records are up to date.
- Changes must be submitted via:
    - **Form RC1** (Request for Business Number)
    - **RC59** (Business Consent form)
    - Or a **signed letter** from the municipality (see Attachment 1)

CRA Contact & Resources:

- CRA Business Enquiries Line: **1-800-959-5525**
- CRA Represent a Client: https://www.canada.ca/en/revenue-agency/services/e-services/represent-a-client.html

Lesser Slave River

Request for Decision

Title:	Rescinding of Policies
Date:	8/14/2025
Presented By:	Nicky van Deventer, Human Resources Manager
Attachments:	K.9 Grievance Policy K.19 Special Leave K.21 Workers Compensation K.27 Conduct of Municipal Employees K.33 Health and Safey Policy K.34 Workplace Violence K.35 Discrimination & Harassment K.36 Respectful Workplace

Proposed Motion	*Move that Council rescind Policies K.9, K.19, K.21, K.27, K.33, K.34, K.35 and K.36, as they have been replaced by newly approved Directives and Procedures which supersede the previous Policies.*
Administration's Recommendation(s)	As proposed.

BACKGROUND:
Municipal policies are typically rescinded when they are outdated, redundant, or have been replaced by more current governance tools such as directives, procedures, or updated policies. In this case, the listed policies are being rescinded because the organization has developed and adopted a new framework of Directives and Procedures that provide clearer, more detailed, and up-to-date guidance for staff and management.
This shift reflects the Municipality's ongoing commitment to improve internal operations, ensure consistency across departments, and align with modern best practices. Unlike older policy documents, the new Directives and Procedures are designed to be more practical, operationally focused, and adaptable to the evolving needs of the organization.
Rescinding outdated policies also helps eliminate duplication and confusion, ensuring that employees are referring to one current and authoritative source for guidance. It reduces administrative burden and supports a more agile and responsive organizational culture.
Each of the above mentioned Policies have been updated with current employment laws over the last year and a half.
Directive HR-17-02, approved by Council on September 11, 2024, grants the Human Resources Manager the authority to draft Directives and Procedures that align with Municipal and Government legislation.

ALTERNATIVE OPTIONS:
None

BENEFIT/RISKS:
Benefit: Updated Policies that is current and in line with Alberta employment acts.

Risk: None

FINANCIAL IMPLICATION:
None.

OTHER CONSIDERATIONS:
None

COMMUNICATION STRATEGY:
Staff has been informed that these policies have been replaced with current Directives, Policies and Procedures through email and Workhub.

Prepared By: Nicky van Deventer, Human Resources Manager
Reviewed By: Marilyn Gladue, Executive Assistant
Approved By: Barry Kolenosky, Chief Administrative Officer

Lesser Slave River

TITLE: GRIEVANCE PROCEDURE

EFFECTIVE DATE: October 24, 2002

POLICY NUMBER: K.9

1. A grievance is defined as any difference arising out of the interpretation, application, administration or alleged violation of any policy affecting employees.

2. The time limits specified in the policy shall not include Saturdays, Sundays and named holidays. Time is of the essence, although the time limits may be extended by the consent of both factions (employer and griever) in writing.

3. The purpose of the grievance provisions is to ensure that any grievance is processed in an expeditious manner; therefore, compliance with provisions is mandatory. The griever shall be present at each step of the grievance procedure. If the employer fails to comply with the provisions, the grievance may be processed to the next step by the griever. If the griever fails to comply with the provisions, the grievance shall be considered abandoned. An abandoned grievance will not prejudice employees in any future grievance of a similar nature.

4. An earnest effort shall be made to settle grievances fairly and promptly in the manner hereafter described.

5. If the employer has made a decision to terminate an employee, this decision shall be deemed as final and there shall be no grievance procedure allowed. An employee disagreeing with a decision of termination have recourse through the Courts if they so choose.

STEP I:

The griever will first seed to settle the dispute with his/her immediate supervisor in writing within sever (7) days following the date of the occurrence giving rise to the grievance or the date of grievance. The supervisor shall have only two (2) days in which to respond to the grievance in written form.

STEP II:

Failing satisfactory settlement, and within seven (7) days after the response in Step 1 from the supervisor, the grievance may be submitted to the Municipal Administrator or his delegate by either faction involved in the grievance.

Lesser Slave River

The grievance shall be in writing and must include a statement of the following:

i) The name(s) of the aggrieved;
ii) The nature of the grievance and the circumstances out of which it arose;
iii) The remedy or correction the employer is asked to make; and
iv) The section(s) where the policy is claimed to be violated.

A meeting between the parties shall take place, with the decision of the Municipal Administrator being rendered in writing within two (2) days from the receipt of the submission at this step.

STEP III:

Failing settlement at Step II, and within seven (7) days after receipt of the written response from the Municipal Administrator in Step II, the grievance may be submitted to Council at an "in-camera" session in writing as aforementioned, by either faction involved in the grievance.

The Council shall hear the matter within thirty (30) days and will advise the grieving party within three (3) days of their decision. Council's decision is final and binding upon all parties.

In the instance of a grievance initiated by a supervisor, Step II shall be eliminated from the procedure; in the instance of a grievance being initiated by the Municipal Administrator (or employees directly under the supervision of the Municipal Administrator), Steps II and III shall be eliminated. Grievances arising in departments that do not have supervisors shall also begin at Step II.

MOTION: 284-02

DATE: October 24, 2002

Chief Administrative Officer

Reeve

Lesser Slave River

TITLE: SPECIAL LEAVE

EFFECTIVE DATE: January 1, 2007

POLICY NUMBER: K.19

1. An employee who requires time off from work may be granted Special Leave days without loss of pay upon approval by the Manager. The Manager will determine the maximum number of Special Leave days that can be taken per occurrence (see Clause 3 below). The circumstances under which special leave may be approved are subject to the "Leave Without Pay" policy. The maximum Special Leave shall not exceed ten (10) working days per calendar year.

2. For purposes of determining eligibility for Special Leave under #1, the following provisions shall apply:

   a. Bereavement - leave of absence will be granted in the event of the death of a member of the employee's immediate family. Additional bereavement leave may be approved by the Municipal Manager when ten days Special Leave have already been utilized within a calendar year.

   b. Administration of estate shall apply only when an employee has been designated as an executor or administrator of the estate.

   c. Disaster conditions shall apply for a critical condition which requires an employee's personal attention in a disaster (fire, flood, tornado) which cannot be served by others or attended to by the employee at a time when he is normally off duty.

   d. Specialist appointments shall apply for appointments not available in trading area for the employee or a dependent family member. Only one half day (1/2) is allowed per occurrence with the other half day to be taken as Casual Sickness. Specialist appointments require a medical certificate.

3. The Manager has allocated the maximums for the following Special Leave Days:

   Attend Funeral - 1 day if member of employee's immediate or extended family

   - 2 hour maximum if not member of employee's family

   Moving Household – 1 day for local move

   - 2 days for Provincial inbound employees

   Natural Disaster (act of God) – 2 days

   Court Duty – as required by the Court

   Birth/Adoption – 1 day

   Administration of Estate – 2 days

Lesser Slave River

Bereavement – 5 days

Family Illness – 4 days

Specialist Appointments – 8 - ½ days (other ½ day to be taken as Casual Sickness)

If no remaining Family Illness or Specialist Days are left, Casual Sickness days are to be used. Should all Casual Sickness days be exhausted, time off in lieu of overtime, vacation or leave without pay shall be used.

Permanent Part-Time Employees

1. The provisions of this policy for Permanent Part-Time Employees shall be pro-rated according to their normal work schedule. Unless the normal work schedule will change significantly in the new calendar year, the total hours worked by the employee in the prior year shall be used to pro-rate the number of Special Leave days.

MOTION 41-07

DATE February 14, 2007

Chief Administrative Officer

Reeve

Lesser Slave River

TITLE: WORKERS COMPENSATION

EFFECTIVE DATE: January 1, 1995

POLICY NUMBER: K.21

This policy is applicable to both salary and wage employees.

1. In accordance with the Worker's Compensation Act, when an employee sustains an injury in the course of his duties with the Municipal District, the employee and his supervisor shall report the injury to a senior official at the place of work. The senior official shall record the date, time and nature of the injury on a form to be signed by the injured employee. If the injury causes the employee to be absent from work, the employee and the employer shall complete the required forms for Worker's Compensation.

2. An employee who is injured on the job during working hours and who is required to leave the job site for treatment, or is sent home as a result of such accident or injury, shall not suffer loss of pay for that day's work, regardless of the time of injury.

3. An employee who receives Worker's Compensation benefits and who at the commencement of absence from work is participating in the MD Group Alberta Health Care Insurance Program, the MD Extended Medical Benefits Plan, the Municipal District Group Life Insurance Plan or the Municipal District Group Dental Plan shall continue to be covered under these plans throughout the period the employee is receiving Worker's Compensation benefits. Premium contributions shall continue to be paid by the employer and employee.

MOTION: 19-95

DATE: January 11, 1995

Chief Administrative Officer

Reeve

Lesser Slave River

TITLE: CONDUCT OF MUNICIPAL DISTRICT EMPLOYEES

EFFECTIVE DATE: October 24, 2007

POLICY NUMBER: K.27

PURPOSE

This policy provides a guideline to the standard of conduct and ethical behavior, which is expected of all Municipal District employees, which include, for purposes of this policy, persons employed on a contractual basis.

POLICY STATEMENT

1. **ACCOUNTABILITY**

   a. Municipal District employees are accountable for the quality of their advice, for carrying out their assigned duties and for achieving Council policy and program objectives within the framework of law, prevailing constraints, and the limits of the authority and resources at their disposal.

   b. Municipal District employees are accountable on a day-to-day basis for their own actions.

   c. Municipal District employees also have a responsibility to report any violation of the law to the appropriate authorities.

2. **SERVICE TO THE PUBLIC**

   a. Municipal District employees shall provide service to the public in a manner which is courteous, equitable, efficient and effective.

   b. Municipal District employees shall be sensitive and responsive to the changing needs, wishes and rights of the public while respecting the legal and constitutional framework within which service to the public is provided.

   c. To promote excellence in public service, Municipal District employees have a responsibility to maintain and improve their own competence and to assist in enhancing the competence of their colleagues.

Lesser Slave River

3. **THE PUBLIC INTEREST**

   a. Municipal District employees shall resolve any conflict between their personal or private interests and their official duties in favor of the public interest.

   b. Municipal District employees shall seek to serve the public interest by upholding both the letter and the spirit of the law.

4. **POLITICAL NEUTRALITY**

   a. Municipal District employees shall be sensitive to the political process and the concept of political neutrality.

   b. It is the responsibility of public employees to provide forthright and objective advice to, and carry out the directions of, Council.

   c. Municipal District employees have a duty to carry out Council decisions loyally, irrespective of the party or persons in power and irrespective of their personal opinions.

5. **POLITICAL RIGHTS**

   a. Municipal District employees shall enjoy the fullest possible measure of political right that is compatible with laws, regulations and conventions designed to preserve the political neutrality of the Municipal District administration.

   b. Municipal District employees have a responsibility to avoid participation in Municipal District politics that is likely to impair the political neutrality of the Municipal District administration or the perception of that neutrality. In return, Municipal District employees shall not be compelled to engage in Municipal District political activities or be subjected to threats or discrimination for refusing to engage in such activities.

   c. Municipal District employees shall not express their personal views on matters of political controversy or on government policy or administration when such comments are likely to impair public confidence in the objective and efficient performance of their duties.

   d. It is the responsibility of Municipal District employees to seek approval from the appropriate governmental authority whenever they are uncertain as to the legality or propriety of expressing their personal views.

Lesser Slave River

6. **CONFLICT OF INTEREST**

   a. Municipal District employees shall not engage in any business or transaction or have any financial or other personal interest that is, or may appear to be, incompatible with the performance of their official duties.

   b. Municipal District employees shall not, in the performance of their official duties, seek personal or private gain by granting preferential treatment in any persons.

   c. Municipal District employees shall not solicit nor, unless duly authorized, accept transfers of economic value from persons with whom they have contact in their official capacity.

   d. Municipal District employees shall not use, or permit the use of, Municipal District property of any kind for activities not associated with the performance of their official duties, unless they are authorized to do so.

   e. Municipal District employees shall not seek or obtain personal or private gain from the use of information acquired during the course of their official duties which is not generally available to the public.

7. **CONFIDENTIALITY**

   a. Municipal District employees shall not disclose to any member of the public, either orally or in writing, any secret or confidential information acquired by virtue of their official position.

   b. Within the bounds of law and propriety, Municipal District employees shall be sensitive and responsive to the needs of the public, the news media and Councilors for information on and explanation of the content and administration of Municipal District policies and programs.

8. **DISCRIMINATION AND HARASSMENT**

   a. All Municipal District employees have a duty to treat members of the public and one another fairly and to ensure that their work environment is free from discrimination and harassment.

9. **ADMINISTRATION**

   a. The Chief Administrative Officer will administer this policy and will issue instructions as necessary for its implementation.

   b. Where a matter concerns the Chief Administrative Officer, Council will administer the policy and will issue instructions as necessary.

Lesser Slave River

10. **CONFLICT**

a. Any questions regarding the interpretation or application of this policy are to be directed to the Chief Administrative Officer.

b. Where a matter concerns the Chief Administrative Officer, the Reeve shall be notified so the matter can be resolved by Council.

11. **PENALTIES AND CONSEQUENCES**

a. Municipal District employees who do not comply with any provisions of this policy may be subject to disciplinary action, up to and including dismissal.

MOTION: 282-07

DATE: October 24, 2007

Chief Administrative Officer

Reeve

Lesser Slave River

TITLE: HEALTH AND SAFETY POLICY

EFFECTIVE DATE: August 24, 2016

POLICY NUMBER: K. 33

PURPOSE

The purpose of the Health and Safety Policy is to reinforce the Municipal District of Lesser Slave River's commitment to provide a safe and healthy workplace for its employees, to prevent injuries, incidents and near misses and to continue to improve occupational health and safety accountability and performance.

BACKGROUND

The Municipal District strives to have a strong safety program and the Health and Safety policy reinforces the primary goal which is to have employees working together to achieve a healthy, injury and incident free workplace. The policy accomplishes this by, not only establishing a solid foundation for the health and safety program with respect to Occupational Health & Safety (OH & S) legislation, but also clearly setting out expectation levels for Municipal District councilors and employees as well as its contract service providers through health and safety roles and responsibilities.

The policy was also made to comply with the requirements of the Alberta Municipal Health and Safety Association's safety audit criteria and must remain current, by being reviewed and updated periodically, in order to remain in compliance.

DEFINITIONS

1. **"Responsibility"** is defined as an individual's obligation to carry out assigned duties.

POLICY STATEMENT

1.0 Scope / Exceptions

1.1 Scope

This policy applies to the following people and places:

People:

1. Municipal District of Lesser Slave River No. 124 Councillors;
2. Municipal District of Lesser Slave River No. 124 employees; and
3. Contract service providers.

Workplaces:

1. MD projects, facilities, sites, or other work environments;
2. Locations visited by employees while traveling on MD-related business; and
3. Conferences, meetings, vendor/supplier or customer sites.

Lesser Slave River

1.2 Exceptions

This policy has the following exceptions:

1. Incidents involving workplace violence, discrimination and harassment are addressed in the Workplace Violence and/or Discrimination & Harassment Policies, respectively.

2.0 Health and Safety Program

2.1 The foundation for the Municipal District's commitment to health and safety is rooted not only in this policy but in development and successful implementation of the Municipal District's Health and Safety Program. This program identifies and puts into practice the following key requirements that are driven by OH & S legislation, audit requirements and industry best practices and include the following:

1. Hazard identification and assessment;
2. Hazard mitigation and control;
3. Formal workplace inspections and audits;
4. Orientation, training and education;
5. Emergency response planning;
6. Incident reporting, investigation and review
7. Planned safety meetings;
8. Establishment of a Joint Health and Safety Committee;
9. Program administration and performance measurement; and
10. Risk management and control.

2.2 The Health and Safety Coordinator is the key staff position tasked with the daily development, implementation and maintenance of the MD's Health and Safety Program.

2.3 The Joint Health and Safety Committee (JHSC) serves as an additional resource to guide the program in matters of health and safety. The JHSC's mandate is outlined in a Terms of Reference document which is reviewed and updated periodically.

3.0 Roles and Responsibilities

3.1 Safety is a shared responsibility that requires active leadership and participation from all personnel identified in this policy. The roles and responsibilities contained within this section identify the expectation levels that the organization has in fulfilling the requirements of this policy and the health and safety program.

3.2 All Councillors, employees and contract service providers are responsible for:

1. Understanding their health and safety roles and responsibilities; and
2. Protecting the health and safety of themselves, their co-workers, contract service providers and the public.

3.3 In addition to section 3.2, the following describes the additional roles and responsibilities of Council, employees and contract service providers.

Lesser Slave River

Council

The Municipal District in its capacity as the employer is responsible for fulfilling the following roles and responsibilities:

- Ensure that the legislation as set by the province and principles of the MD's health and safety program as identified in this policy are adhered to; and
- Approve adequate funds and resources in the annual budget to establish and to maintain internal systems for an effective health and safety program.

Chief Administrative Officer, Directors and Managers

The Chief Administrative Officer, Directors and Managers in their capacity as the employer representative are responsible for fulfilling the following roles and responsibilities:

- Lead by positive example
- Actively promote health and safety awareness
- Ensure compliance with all applicable health and safety legislation
- Establish, review and maintain a health and safety policy and program
- Allocate sufficient funds in the preparation of the annual budget
- Ensure proper training and education is provided to employees
- Provide appropriate personal protective equipment and ensure it is used when required
- Supply and provide first aid supplies and services
- Ensure the workplaces are maintained in a healthy and safe condition
- Participate in workplace inspections
- Confirm workplace inspections are performed and sub-standard conditions are corrected
- Participate in assessing, reviewing and correcting of workplace hazards
- Actively support the Health and Safety Coordinator in their duties
- Ensure all incidents are reported, investigated and reviewed
- Report injuries to WCB in a timely manner
- Be accountable for the overall health and safety of their subordinates
- Commend good health and safety performances
- Evaluate the health and safety performance of subordinates through the employee performance review system

Supervisors, Coordinators, Foreman and Lead Hands

Supervisors, Coordinators, Foreman and Lead Hands in their capacity as the employer representative are responsible for fulfilling the following roles and responsibilities:

- Lead by positive example
- Actively promote health and safety awareness
- Ensure compliance with policy and health and safety legislation
- Establish and review safe work practices and procedures
- Instruct and monitor workers to ensure jobs are performed in a safe manner
- Make recommendations for training and education for themselves and employees in relation to their specific work tasks

Lesser Slave River

- Complete regular workplace inspections
- Ensure that employees wear appropriate personal protective equipment
- Participate in workplace hazard assessment and review
- Ensure the workplace is maintained in a healthy and safe condition
- Ensure proper maintenance on machinery and equipment
- Correct unsafe condition and practices
- Provide first aid
- Report and investigate all safety incidents
- Hold daily tailgate and planned safety meetings
- Commend good health and safety performances
- Be accountable for the overall health and safety of their subordinates

Workers

Workers includes all employees engaged in an occupation within the organization. Workers are responsible for fulfilling the following roles and responsibilities:

- Set a positive example by demonstrating health and safety awareness
- Comply with all applicable health and safety legislation
- Follow MD policies, safe work practices and procedures
- Attend and participate in training and education sessions on health and safety topics and procedures relevant to work assigned
- Participate in hazard assessments, the development of safe work practices, daily tailgate and scheduled safety meetings
- Bring forward concerns and report unsafe acts or conditions including the absence of, or defect in, any equipment or protective devices
- Look out for co-workers
- Correct unsafe conditions
- Operate equipment and machinery in a safe manner
- Wear appropriate personal protective equipment
- Actively support the Health and Safety Coordinator in their duties
- Provide first aid
- Report all incidents and injuries
- Be accountable for own safety performance

Contract service providers

This classification is external to the municipality and includes all those individuals or organizations working under a contract by the municipality. The contract service providers are responsible for fulfilling the following roles and responsibilities:

- Promote health and safety awareness
- Cooperate with the MD in all matters of health and safety
- Comply with OH&S legislation and all municipal safety requirements
- Provide their health and safety program to the Municipal District upon request
- Ensure the use safe work practices and procedures
- Provide workers that appropriately trained on health and safety procedures related to the contracted work

Lesser Slave River

- Wear the appropriate personal protective equipment
- Actively support the Health and Safety representative in their duties
- Advise MD personnel of any safety matters that may impact municipal operations
- Be accountable for the health and safety performance of their crews

4.0 Consequences of Non-compliance

4.1 Employees failing to adhere to the items contained in OH&S legislation, this policy or the supporting documentation contained within the health and safety program will be subject to appropriate disciplinary action.

4.2 As a result of employees failing to adhere to the items contained in OH&S legislation may also result in regulatory action and/or criminal charges being brought against the municipality and/or the individual(s) responsible. This may lead to considerable fines and even imprisonment.

4.3 Contract service providers that fail to meet their health and safety expectations and obligations may be required to stop all work until the outstanding matter is corrected, may be penalized in future work considerations and/or be reported to Alberta Occupational Health & Safety.

5.0 Other Policy Statements

5.1 It is possible to delegate the roles and responsibilities from the Managerial classification to Supervisory classification or from the Supervisory classification to the Worker classification. Such delegation must be clearly communicated either verbally or in writing and must be reasonable in duration and scope.

5.2 The MD will review and update the Health and Safety Policy, at minimum, once every three years.

5.3 The MD will support early and safe return to work initiatives.

Lesser Slave River

SUPPORTING REFERENCES AND RESOURCES

References to related organization-wide procedures, forms and resources:

- *Occupational Health & Safety Act*
- Health and Safety Program Manual

References to related Municipal District policies and bylaws:

- K.7 – Disciplinary Action Policy
- K.9 – Grievance Policy
- K.34 – Workplace Violence Policy
- K.35 – Discrimination and Harassment Policy

MOTION: 275-16

DATE: August 24, 2016

Chief Administrative Officer

Reeve

Lesser Slave River

TITLE: WORKPLACE VIOLENCE POLICY

EFFECTIVE DATE: Revision December 2, 2020

POLICY NUMBER: K. 34

Purpose

The purpose of this administrative policy is to adopt a proactive approach to the prevention of violence in the workplace and to outline the expectations of employees and the Municipal District's responsibility when reporting and responding to incidents of a violent nature.

Background

The Municipal District of Lesser Slave River No. 124 ("the MD") is committed to making the workplace as safe as is reasonably practicable for employees, contractors and users of MD services. This commitment is supported by the MD's Health and Safety Policy and the Respectful Workplace Policy.

The MD also has a duty under Occupational Health and Safety (OHS) legislation to:

- develop policies and procedures regarding potential workplace violence;
- instruct workers on how to recognize workplace violence;
- communicate the policy and procedures related to workplace violence;
- conduct hazard assessments;
- develop appropriate responses to workplace violence; and
- develop procedures for reporting, investigating and documenting incidents of workplace violence.

Based on these requirements, Administration has developed the Workplace Violence policy to focus on workplace violence prevention and response at the MD.

DEFINITIONS

1. **"Police"** refers to the Royal Canadian Mounted Police, unless the incident occurs outside the MD, in which case it will refer to the police agency of jurisdiction.

2. **"Threat"** means any act, gesture or statement that gives an employee, or another person, reasonable cause to believe that there is risk of injury to themselves or another person or damage to property.

3. **"Violence"** whether at a work site or work related, means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury and/or damage to property.

Lesser Slave River

It is not possible to describe every instance of threats or violence in the workplace that employees must be aware of and refrain from and that the MD will take steps to prevent, assess, investigate, and resolve. Workplace violence encompasses a range of threats and/or violent behaviors that may cause injury, damage to property, impede the normal course of work or make employees fear for their safety. Incidents may involve, but are not limited to employees, members of the public, contractors, domestic partners, and family members.

POLICY STATEMENTS

1.0 Scope / Exceptions

1.1 Scope

This policy applies to the following people and places:

People:

1. Municipal District of Lesser Slave River No. 124 employees;

Places:

1. The MD buildings, facilities, sites, offices or work environments;
2. Locations visited by employees while traveling on MD-related business;
3. Conferences, meetings, vendor/supplier or customer sites; and
4. Locations of work-based social gatherings.

1.2 Exceptions

This policy has the following exceptions:

1. Discrimination and Harassment or other behaviours are addressed in the Discrimination & Harassment Policy. However, Human Resources will notify or consult with the Chief Administrative Officer on active investigations in regard to these matters.

2. Violence occurring between employees off site during non-work time will be evaluated to determine whether any other Municipal District policies apply (e.g. Respectful Workplace Policy).

2.0 General Policy Statements

2.1 Further to Section 1.1 all personnel identified are expected to adhere to this policy and not subject any other person or property to threats and/or violence.

2.2 The MD of Lesser Slave River is committed to working in collaboration with its leaders, employees, council, boards and related entities to provide a safe workplace. All parties should be prepared to actively work together to address and respond to the issue of workplace violence.

Lesser Slave River

2.3 Any threat or violent act made against an employee or by an employee or against the MD property will be dealt with as a serious issue and appropriate action will be taken.

2.4 As an employer, the Municipal District has a duty to:

- warn and protect staff, contractors and the public when there is an issue, or potential issue, of violence in the workplace;
- investigate reported incidents of violence in an objective and timely manner;
- take necessary action when violence has occurred or is likely to occur; and
- provide support for employees that fall victim to violence in the workplace.

2.5 No action shall be taken against an employee for reporting an incident unless the employee knowingly makes a false or bad faith complaint or knowingly makes a false or misleading statement in which case the employee may be subject to disciplinary action.

3.0 Prevention and Assessment of Risk

3.1 The ultimate objective is to prevent violence from occurring at the MD workplaces.

3.2 The Municipal District as an employer has a role in prevention by:

- identifying and assessing risks at MD workplaces, including workplace violence;
- working collaboratively across departments and locations to assist in implementing appropriate mitigation measures to address risks; and
- educating employees on preventative measures.

3.3 Employees have a role in prevention by:

- learning to identify warning signs of workplace violence;
- refraining from workplace violence; and
- reporting, in accordance with this policy, any violent incidents or warning signs they observe at work.

4.0 Reporting Workplace Violence

4.1 Each employee has a responsibility to ensure that his or her work environment is safe and secure. Employees must report any violent acts occurring or that may occur in the workplace, including threats and warning signs of violent behaviour. Employees must immediately inform their supervisor if they:

- have been threatened;
- have been subjected to a violent act at work or during the course of their work;
- have witnessed a threat or violent act against or by an employee;
- have reason to believe that they, another employee, a member of the public or the MD property may become a target of violence.

Lesser Slave River

4.2 Employees who do not feel comfortable reporting the situation to their supervisor can report directly to the Human Resources Coordinator, the Safety Coordinator or the Chief Administrative Officer. If a situation presents an imminent threat to an employee's safety, an employee must call 9-1-1 and ask for assistance from the Police.

4.3 All incidents reported by the employee or supervisor will be directed to the Chief Administrative Officer to ensure an effective investigation takes place and an appropriate response is developed.

4.4 The Chief Administrative Officer must be advised when any legal action, criminal or civil, is related to an incident (e.g.: restraining order).

4.5 The Chief Administrative Officer will inform MD Council of any legal, criminal, or civil actions related to work place violence incidents.

4.6 Where an incident occurs and the health, safety and welfare of persons or property is at risk, the Police need to be contacted immediately to intervene. Once the Police have been contacted, the Chief Administrative Officer needs to be advised.

4.7 The Municipal District will disclose only the minimum amount of personal information as deemed necessary to inform works of a specific or general threat of violence or potential violence.

5.0 Investigating and Responding to Workplace Violence

5.1 All reported incidents of workplace violence or precursors to workplace violence reported will be triaged and facilitated by the Chief Administrative Officer in an expeditious manner.

5.2 If underlying causes of an incident are identified during an investigation, recommendations may be provided for immediate preventative action.

5.3 The Municipal District will not disclose the circumstances related to an incident of violence or the names of the complainant, the person alleged to have committed the violence, and any witness except,

a. where necessary to investigate the incident or to take corrective action, or to inform the parties involved in the incident of the resulting of the investigation and any corrective action to be taken to address the incident,
b. where necessary to inform workers of a specific or general threat of violence, or
c. as required by law.

5.4 The Municipal District will advise an employee who, as a victim of workplace violence, may be experiencing adverse symptoms as a result of the violent act that they should consider consulting with a health professional. Services are also available from the MD's

Lesser Slave River

Family Services Employee Assistance Programs (FSEAP) provider, which are not only anonymous, but also free of charge.

5.5 Applicable information from investigations will be reported to the Safety Coordinator to comply with OH & S legislation.

5.6 This violence prevention policy is not intended to discourage a worker from exercising the workers' rights pursuant to any other law.

6.0 Consequences of Non-Compliance

6.1 Employees failing to adhere to the items contained in this policy will be subject to appropriate disciplinary action. Incidents may also be referred to the Police for investigation.

SUPPORTING REFERENCES AND RESOURCES

References to related organization-wide procedures, forms and resources:

- *Occupational Health & Safety Act*
- Incident Reporting Forms
- Workplace Violence – Safe Work Practices – Health & Safety Program Manual

References to related Municipal District policies and bylaws:

- K.33 – Health & Safety Policy
- K.7 – Disciplinary Action Policy
- K.9 – Grievance Policy
- K.27 – Conduct of Municipal District Employees Policy
- K.36 – Respectful Workplace Policy
- K.35 – Discrimination and Harassment Policy

DATE: Dec 2, 2020

B. M

CHIEF ADMINISTRATIVE OFFICER

Lesser Slave River

TITLE: DISCRIMINATION & HARASSMENT POLICY

EFFECTIVE DATE: Revision December 2, 2020

POLICY NUMBER: K. 35

Purpose

The purpose of this administrative policy is to adopt a proactive approach to the prevention of discrimination and harassment in the workplace, and outline the expectations of employees and the Municipal District's responsibility when reporting and responding to incidents involving discrimination and / or harassment.

Background

The Municipal District of Lesser Slave River No. 124 ("the MD") is committed to making the workplace as healthy and positive as is reasonably practicable for employees, contractors and users of the MD services. This commitment is supported by the MD's Respectful Workplace Policy. Acts of discrimination and harassment are recognized as being more serious and going beyond the disrespectful behaviors identified in that policy, and therefore are specifically addressed in this Discrimination & Harassment Policy.

DEFINITIONS

1. **"Police"** refers to the Royal Canadian Mounted Police, unless the incident occurs outside the Municipal District, in which case it will refer to the police agency of jurisdiction.

2. **"Discrimination"** means behaviours, practices, policies or systems which have a direct or adverse impact based on: age, ancestry, colour, family status, marital status, mental or physical disability, place of origin, race, religious beliefs, sexual orientation, source of income, or gender (including pregnancy and sexual harassment), or any other ground covered by the *Alberta Human Rights Act*.

   Discriminatory practices, policies, or systems include:

   - Denial of equitable treatment in hiring or in the terms, conditions, or benefits of employment;
   - Denial of access to or the processes by which people use MD related services, programs and/or facilities, and/or; and
   - Failing to accommodate an individual(s) protected under the *Alberta Human Rights Act*.

Lesser Slave River

3. **"Harassment"** means behaviours including comments or actions which are unwelcome, and result in a negative or uncomfortable work environment.

Examples include:

- Unwelcome remarks, jokes, taunts, suggestions or speculations about a person's body, attire, sex life, etc.;
- Repeated: conduct, comments, actions, or gestures which when taken in isolation seem minor but when repeated can lead to a conclusion of harassment;
- Displays of pornographic or other sexual materials in the form of pictures, electronic mail, graffiti, cartoons or sayings; and
- Sexual harassment includes comments or conduct such as: unwelcome advances, requests, comments, physical contact such as unnecessary touching, pinching or jostling or gestures that are suggestive or persistent staring that are of a sexual nature. Implied or expressed threats of reprisal for refusal to comply with a request of a sexual nature or implied or expressed promises of reward for agreeing to comply with a request of a sexual nature.

POLICY STATEMENTS

1.0 Scope / Exceptions

1.1 Scope

This policy applies to the following people and places:

People:

1. Municipal District of Lesser Slave River No. 124 employees;

Places:

1. Municipal District buildings, facilities, sites, offices or work environments;
2. Locations visited by employees while traveling on MD-related business;
3. Conferences, meetings, vendor/supplier or customer sites; and
4. Locations of work-based social gatherings.

1.2 Exceptions

This policy has the following exceptions:

1. Disrespectful behavior will be addressed in the Respectful Workplace Policy. However, Human Resources will notify or consult with the Chief Administrative Officer on active investigations in regard to these matters.

Lesser Slave River

2.0 General Policy Statements

2.1 Further to Section 1.1 all personnel identified are expected to adhere to this policy and not harass or subject any other person to discriminatory action.

2.2 The MD of Lesser Slave River is committed to working in collaboration with its leaders, employees, council, boards and related entities to provide a workplace free of discrimination and harassment. All parties should be prepared to actively work together to address the issue of discrimination and harassment in the workplace.

2.3 Any acts of discrimination or harassment made against an employee or by an employee will be recognized as a serious issue and will be dealt with in a timely manner.

3.0 Reporting of Discrimination & Harassment

3.1 Each employee has a responsibility to ensure that his or her work environment is safe and secure. Employees must report any acts of discrimination and / or harassment occurring or that may occur in the workplace. Employees must immediately inform their supervisor if they:

- have been discriminated against;
- have been subjected to a harassment during the course of their work;
- have witnessed a discriminatory act and / or act or harassment against or by an employee;
- have reason to believe that they, another employee, a member of the public or the MD property may become a target of discrimination and / or harassment.

3.2 Employees who do not feel comfortable reporting the situation to their supervisor can report directly to the Human Resources Coordinator or the Chief Administrative Officer. If a situation presents an imminent threat to an employee's safety, an employee must call 9-1-1 and ask for assistance from the Police.

3.3 All incidents reported by the employee or supervisor will be directed to the Chief Administrative Officer to ensure an effective investigation takes place and an appropriate response is developed.

3.4 The Chief Administrative Officer must be advised when any legal action, criminal or civil, is related to an incident (e.g.: restraining order).

3.5 The Chief Administrative Officer will inform MD Council of any legal, criminal, or civil actions related to work place violence incidents.

3.6 Where a serious incident occurs and the health, safety and welfare of persons may be impacted, the Police need to be contacted immediately to intervene. Once the Police have been contacted, the Chief Administrative Officer needs to be advised.

Lesser Slave River

4.0 Investigating and Responding to Discrimination and Harassment

4.1 All reported incidents of discrimination and / or harassment will be triaged and facilitated by the Chief Administrative Officer in an expeditious manner.

4.2 If underlying causes of an incident are identified during an investigation, recommendations may be provided for immediate preventative action.

4.3 The MD will advise an employee who, as a victim of discrimination and / or harassment, may be experiencing adverse symptoms as a result of the action against them, that they should consider consulting with a health professional. Services are also available from the MD's Family Services Employee Assistance Programs (FSEAP) provider, which are not only anonymous, but also free of charge.

4.4 The Municipality will not disclose the circumstances related to an incident of harassment or the names of the complainant, the person alleged to have committed the harassment, and any witness, except,

a. where necessary to investigate the incident or take corrective action, or to inform the parties involved in the incident of the results of the investigation and any corrective action to be taken to address the incident, or
b. as required by law.

4.5 The harassment prevention policy is not intended to discourage a worker from exercising rights pursuant to any other law, including the Alberta Human Rights Act.

5.0 Consequences of Non-Compliance

5.1 Employees failing to adhere to the items contained in this policy will be subject to appropriate disciplinary action. Incidents may also be referred to the Police for investigation.

6.0 Criminal Offences

6.1 Where behaviour may constitute a criminal offence, the Police will be notified.

7.0 False or Frivolous Complaints

7.1 Complaints that are found to be false, frivolous or made in bad faith will not be tolerated and will be subject to appropriate disciplinary action.

8.0 Retaliation

8.1 Everyone has the right to report, in good faith, incidents of discrimination, harassment or inappropriate behaviour without fear of retaliation.

Lesser Slave River

8.2 Retaliation by any person against anyone involved in informal or internal or external formal complaint processes will not be tolerated and will be subject to discipline, up to and including dismissal.

SUPPORTING REFERENCES AND RESOURCES

References to related organization-wide procedures, forms and resources:

- *Alberta Human Rights Act*

References to related Municipal District policies and bylaws:

- K.7 – Disciplinary Action Policy
- K.9 – Grievance Policy
- K.27 – Conduct of Municipal District Employees Policy
- K.36 – Respectful Workplace Policy
- K.34 – Workplace Violence Policy

DATE: Dec 2, 2020

CHIEF ADMINISTRATIVE OFFICER

Lesser Slave River

TITLE: RESPECTFUL WORKPLACE POLICY

EFFECTIVE DATE: August 24, 2016

POLICY NUMBER: K. 36

Purpose

The purpose of this policy is to encourage appropriate workplace behaviors for employees in an effort to not only strengthen organizational culture, but promote a positive work environment.

Background

The Municipal District of Lesser Slave River ("the MD") believes that a positive work environment together with a strong organizational culture significantly contributes to the overall success of the MD. A healthy and vibrant workplace not only improves employee productivity and engagement, but also facilitates enhanced collaboration, cooperation and communication. This leads to increased employee retention, better alignment with organizational goals and strategy, and enhanced positive interactions with rate payers, stakeholders and the public in general.

This policy also provides direction to employees on appropriate responses that can be taken when they are subjected to disrespectful behavior by the public.

DEFINITIONS

None provided.

POLICY STATEMENTS

1.0 Scope/Exceptions

1.1 Scope

This policy applies to the following people and places:

People:

1. Municipal District of Lesser Slave River No. 124 employees;

Places:

1. MD buildings, facilities, sites, offices or work environment;
2. Locations visited by employees while traveling on MD related business;
3. MD related business including conferences, meetings, vendor/supplier or customer sites; and
4. Locations of work-based social gatherings.

Lesser Slave River

1.2 Exceptions

None identified.

2.0 General Policy Statements

2.1 The Municipal District of Lesser Slave River is committed to working in collaboration with its employees to create a respectful workplace by:

2.1.1 Promoting and maintaining a common understanding of the expectations and behaviours considered appropriate and inappropriate in MD workplaces and in the delivery of or access to MD services, and;

2.1.2 Taking action to prevent and / or deal with inappropriate behaviour wherever MD business is being conducted.

2.2 All people are to be treated with respect, honesty and dignity. Behaviour and / or situations that run contrary to such treatment will not be tolerated.

2.3 The MD recognizes that conflicts, disagreements or inappropriate behaviours will occur. We expect these issues to be resolved in a manner that contributes to a healthy and productive workplace.

2.4 The Municipal District of Lesser Slave River endeavours to respond quickly to complaints about inappropriate behaviour in the workplace, and to resolve issues speedily, openly, honestly and with appropriate consideration for privacy and confidentiality.

3.0 Appropriate Workplace Behaviours

3.1 It is not possible to itemize every instance of appropriate or inappropriate behaviour. In general terms, the kinds of behaviours that are to be encouraged are those which support and create a respectful workplace and its related business objectives.

4.0 Inappropriate Workplace Behaviours

4.1 Inappropriate behaviour is that which is objectionable and / or unwelcome to an individual. Such behaviour serves no valid work-related purpose and can create a poisoned work environment.

5.0 Consequences of Non-Compliance

5.1 Any employee, who violates this policy, will be subject to appropriate disciplinary action.

Lesser Slave River

5.2 Employees who are subjected to inappropriate workplace behavior by members of the public have the right to take appropriate action including:

- Termination of a phone conversation
- Refusal of service
- Eviction from MD premises

6.0 False or Frivolous Complaints

6.1 Complaints that are found to be false, frivolous or made in bad faith will not be tolerated and will be subject to appropriate disciplinary action or denial of service.

7.0 Employee Responsibilities

7.1. Every employee has the right to be treated in a fair, reasonable and respectful manner.

7.2. For this to be a normal part of our environment, employees must be accepting of presented strategies which prevent our differences from escalating and resolve them quickly when they do occur.

7.3. As an employee of the Municipal District of Lesser Slave River, you are responsible for creating a respectful workplace environment by:

7.3.1 Ensuring your behaviour is respectful and appropriate at all times;

7.3.2 Accepting responsibility for your own actions, reactions, and behaviours and your impact on others;

7.3.3 Making your concerns known promptly if something is troubling you;

7.3.4 Being a part of the solution; and

7.3.5 Immediately informing a supervisor, Human Resources or the Chief Administrative Officer if there is an imminent threat or risk of violence that could compromise an individual's safety.

8.0 Leadership Responsibilities

8.1 As a leader at the MD you have additional responsibilities to create and sustain a respectful workplace environment. They include:

8.1.1 Being a role model for corporate behaviour by adhering to standards as outlined in the Conduct for Municipal Employees and the Respectful Workplace Policies as well as the MD Mission, Vision and Values;

8.1.2 Determining and implementing strategies that will promote a positive team environment and will facilitate engagement, cooperation and collaboration;

Lesser Slave River

8.1.3 Ensuring awareness of and compliance with the Respectful Workplace Policy in your area of responsibility;

8.1.4 Taking appropriate action in a prompt, impartial and confidential manner when Respectful Workplace Policy issues come to your attention;

8.1.5 Supporting all parties involved in resolving issues under the Respectful Workplace Policy, and

8.1.6 Making sure no person suffers reprisal as a result of making a complaint, or for providing information.

SUPPORTING REFERENCES AND RESOURCES

References to related organization-wide procedures, forms and resources:

- None

References to related Municipal District policies and bylaws:

- K.7 – Disciplinary Action Policy
- K.9 – Grievance Policy
- K.27 – Conduct of Municipal District Employees Policy
- K.35 – Discrimination & Harassment Policy
- K.34 – Workplace Violence Policy

MOTION: 274-16

DATE: August 24, 2016

Chief Administrative Officer

Reeve

Lesser Slave River

Request for Decision

Title:	Smith Property Subdivision
Date:	8/14/2025
Presented By:	Chris Valaire, ACAO
Attachments:	Urban Systems Feasibility Report

Proposed Motion	*Move that Council adopt the Smith property be subdivided into three separate parcels in a phased approach to minimize planning and engineering costs for the MD.*
Administration's Recommendation(s)	*As above*

BACKGROUND:

This existing parcel of land has been identified as a property that requires subdividing to provide economic and development opportunities in the Hamlet of Smith.

Administration has revisited this concept and is recommending a phased approach to minimize planning and engineering costs which is expanded in the next section. (Figure 1.0)

Future development will require realignment of the access road to align with the existing water and sewage infrastructure which can be facilitated with the MD and a respective developer. A meeting took place with Alberta Transportation on July 30th, they are open to the realignment of the existing approach to the south, as long as the existing one is decommissioned. There will need to be a new approach (upon approval) that connects to Alberta Transportation Road Highway 2A allowance to facilitate the new planned partitioned subdivision of these lands, both water and sewer lines would be below this new established road allowance. The cost of the new approach will be an MD expense to allow this subdivision development to proceed as planned.

In addition, Alberta Transportation made a formal request that additional setbacks be provided for future road expansion based on the anticipated Smith bridge reconstruction along Highway 2A.

BENEFITS/RISKS:

Subdividing this property will provide multiple housing opportunities to the residents of Smith, as well as adding tax base to the MD with respective new development.

There will be additional costs including legal survey, planning, and engineering are anticipated to be $50,000 - this includes an environmental site assessment (ESA), geotechnical investigation, site grade design, infrastructure/roads assessment, and permit applications to various regulatory agencies.

These anticipated costs could be covered by respective buyers and/or developers who purchase lots in a prorated

manner. The sale of the properties are as follows:

- Phase 1 (0.53ac and 0.48ac lots) Sold through a public auction with Allan Olsen. The existing house has a new roof, water heater, and furnace installed recently completed by Field Services.
- Phase 2 (3.73 ac) – This will be sold at a public auction as soon as possible pending the construction of a new approach of Highway 2A approved by Alberta Transportation with a respective developer.
- Phase 3 (0.49ac and 0.69ac) – has existing homes that will be retained as MD as temporary housing for seasonal or temporary contract staff and will get upgrading as required.

STRATEGIC ALIGNMENT:

The subdivision of the Smith property is part of the long-term strategy for municipal development, creating housing / employment opportunities for local contractors, and developers to additional tax base for the MD.

Urban Systems conducted a review of the existing lands and Council can review both scenarios, however it is recommended a staged sale is ideal for market value on these unproductive MD properties.

COMMUNICATION STRATEGY:

If approved by the Council, the MD Administration will prepare various information packages and get the various Lots into Allan Olsen Auction for sale. Administration will assess the timing and feasibility of additional sales once this first one has been concluded.

Prepared By: Chris Valaire, Assistant Chief Administrative Officer
Reviewed By: Marilyn Gladue, Executive Assistant
Approved By: Barry Kolenosky, Chief Administrative Officer

Figure 1.0 Planned Subdivision of the Smith Property

Phase 2
3.73ac (1.51ha)
Phase 1
0.53ac (0.21ha)
Phase 3
0.49ac (0.20ha)
Phase 1
0.48ac (0.20ha)
Phase 3
0.69ac (0.27ha)

MEMORANDUM

URBAN SYSTEMS

DATE	August 8, 2025	FROM	Jake Papineau
TO	Chris Valaire	FILE	2535.0004.01
SUBJECT	Old Town Lot Consolidation – Planning Analysis		

1.0 ANALYSIS SUMMARY

1. Context

- The MD owns 2 adjacent parcels (≈ 6.33 ac) beside Highway 2A and the Smith Community Complex.
- Zoning is RS – Residential Serviced; the MD is evaluating whether to sell the land as-is or subdivide it (in phases) to unlock new housing and municipal uses.

2. Site Snapshot

Attribute	Key Points
Current Layout	Two titled lots with four dwellings; the lot line bisects two houses
Servicing & Access	Two existing Highway 2A approaches; 10 m utility ROW with water & sewer
Required Upgrades	New highway approach, internal road realignment, and water/sewer extensions
Constraints	40 m Alberta Transportation setback from Hwy 2A right-of-way; pending highway widening

3. Disposition Options

Option	Advantages	Challenges
Sell lots as-is	· No subdivision cost or admin effort · Avoids immediate highway-land negotiations · Large parcels give buyers flexibility	· Shared structures complicate sale/demolition · Single large-parcel sale may delay redevelopment · Hwy 2A setback shrinks buildable area, depressing bids
Subdivide before sale (6-phase plan)	· Phased sales spread planning & engineering costs · Quick auction of Phase 1 tests market & funds upgrades · MD retains select lots for staff housing or future use	· New highway approach and utility work are MD up-front costs · Alberta Transportation land needs could force layout changes · Prof. fees: $15k–$40k for subdivision + $10k–$20k for revised concept

200 - 10345 105 Street NW, Edmonton, AB T5J 1E8 | T: 780.430.4041 urbansystems.ca

Option	Advantages	Challenges
	• Pre-subdivided lots appeal to builders; infrastructure costs shareable via levies/agreements	• MD becomes landlord if retaining staff-housing units • Subdivision appeals or added technical studies may delay approvals

4. Planning & Development Considerations

- Highway 2A upgrades dominate risk; negotiating land take with Alberta Transportation before subdividing would give buyers certainty.
- Layout review: Re-check lot sizing against RS minimums (465 m² area / 15 m width) and local market demand—adding more lots could raise revenue but increase risk and neighborhood push-back.
- Technical & servicing costs: budget $25k–$60k for planning/subdivision work plus road, water, sewer, and geotech studies.
- Developer outreach: Early engagement can refine lot mix and phasing, and secure cost-sharing for services.

5. Suggested Next Steps

1. **Meet Alberta Transportation** to confirm highway widening limits and required land purchase timeline.
2. **Update concept & phasing plan** to align with confirmed right-of-way and market lot sizes; commission revised cost estimates.
3. **Decide on sales strategy** - quick Phase 1 auction vs. full subdivision roll-out; set reserve prices and infrastructure cost-sharing terms.
4. **Prepare subdivision application** (if chosen), including geotech and utility servicing studies; circulate to Alberta Transportation early.
5. **Draft Development Agreement template** to capture off-site levies, staged payments, and road/utility standards for future builders.

2.0 OVERVIEW OF SITE

The MD of Lesser Slave River currently owns two parcels within the Hamlet of Smith, located adjacent to Highway 2A and northwest of the Smith Community Complex and Arena. The total area of both parcels is approximately 6.33 acres. The MD is considering subdividing these parcels to create additional development opportunities. This memo provides a high-level overview of the pros and cons associated with subdividing these lots, along with potential planning and development considerations moving forward.

Figure 1. Context Map

Figure 2. Context Image (Looking South-East)

Figure 3. Context Image (Looking North-West)

URBAN SYSTEMS

2.1 SITE ANALYSIS:

Figure 4. Current Lot Configuration

- Current Zoning: RS Residential Serviced
- There are four existing dwellings, and two existing lots. The lot boundary appears to transect two of the dwellings.
- There are two existing accesses to Highway 2A, and a water and sewer line within a 10 metre utility right-of-way.
- Future development will require realignment of the access roads and additional water and sewage infrastructure to be installed.
- A new approach will need to be built (upon approval) that connects into the Alberta Transportation road allowance to facilitate the subdivision of these lots. The cost of the new approach will be an MD expense to facilitate this subdivision development.

2.2 OPTION 1: LEAVE LOTS AS-IS

The first option available to the MD is to simply leave the lots as-is and attempt to dispose of the properties in their current configuration.

Pros

- The primary pro of this approach is that it requires no additional administrative investigation or effort. The lots could be placed on the market and sold to interested purchasers.
- The MD would not have to negotiate with Alberta Transportation for the purchase of land to accommodate anticipated upgrades to Highway 2A.
- The current size of existing lots would provide a developer with flexibility for internal layout and design of development.
- If sold to a single property owner, entering into a Development Agreement for infrastructure upgrades and other improvements may be more straightforward for the MD than a multi-lot subdivision with multiple property owners.

Cons

- Existing structures on the parcels may complicate the sale of one or both lots, as development currently extends across both properties. A developer may not wish to retain these structures and would incur demolition costs.
- Alternatively, a purchaser may wish to retain the existing properties on site and additional development may not occur. Single, larger parcel sales may slow redevelopment.
- Impending upgrades to Highway 2A may complicate the sale of properties and add complexity to the negotiation process for Alberta Transportation. Highway adjacency will reduce the overall development envelope (i.e. new buildings must be 40 m from the right-of-way), which may depress bid prices.

2.3 OPTION 2: SUBDIVIDE LOTS PRIOR TO DISPOSITION

A second option available to the MD is to subdivide the lots and dispose of them in phases. This aligns with the MD's overall position that subdividing these parcels will create economic and development opportunities within the Hamlet of Smith. Previous work completed by WSP to create a conceptual layout indicated that planning and preliminary engineering work was cost prohibitive. Taking a phased approach may minimize planning and engineering costs.

Six total phases have been identified for subdividing these lots, beginning with the disposition of the 'Phase 1' property (see below), as the property is in good condition and could be auctioned off. The 'Phase 3' parcel would be sold to the highest bidder for new residential housing development. Other subdivided parcels would be retained by the MD for use as temporary housing for seasonal staff, with upgrades to structures required.

Figure 5. Possible Future Lot Configuration

Pros

- A phased approach would allow the MD to incrementally dispose of lots and be more alive to emerging market conditions, with planning and engineering costs spread out over time. The MD could auction 'Phase 1' quickly and wait to see market uptake and adjust subsequent lot prices accordingly.
- Proceeds from the sale of lots could be utilized to complete upgrades to existing properties that the MD intends to use for temporary staff housing.
- Pre-subdividing the parcels may make acquisition more attractive to potential developers, as legal survey and registration costs would be incurred by the MD. This also allows the MD to retain or reserve lots for future municipal uses.
- Additional water and sewer infrastructure upgrades required to support development could be shared between the MD and potential developers via off-site levies or staged payments through a Development Agreement.

Cons

- Upgrades to Highway 2A and Alberta Transportation's preference to negotiate with the MD for land acquisition may complicate the auction of Phase 1 and retention of the Phase 4 lot. Depending on land requirements, the proposed configuration for the Phase 3 lot may also need to be revisited.

- The MD will need to build a new approach that connects into the Alberta Transportation road allowance to facilitate the planned subdivision of these lots; it may also be prudent to complete underground infrastructure improvements (i.e. water, sewer) at this time as well, potentially resulting in significant up front costs.
- Professional fees for completing a Plan of Subdivision vary but may range from $15,000 to $40,000 (or more) depending on site conditions, the existing utility right-of-way, crew travel, and so forth.
- Retaining and upgrading existing structures for temporary staff accommodations creates some long-term liability for the MD in that they would become a property manager/landlord, as well as complete necessary upgrades and maintenance over time.
- The MD may wish to revisit the subdivision configuration and phasing strategy it is considering in light of Alberta Transportation preferences. Professional fees for developing a new concept plan could range from $10,000 to $20,000 (or more), depending on level of detail and analysis. Examining recent market and development trends in the MD and typical lot configurations is recommended. The MD would also need to circulate the proposed subdivision to Alberta Transportation.
- Subdivision criteria within the Land Use Bylaw specify that geotech and other technical studies may need to be completed prior to subdivision, potentially adding costs.
- Subdivision approval is open to third-party appeal, which may create additional risks or delays for the MD.

2.4 PLANNING AND DEVELOPMENT CONSIDERATIONS

The largest complicating factor for subdivision and disposition of these lots is the impending Alberta Transportation upgrades to Highway 2A. Depending on the timing of construction, the MD may wish to enter into negotiations with Alberta Transportation to determine the extent of land they require for highway upgrades and then proceed with the subdivision and disposition process. This would delay the disposition process but provide potential purchasers with more certainty and ease the negotiation process for Alberta Transportation.

Prior to initiating the subdivision process, we recommend revisiting the layout and phasing strategy that is under consideration. Examining other recent subdivisions in the MD to determine typical lot sizes and configurations may determine that other lot layout configurations should be considered (e.g. larger or smaller parcels). In addition, it may also be worthwhile to engage contractors to complete estimates for what upgrades may be required to properties the MD is considering retaining.

The MD may wish to consider if adding more lots would gain additional benefits. The Residential Serviced zone has a minimum parcel area of 465 square metres, and a minimum width of 15 metres; it appears to be possible to add more lots than proposed. Creating more lots might generate more revenue from lot sales in the short-term and tax revenue in the long-term but may increase the financial risk (particularly if there is higher demand for larger lot sizes). More lots would help add more housing units in the MD, but greater density may elicit resistance from residents.

Proactively seeking out developers that may be interested in these properties may also be beneficial, as the MD could seek input from on final subdivision concept layout and eventual Plan of Subdivision.

Based on our experience completing similar work, we estimate professional fees for planning and subdivision work to range from approximately $25,000 to $60,000 (or more). It is also important to factor in the cost of the

roadway access and realignment, water and sewer utility upgrades, engineering technical studies, and other servicing costs that may be required as well.

Sincerely,

URBAN SYSTEMS LTD.

Jake Papineau, BA, MPlan
Community and Social Planning Consultant

/jp

Lesser Slave River

Council Briefing

Title:	Alberta Games Application to Alberta Tourism and Sport
Date:	Aug 14, 2025
Presented By:	Chris Valaire, ACAO
Attachments:	Application Letter of Intent to Alberta Tourism and Sport

Proposed Motion:	Move that the Council accepts this briefing note as information
Administrations Recommendation(s):	Make a formal application to host the 2028 Summer Games on August 31st, 2025

Background

Alberta Tourism and Sport has formally requested an application to host the 2028 Summer Games. It was decided that a collaborative approach between multiple communities would better qualify the region compared to larger urban locations. This approach will allow each community to economically benefit from this event.

It is speculated it could add $1.4 million in economic development to the region if the application is successful. More importantly, allow the region to compete in future athletic events.

The following organizations that are a part of this joint submission are:

- MD of Lesser Slave River No. 124
- MD of Opportunity
- Big Lakes County
- Town of Slave Lake
- Town of High Prairie
- Sawridge First Nation
- Kapawe'no First Nation
- Gift Lake Metis
- and Alberta North Central Alliance (ANCA)

Issues

This event is speculated to bring in over 3,000 people to the region, there will need to be conversations with other stakeholders on accommodation and logistics management. The $525,000 awarded grant if we are successful will assist with the planning and execution of an event of this size.

This event may also warrant some construction and/or upgrading various infrastructure to adequately facilitate different events at the Games. At this point, the consortium is working towards an agreement on how this grant will be divided based on the contribution of proportion of people and resources.

Interests

This event will generate a significant amount of investment in the region as visiting people utilize hotels, restaurants, and other services providing business in the region. In addition, there will be a significant number of contracting services that will be required to properly implement this event. At this point, the MD is leading this submission and getting commitment from the various parties on levels of contribution, and clarifying roles and responsibilities.

Alternatives

This event would elevate the profile of the region as a significant tourism destination and also provide an extensive amount of economic development and temporary employment opportunities.

Analysis

This event is worth pursuing for the region, it will provide employment and economic development, and also potentially expand municipal infrastructure for future generations to bid on future events similar to this.

Next Steps

Administration will finalize the application by the deadline of August 29, 2025.

The budget and organization structure are being finalized with upcoming meetings with the consortium group in August.

Prepared by:	Chris Valaire, Assistant Chief Administrative Officer
Reviewed by:	Marilin Gladue, Executive Assistant
Approved by:	Barry Kolenosky, Chief Administrative Officer

June 30, 2025

Hon. Andrew Boitchenko
Minister - Alberta Tourism and Sport
Room 402, Legislative Building
10800-97 Ave.
Edmonton, AB
T5K 2B6

Re: Letter of Intent – Alberta's Support for the 2028 Summer Games

The MD of Lesser Slave River No. 124, Town of Slave Lake, Big Lakes County, Town of High Prairie, MD of Opportunity, Sawridge First Nation, Gift Lake Metis, and Alberta North Central Alliance (ANCA) are writing to formally express our intention to submit formal application to the Government of Alberta to host the 2028 Summer Games in Slave Lake, High Prairie, and Wabasca respectively.

We believe this region is uniquely positioned to contribute meaningfully to the 2028 Summer Games success through economic partnerships, showcasing unique cultures, various tourism initiatives, and workforce development. Our region has a significant entrepreneurial spirit with culturally vibrant communities that offers a compelling platform to support and benefit from this significant athletics event. The anticipated expansion of infrastructure will also promote the ability for the region to host future events of this magnitude to foster economic development and tourism in northern rural Alberta.

We are particularly interested in exploring how our collective submission can:

- Promote local businesses and innovation through trade and investment initiatives tied to the 2028 Summer Games.
- Showcase Alberta's cultural diversity and Indigenous heritage on a provincial stage.
- Leverage the 2028 Summer Games to attract skilled workers and promote local employment opportunities; and
- Collaborate on tourism campaigns that highlight the Lesser Slave region as a premier destination for all visitors.

Thank you for your leadership and continued commitment to advancing Alberta's economic and cultural prosperity. We look forward to the opportunity to work together on this exciting initiative.

Collaborative Partners

Barry Kolenosky
Chief Administrative Officer
MD of Lesser Slave River No. 124

Alex Pavcek
Chief Administrative Officer
Town of Slave Lake

Dave Reynolds
Chief Administrative Officer
Big Lakes County

Dave Joy
Chief Administrative Officer
Town of High Prairie

Steve Greene
Executive Director
Sawridge First Nation

Chad Tullis
Chief Administrative Officer
MD of Opportunity

Jennifer Churchill
Executive Director
Alberta North Central Alliance

Polly Hamelin
Adminstrator
Gift Lake Metis

Lesser Slave River

Report to Council

Title	Highway 2 Detour Response
Date	August 14, 2025
Presented By:	Shari Spencer
Attachments	ATEC Letter dated July 10, 2025 Map of Preferred Detour Options

Proposed Motion	*To accept the Highway 2 Detour Response as information, and for administration to proceed as proposed.*
Administration's Recommendation(s)	

Background

At the June 25th regular council meeting, Administration briefed council on the events that led to the rerouting of approximately 537 vehicles to Old Smith Highway (OSH). The OSH was never built to handle that volume of traffic particularly during a rainstorm. The report recognized the efforts of first responders and Alberta Transportation to quickly respond to an emergency, but also the confusion in how to effectively communicate amongst agencies to ensure consistent messaging. This inconsistency in messaging resulted in significant damage to the road (estimated to be around $20,000). Council directed Administration to send a prepared letter to Alberta Transportation and Economic Corridors (ATEC) requesting that they cost share the expenses with the MD as the damage was not caused by MD residents, establish clear communication channels when these events happen, and brainstorm ideas to better use signage and other forms of communication to prevent this from happening again.

On July 10th, Administration received the attached letter in response. The letter denies any responsibility to cost share for the repairs. Furthermore, it claims that its only responsibility is to assist with flagging in the event of an emergency, and that they have no enforcement ability. It does not acknowledge the MD's request to meet and discuss possibilities to improve operations, response or communications in future events, other than to say that the MD is welcome to purchase and maintain signage on their own.

Issues

The letter still leaves all three issues mentioned above unresolved:

- The repairs have been completed on the Old Smith Hwy, and total $18,488.43 in real costs. There are also internal costs of our trucking, and grader maintenance which would bring the actual total to $43,970.93.
- There is no effective communication process in place to effectively interact with outside agencies during future emergencies
- There is no physical means such as signage to ensure that the travelling public are made aware of emergency situations and appropriate detours so that drivers can pre-plan an alternate route before being rerouted at the incident site.

Interests

N/A

Analysis

Regardless of which organization they are affiliated with, both ATEC and the municipality serve ratepayers. It is our responsibility to cooperate and communicate effectively. In the interest of furthering this relationship, Administration is recommending that the repair costs be absorbed within the operating budget. However, a response should be sent, requesting that the local representatives of each organization sit down with first responders to come to, and establish a formal protocol for how they communicate during future emergencies. It should also include the mutual benefit for both organizations of installing electronic signage at the roadside pull out between Highway 2/Highway 2A and Highway 2/Highway 44 intersections. Other counties have employed this technology with great success. The sign below is currently near the intersection of Highway 63 and Highway 5 near Grassland. In the event of a road closure, traffic is notified in time to find an alternate route.

If these efforts are not successful, council can raise the issue with the Minister of Transportation and Economic Corridors.

Next Steps

Administration will draft a response letter to ATEC, requesting the meeting described above, and keep council apprised of the progress. Further research will be done on the cost of installing signage at the truck pull out, so that it can be brought forward at budget time.

Administration recommends requesting a meeting with the Minister of Transportation and Economic Corridors at the Rural Municipalities of Alberta Conference in November. Regardless of how the communication is received by ATEC, council will likely have topics to discuss with the minister at this time. If communications are still being rebuffed by ATEC, then Council can use the opportunity to discuss them with the minister.

Prepared by: Shari Spencer, Assistant Director of Field Services
Reviewed by: Barry Kolenosky, Chief Administrative Officer
Approved by: Barry Kolenosky, Chief Administrative Officer

COPY

Alberta Transportation and Economic Corridors

RECEIVED
JUL 22 2025
MD 124
Slave Lake, Alberta

OFFICE OF THE OPERATIONS MANAGER

Athabasca Office
North Central Region

Unit #2, 3603 - 53 Street
Athabasca, Alberta
Canada T9S 1A9
Toll-Free connection outside Edmonton

Telephone (780) 675-2624
www.alberta.ca
Dial 310-0000

July 10, 2025

Our File No.: 2180-LESS

Municipal District of Lesser Slave River No. 124
P.O. Box 722
Slave Lake, AB T0G 2A0

Dear Mr. Barry Kolenosky

RE: Highway 2 Detour, Friday June 13, 2025

Thank you for your July 7, 2025 letter regarding the collision that occurred on Highway 2 on June 13, 2025. I appreciate the chance to respond.

Responding to emergencies, including collisions on the highway, is a municipal responsibility. Provincial highway maintenance contractors are available to assist fire departments with flagging when able to do so. In speaking with the local highway maintenance contractor, LaPrairie Works Inc., direction from both the RCMP and Fire Department representatives on site for this collision, was for the highway maintenance contactor flaggers to direct smaller passenger vehicles onto the old Smith Highway. Commercial traffic was to be told about the weight restriction on the Smith bridge and not to use that route. LaPrairie's flagging staff on site did their best to ensure this information was relayed to the travelling public. That being said, our maintenance contractor has no ability to enforce these directions. Many drivers did not even stop at the flagging stations to receive direction, nor can the contractor control where drivers go once the driver receives the information. As such, neither the contractor nor Transportation and Economic Corridors would be responsible for any damages that may have occurred due to detoured traffic choosing to use the local roads.

Regarding the messaging for Alberta 511 and extra signing, both the RCMP and Fire Chief are able to contact Alberta 511 to provide appropriate messaging for emergency road closures. In emergency responses the messaging is usually provided by the RMCP, not the maintenance contractor. If the municipality wishes to use extra signage or message boards at their cost during emergency responses, my staff or myself are available to discuss possible messaging that the municipality or RCMP could use on message boards or Alberta 511.

If you would like to discuss this further I can be reached toll free at 310-0000, then 780 675-2624.

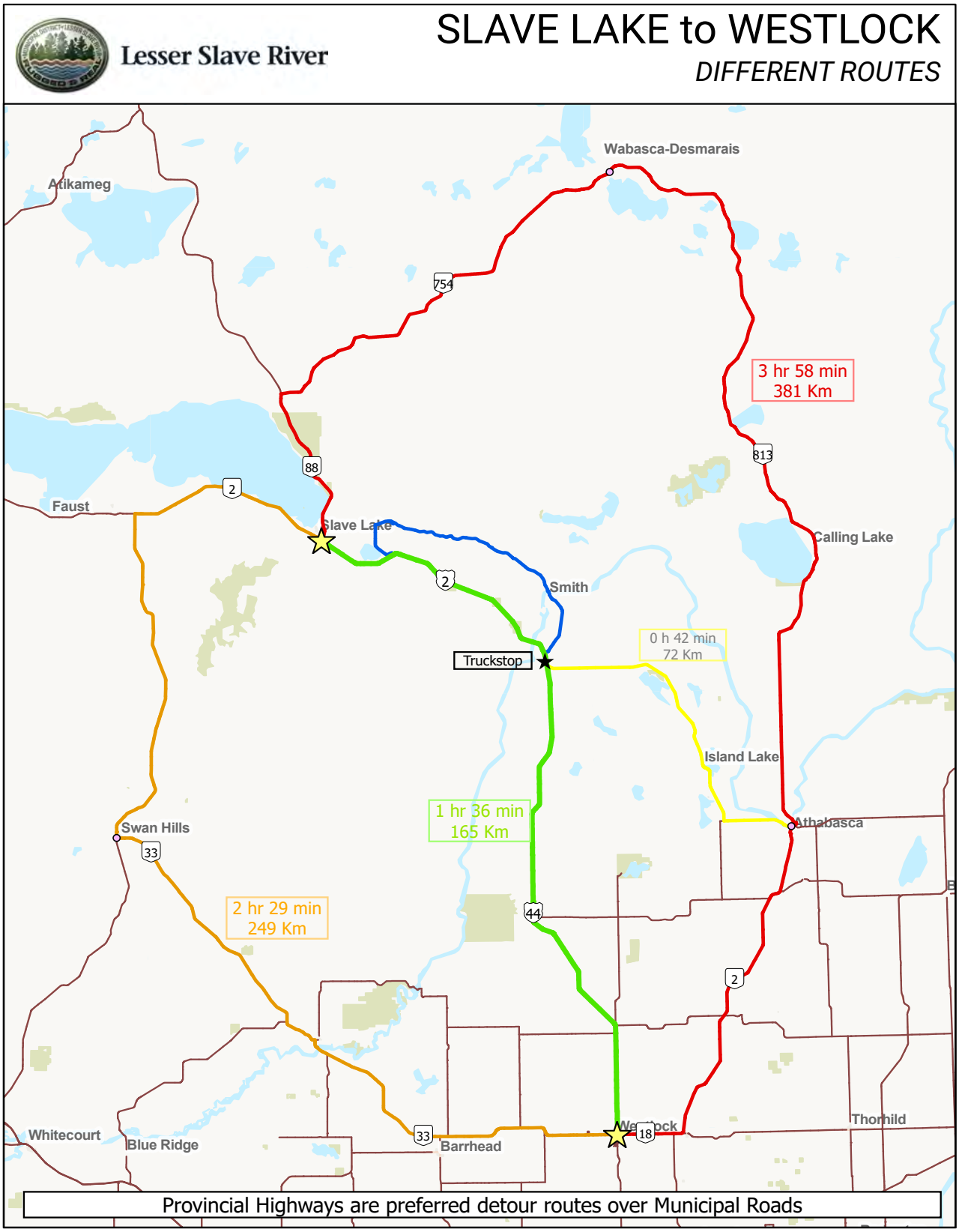
Thank you for taking the time to write.

Sincerely,

Paula Campbell, P. Eng.
Operations Manager

PC/dc

cc: Michael Botros, Regional Director, Transportation and Economic Corridors


Lesser Slave River
SLAVE LAKE to WESTLOCK
DIFFERENT ROUTES
Wabasca-Desmarais
Atikameg
754
3 hr 58 min
381 Km
813
88
2
Faust
Slave Lake
Calling Lake
2
Smith
0 h 42 min
72 Km
Truckstop
Island Lake
1 hr 36 min
165 Km
Swan Hills
33
Athabasca
2 hr 29 min
249 Km
44
2
Thorhild
Whitecourt
Blue Ridge
33
Barrhead
18
Provincial Highways are preferred detour routes over Municipal Roads

Lesser Slave River

Report to Council

Title:	Ranch Road Culvert Replacement Update
Date:	August 14, 2025
Presented By:	Shari Spencer, Assistant Director of Field Services
Attachments:	N/A

Proposed Motion:	*To accept the Ranch Road Culvert Replacement Update as information.*
Administrations Recommendation(s):	As proposed.

Background

Administration has been working towards the replacement of a culvert on the Ranch Road for several years now. The culvert is at the Southeast end of Ranch Road near the Highway 2 intersection and has completely separated in the center and needs to be replaced. In 2024, the MD engaged MPA Engineering to complete the hydrology, design, tender preparation and construction supervision of the project. The project is complicated by the presence of hills on either side of the culvert and very steep side slopes that will make the excavation challenging. The engineer has proposed a "benched" excavation to ensure safety during construction.

Construction was originally expected to start in early July, but was delays providing the proper ECO and Traffic Accommodation Plans and weather, meant that construction did not start until the second week of August. Provided that there are no major weather delays, they should finish within 20 days, before the start of the new school year. In the meantime traffic will be detoured through the Forestview and Fish Creek Roads.

The hydrology determined what Administration already suspected, that the culvert needed to be a bridge size culvert to accommodate the frequent fluctuations in water levels at this site. Once the new culvert is constructed it will be reregistered in the BIMs system with Alberta Transportation and Economic Corridors and eligible for the Strategic Transportation and Infrastructure Program funding in the future.

Issues

The original budget for this project was $300,000 and was funded by funds received through the Local Government Fiscal Framework program. Unfortunately uncertainty around steel and fuel prices combined with the benched excavation meant that the project bids were slightly higher than expected and on May 14th Council approved a budget increase of $130,689 to come from the Transportation Capital Reserve. To date the project is expected to be completed on time and within the new budget total of $430,689.

Interests

Safety of the Travelling Public
Continued access/egress for residents
Emergency access

Alternatives

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N/A

Analysis
N/A

Next Steps
MD staff will continue to monitor the project to ensure it progresses on time and within budget. We will continue to advise the public of the project status via the website, social media and the newspaper. In the (unexpected) event that the detour needs to remain in place into the school year, the MD will work with the school and bussing services to ensure the least amount of inconvenience possible.

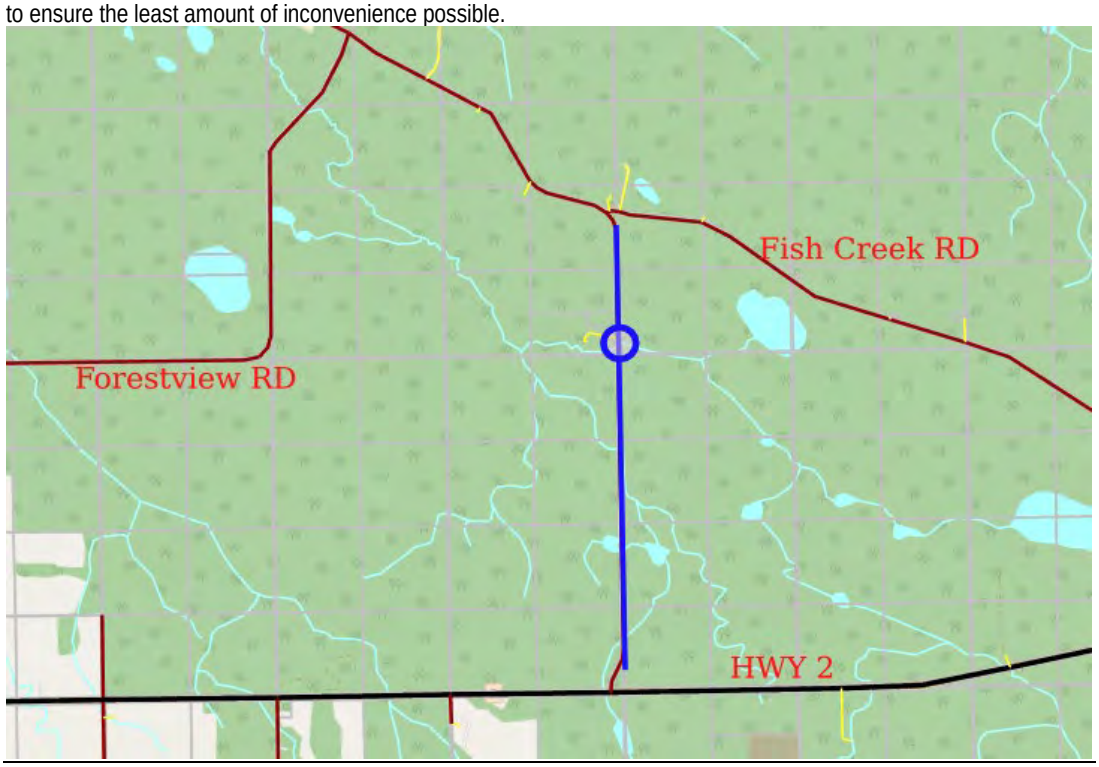

Figure 1. Culvert location and detour routes for the Ranch Road Culvert Replacement

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

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Lesser Slave River

Report to Council

Title:	Utility Projects – Operational Status Summary
Date:	August 14, 2025
Presented By:	Jeremy Dumaresque
Attachments:	Additional information to be presented at the time of the meeting.

Proposed Motion:	*Accept as information*
Administrations Recommendation(s):	As proposed

Background

This Report to Council is to give an update on various projects the Utilities Department has been working on recently, following Council's direction. The Report will cover the following:

a) Bulk Water Stations Feedback
b) Mitsue Meter Vault Upgrades
c) Mitsue Raw Water – Emergency Operations Repairs
d) Widewater Water Connection Requests

Bulk Water Stations Feedback

Issues:

There have not been many complaints regarding the restriction of non-residential users at the remote bulk water stations. If anything, the residential users are happy to not have the non-residential users out there. We have had some customers contact Administration as to the need for a monthly fee as many are Recreational/Seasonal Users, and Administration informs them the monthly fee is to put in reserve for future maintenance or upgrades.

Interests

The Bulk Stations service a multitude of different user groups as described in the Utilities Accounts Policy. The user groups also differ depending on the location of the Bulk Water Station. Marten Beach is mostly Recreational/Seasonal users with some Residential. And Flatbush is largely Commercial Agricultural with the rest being Residential. Due to the difference in user groups, water consumption fluctuates seasonally in both remote locations.

Alternatives

a) We waive any monthly fees and do not have that extra money going into a reserve account for future upgrades or maintenance. This could impact future funding if some infrastructure needs replacing or repair.
b) We keep it as it is, with a nominal monthly fee of $22.40 to put into a reserve account for future use.
c) We can increase the fee to help with cost recovery for the Remote Bulk Water Stations (trucking costs).

Analysis

So far, on the administrative side, the new way of doing things will work better as a whole for the MDLSR billing etc. as it is ever evolving. When the monthly fee is questioned, it is explained and the rational shines through.

Next Steps
On September 1st, we are going to go live with the online payment portal, so people will be able to pay for their water usage and account fees online. We will also be implementing the utilities account application forms online as well, so they will be able to apply and pay all in one place.

Mitsue Meter Vault Upgrades
Issues:
The meter vaults in Mitsue are all reading, except for two. We are working collaboratively with both companies to fix this. The first company has a new meter on order, and it should arrive soon. The second company is working to get down into the vault to get a size and serial number to either order a new meter or try to reconnect is to get it to read. The second company sends a picture to the Accounts Receivable each month of their total m3 used.

Interests:
The impact of non-reading meters has been mainly to do with accuracy in billing and total usage. If the meter is not reading correctly, then the user can either be over or under-billed as the usage is estimated by pipe flow rates.

Alternatives:
a) Continue as we are, with some vaults working and some not. Basing usage on estimates.
b) Make sure all meter vaults are working correctly to ensure accuracy in usage and trend tracking.

Analysis:
We are well on our way to total compliance and with all industry buying in, it shouldn't take long. The stakeholders have been very easy to deal with in this regard.

Next Steps:
Having the meters installed and reading correctly. Once this is completed, we will be in 100% compliance in the Mitsue area.

Mitsue Raw Water – Emergency Operations Repairs
Issues:
In June, the 14" equalization pipe on the filtered cell plugged off. Not allowing any water from the cell. This is essentially choking off the distribution system. Due to this, the Water Plant is running at a reduced capacity as we are working towards repairing the pipe.

At this time, the 18000m3 pond has been drained and is currently under repair. The issue was located and removed. A new section has been built and is being installed.

Motion from Council to proceed with the repair costs:

MOTION 265-25
Moved by Deputy Reeve McCann that Council direct Administration to do emergency repairs at the Mitsue Industrial Park in the budget amount of $260,000 to be funded from the Building & Facilities Reserve Account #6-31-02-00-760. CARRIED

Interests:
This reduced capacity affects all the Mitsue Industrial Area Stakeholders who use MD water. In turn, this affects not only the rate of production by the Stakeholders but also fire suppression in case of an emergency.

Alternatives:
Pushing a new pipe was one alternative. This comes at a higher cost and a similar repair time. We tried to avoid this option unless necessary.

Analysis:
As of August 6, we are on target to meet the projected deadline for repairs to the Mitsue Water Plant. As well as coming in under budget.

Next Steps:
Filling the pond and ensuring everything is operating as it should. Put the system back in normal operation then thoroughly flush the lines. The entire process should be completed by the end of August.

Widewater Water Connection Requests
Issues:
No real issues with the implementation of our new Policy/Procedure. We have had a rate payer suggesting the standards we are requesting are too high. He was assured that these are based on the General Municipal Servicing Standards.

Interests:
Several rate payers have now used our new policy form and gone through it with Administration. Suggesting it to be a very easy to follow and streamlined process

Alternatives:
a) The MD could take on all service installations at an exorbitant cost
B) The MD could lower its standards by leaving itself open for costly repairs and possible litigation in the future

Analysis:
The new policy and procedure for the most part has been well received, showing it's easy to understand and follow. Bringing us up to today's standards and allows us to do so heading into the future

Next Steps:
Continue informing and working with the public to reach our collective goals

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