



AGENDA

Municipal District No.124 Regular Council
Wednesday, October 8, 2025 - 10:00 AM - MD Council Chambers

Page

CALL TO ORDER

ANNOUNCEMENTS / OPENING REMARKS

ADOPTION OF THE AGENDA

- 3.1 October 8, 2025, Regular Meeting of Council

Proposed Motion: Move to adopt the October 8, 2025, Regular Meeting of Council Agenda as presented.

ADOPTION OF MINUTES

- 4.1 September 24, 2025, Regular Meeting of Council Minutes

6 - 9

Proposed Motion: Move to adopt the September 24, 2025, Regular Meeting of Council Minutes as presented.

[09242025 DRAFT REG Minutes](#)

DELEGATIONS

- 5.1 Slave Lake RCMP - S/Sgt. Bruyns

Proposed Motion: Move to accept the presentation from the Slave Lake RCMP as information.

CONFIDENTIAL ITEMS - CLOSED SESSION

- 6.1 CLOSED SESSION as per the following Section (s) 19, 20, 22 and 29 of the Access to Information Act (ATIA).

- Campground Operator Yearly Review - Delegate
- Land Sales
- Smith Water Break Agreement Status
- 2026 Draft Operational Budget Summary - **Documents to be distributed at meeting**

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

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

REQUESTS FOR DECISION

- 7.1 Subdivision and Development Enforcement Policy and Procedure

10 - 18

Proposed Motion: Move to approve Policy PD-61-07 Subdivision and Development Enforcement Policy as presented.

Proposed Motion: Move to accept Procedure PD-61-07.01 Subdivision and Development Enforcement Procedure as information.

[2025 10 08 Council RFD enforcement1](#)

[2025 Enforcement Policy1](#)

[2025 Enforcement Procedures1](#)

[Schedule A - Subdivision and Development Enforcement Form](#)

[Schedule B - Subdivision and Development Enforcement Procedure Flowchart V5](#)

7.2 Compassionate Care Leave Policy Update 19 - 25

Proposed Motion: Move to approve Policy ADM-12-28 Compassionate Care Leave as presented and to rescind Policy K.25 Compassionate Care Leave.

Proposed Motion: Move to accept the Procedure ADM-12-28.01 Compassionate Care Leave as information.

[Compassionate Care Leave RFD](#)

[Compassionate Care Leave](#)

[Compassionate Care Leave Procedure](#)

[K25 - Compassionate Care Leave](#)

7.3 Local Authorities Pension Plan (LAPP) Policy Update 26 - 43

Proposed Motion: Move to approve Policy ADM-12-29 Local Authorities Pension Plan as presented and to rescind Policy K.29 Local Authorities Pension Plan.

Proposed Motion: Move to accept Procedure ADM-12-29.01 Local Authorities Pension Plan as information.

[LAPP Policy RFD](#)

[Local Authorities Pension Plan](#)

[LAPP Procedure](#)

[K29 - Local Authorities Pension Plan](#)

7.4 Acting Pay Policy Update 44 - 50

Proposed Motion: Move to approve Policy ADM-12-35 Acting Pay as presented and to rescind Policy K.2 Acting Pay.

Proposed Motion: Move to accept Procedure ADM-12-35.01 Acting Pay as information.

[Acting Pay RFD](#)

[Acting Pay](#)

[Acting Pay Procedure](#)

[K2 - Acting Pay](#)

7.5 COLA (Cost of Living Adjustment) Salary Increase Policy Update 51 - 60

Proposed Motion: Move to approve Policy ADM-12-37 COLA Salary Increase as presented and to rescind Policy K.37 COLA Salary Increase.

Proposed Motion: Move to accept the Procedure ADM-12-37.01 COLA Salary Increase as information.

[COLA Increase RFD](#)
[COLA Increase](#)
[COLA Increase Procedure](#)
[K37-COLA Salary Increase Policy](#)

- 7.6 Overtime Payments to Management Personnel Policy Update 61 - 64

Proposed Motion: Move to approve Policy ADM-12-40 Overtime Payments to Management Personnel as presented and to rescind Policy K.24 Overtime Payments to Management Personnel.

[Overtime Payments to Management RFD](#)
[Overtime Payments to Management](#)

- 7.7 Northern Travel Allowance Policy Update 65 - 66

Proposed Motion: Move to rescind Policy K.16 Northern Travel Allowance.

[Northern Travel Allowance RFD](#)

- 7.8 2025 Grant Applications 67 - 69

Proposed Motion: Move to direct Administration to apply for a Strategic Transportation & Infrastructure Grant in the amount of \$2,115,000 for the Girder Replacement on Bridge File 72768.

Proposed Motion: Move to direct Administration to apply for a Strategic Transportation & Infrastructure Grant in the amount of \$1,309,000 for the Replacement of Bridge File 70060.

Proposed Motion: Move to direct Administration to apply for a Strategic Transportation & Infrastructure Grant in the amount of \$2,763,000 for the Replacement of Bridge File 06603.

Proposed Motion: Move to direct Administration to apply for a Strategic Transportation & Infrastructure Grant in the amount of \$4,221,875 for Mitsue Paving Project.

Proposed Motion: Move to direct Administration to apply for an Alberta Municipal Water and Wastewater Partnership Grant in the amount of \$2,400,000 for the installation of a screw press at the Southshore Wastewater Treatment Plant.

Proposed Motion: Move to direct Administration to apply for an Alberta Municipal Water and Wastewater Partnership Grant in the amount of \$1,079,000 for the Filtration Conversion at the Canyon Creek Water Treatment Plant.

[20251008 - RFD - Grant Applications](#)

- 7.9 Safety & Use Bylaws of the Slave Lake Regional Library Board 70 - 87

Proposed Motion: Move that Council accepts the Safety & Use Bylaws of the Slave Lake Regional Library Board as approved by the Board on September 3, 2025.

[2023 RFD Library Bylaws](#)
[Bylaws - May 29 2019](#)
[Bylaws - October 2025](#)

- 7.10 Gravel Crushing 88 - 89

Proposed Motion: Move to direct Administration to advertise an RFP (Request

for Proposal) for Gravel Crushing in the Smith, Flatbush and Mitsue Pits in early 2026.

[20251008 REQUEST FOR DECISION - Gravel Crushing Tender](#)

7.11 2025 Roadside Brushing Results 90 - 91

Proposed Motion: Move that Council award the contract for the roadside brushing program to Birch Tree Services for \$97,230 to be funded through the 2025 operational budget (GL#2-32-14-63-259, 2-32-14-66-259 and 2-32-14-68-259).

[20251008 Request for Decision - Brushing Bid Results](#)

7.12 Smith Complex Fencing Upgrades 92 - 95

Proposed Motion: Move to approve fencing construction at the Smith Complex to come out of the building maintenance operating budget GL 2-31-10-66-252.

[10012025-RFD-Smith Complex Fence Upgrades
fence map05724320251003102301](#)

7.13 Fire Services Agreement - Documents to distributed at meeting

REPORTS

8.1 Council Resolution Report 96 - 126

Proposed Motion: Move to accept the Council Resolution Report as information.

[Council Resolutions Outstanding](#)

8.2 Direct Reports 127 - 157

Proposed Motion: Move to accept the Department 3rd Quarter Reports as presented.

[3rd Quarter Agricultural Services Report \(DRAFT\)](#)

[3rd Quarter Capital Project Report](#)

[Capital Budget 2025 - Summary](#)

[3rd Quarter Document Conveyance and Program Coordinator Annual Report](#)

[3rd Quarter Health and Safety Report](#)

[3rd Quarter Human Resources Report](#)

[3rd Quarter Report - Facilities 2025](#)

[3rd Quarter Report - Finance 2025](#)

[3rd Quarter Report - Planning](#)

[3rd Quarter Report - Protective Services](#)

[3rd Quarter Report - Transportation 2025](#)

[3rd Quarter Report - Utilities](#)

[Weir Deck Council Report](#)

NEW BUSINESS

9.1 Local Government Fiscal Framework (LGFF) Operation Grant Allocation 158 - 160

Proposed Motion: Move to allocate \$110,400 of 2025 Local Government Fiscal Framework (LGFF) Operating grant to fund the completion of the Municipal Development Plan (MDP) and the Land Use Bylaw (LUB) alignment.

[2025 LGFF Operating Funding RFD](#)

[2025 LGFF Funding Letter](#)

9.2 Municipal Affairs Mandate Letter 161 - 163

Proposed Motion: Move to accept the discussion on the Municipal Affairs Mandate Letter as information.

[MA Mandate Letter](#)

9.3 Travelling Timbers 164

Proposed Motion: Move to accept the Travelling Timbers request as information.

[Site Tour & LOE request](#)

NOTICE OF MOTION

ADJOURNMENT

MINUTES

**Regular Meeting of Council
Municipal District of Lesser Slave River No. 124
September 24, 2025
MD Council Chambers**

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

MEMBERS ABSENT Nancy Sand - Division 1

IN ATTENDANCE Barry Kolenosky - Chief Administrative Officer, MDLSR
Nicky van Deventer - Human Resources Manager, MDLSR
Shari Spencer - Assistant Director of Field Services, MDLSR
Jeremy Dumaresque - Assistant Director of Utilities, MDLSR
Chris Parfitt - Associated Engineering
Sara Larlee - Associated Engineering
Kristen Schalin - Director of Finance, MDLSR
Erik Loken - Interim Finance, MDLSR
Lester Vanhill - MD Resident
Pearl Lorentzen - Lakeside Leader
Marilyn Gladue - Recording Secretary, MDLSR

CALL TO ORDER Reeve Kerik called the meeting to order at 9:56 a.m.

NEW BUSINESS **Agricultural Disaster Declaration Release**

MOTION 426-25

Moved by Councillor Pearson to approve the media release for Agricultural Disaster Declaration as presented.

CARRIED

ADOPTION OF AGENDA

September 24, 2025, Regular Meeting Council Agenda

MOTION 427-25

Moved by Councillor Pearson to adopt September 24, 2025, Regular Meeting Council Agenda as amended:

- Add: - EMT Mapping request
- - Climate Change
- - CLOSED ITEMS
- - Personnel
- - Budget Dates

CARRIED

ADOPTION OF MINUTES

September 10, 2025, Regular Meeting of Council Minutes

MOTION 428-25

Moved by Councillor Melzer to adopt the September 10, 2025, Regular Meeting of Council Minutes as amended:

- Add motion for Bylaw 2025-12 proceed to third reading
- Motion 404-25 add specific amendments
- Motion 407-25 change to "Council appoints ... for the 2025 Elections"
- Motion 422-25 add "Old Smith Highway"

CARRIED

MINUTES
Municipal District of Lesser Slave River No. 124 – Regular Meeting of Council
September 24, 2025

Schalin entered at 10:09 a.m.

Designated Signing Authorities

MOTION 429-25

Moved by Deputy Reeve McCann that Council designates Murray Kerik (Reeve) or Lana McCann (Deputy Reeve) and Barry Kolenosky (Chief Administrative Officer) or Kristen Schalin (Director of Finance) as authorized signing authorities for the Municipal District of Lesser Slave River No. 124.

CARRIED

Schalin exited at 10:11 a.m.
van Deventer entered at 10:12 a.m.

NEW BUSINESS

New Council Orientation Information

MOTION 430-25

Moved by Councillor Pearson to accept the New Council Orientation briefing as information.

CARRIED

van Deventer exited at 10:14 a.m.
Dumaresque entered at 10:15 a.m.

Mitsue WTP Emergency Repairs Update

MOTION 431-25

Moved by Deputy Reeve McCann to accept the Mitsue WTP Emergency Repairs Update as information.

CARRIED

Dumaresque exited at 10:21 a.m.
Spencer entered at 10:22 a.m.

DELEGATION

Alberta Forestry & Parks and 9 Mile Recreation Society

Norbert Raffael, Dave Hugelschaffer (via Teams), Evan Baranyk & Lindsay Gropp

MOTION 432-25

Moved by Councillor Seatter to accept the information and delegation's presentations as information and further investigate the Trail Management Agreement and necessary MOU with the 9-Mile Recreation Society for the operations of the trails and bring forth at a future Council Meeting for consideration and ratification.

CARRIED

Schalin/Loken entered at 11:05 a.m.
Spencer exited at 11:07 a.m.

REPORTS

Finance Monthly Report

MOTION 433-25

Moved by Councillor Fulmore to accept the Municipal District of Lesser Slave River No. 124 – Statement of Operations as of August 31, 2025, for information.

CARRIED

Schalin/Loken exited at 11:21 a.m.

Board Reports

MOTION 434-25

Moved by Deputy Reeve McCann to accept the verbal Board Reports from Council as information.

CARRIED

RECESS 12:06 p.m.
RECONVENE 12:40 p.m.

NEW BUSINESS Full Sized Garbage Bins – Widewater

MOTION 435-25

Moved by Councillor Pearson to accept the discussion regarding Full Sized Garbage Bins in Widewater as information.

CARRIED

Emergent Meeting with Ministers Update

MOTION 436-25

Moved by Councillor Fulmore to accept the discussion on Emergent Meeting with Ministers as information.

CARRIED

EMT Mapping

MOTION 437-25

Moved by Councillor Melzer to accept the EMT Mapping discussion as information.

CARRIED

Climate Dialogue – Edmonton

MOTION 438-25

Moved by Councillor Melzer that Council approves Councillor Seatter to attend the Climate Dialogue at the U of A in Edmonton on October 4, 2025.

CARRIED

Lorentzen/Vanhill exited at 1:00 p.m.
Conrad/Schalin entered at 1:07 p.m.

CLOSED SESSION MOTION 439-25

Moved by Deputy Reeve McCann to go into Closed Session at 1:00 p.m. as per the following sections of the ATIA Act with CAO Kolenosky 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
-
- Smith Waterline Update
- Land Sales
- Budget Dates
- Personnel

Conrad/Schalin exited at 1:34 p.m.
Dumaresque/Parfitt/Larlee entered at 1:35 p.m.
Parfitt/Larlee exited at 2:18 p.m.

MINUTES
Municipal District of Lesser Slave River No. 124 – Regular Meeting of Council
September 24, 2025

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Dumaresque exited at 2:38 p.m.

CARRIED

MOTION 440-25

Moved by Deputy Reeve McCann to return to Open Session at 2:46 p.m.

CARRIED

MOTION 441-25

Moved by Councillor Melzer to direct Administration to start recruitment process for the Chief Administrative Officer position.

CARRIED

ADJOURNMENT

MOTION 442-25

Moved by Councillor Fulmore to adjourn at 2:47 p.m.

CARRIED

Chief Administrative Officer

Reeve

DRAFT



Lesser Slave River

Request for Decision

| | |
|---------------|--|
| Title: | Subdivision and Development Enforcement Policy and Procedure |
| Date: | October 8, 2025 |
| Presented By: | Ann Holden, Paul Mulholland |
| Attachments: | Proposed Development Enforcement Policy and Procedure PD-61-07 |

| | |
|------------------------------------|--|
| Proposed Motion: | <ol style="list-style-type: none"> 1. <i>To approve Policy PD-61-07 Subdivision and Development Enforcement Policy as presented.</i> 2. <i>To accept Procedure DP-61-07.01 Subdivision and Development Enforcement Procedure as information.</i> |
| Administrations Recommendation(s): | As proposed |

BACKGROUND:

Administration has been asked to provide clarity for the enforcement process. Currently there is no policy and procedure for how enforcement is done and the timelines of enforcement. The MD of Lesser Slave River has not been overly focused on enforcement in the last 15 years (maybe longer).

For a regulatory regime to be effective, it must provide sufficient deterrence for those who choose not to abide by bylaws because of economic forces or personal preference, or both. The policy was reviewed by council on September 24, 2025 and the changes are presented in the attachments in red.

When non-compliance comes to the attention of the municipality, the challenge is to determine what enforcement options are available and the benefit, as compared to the cost. A lack of enforcement undermines the integrity of the Land use Bylaw (LUB). Breeches of the LUB are harder to enforce the longer it is allowed to go on.

ALTERNATIVE OPTIONS:

- Approve the policy
- Not approving the policy
- Approve an amended policy

BENEFIT/RISK:

- Approving the policy gives clarity to staff through a formalized process regarding how complaints are to be submitted, how they are going to be dealt with and how they are monitored.
- Not approving any policy will keep the status quo.

STRATEGIC ALIGNMENT:

The authority for LUB enforcement is found in Section 645 of the MGA. Before commencing enforcement under the LUB, a municipality should determine the most appropriate mechanism for enforcement. Depending upon the particular circumstances, the municipality may also wish to consider enforcement pursuant to the following:

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- Nuisance or Unightly Premises Bylaw – passed by the municipality pursuant to the Municipal Government Act, Part 2 Section 7. The authority to enforce a bylaw, such as the Nuisance of Unightly Premises Bylaw, is found in Section 545 of the MGA. Section 545 of the MGA can be used to enforce any municipal bylaws, with the exception of the Land Use Bylaw.

- Unightly or Dangerous Premises Order – authorized pursuant to Section 546, and 546.1. An order may be issued with respect to safety (i.e., structure, excavation or hole is dangerous to public safety) or a property because its unsightly condition is detrimental to the surrounding area. These are defined parameters in the MGA, which must be met prior to a Section 546 Order being issued.

Orders issued under Section 545 or 546 of the MGA may be reviewed by Council where requested (s. 547), with the possibility of Council's decision being appealed further to the Court of King's Bench (s. 548). An Order issued under Section 645 of the MGA is subject to appeal to the ISDAB or the LPRT, as the case may be.

FINANCIAL IMPLICATION:

Enforcement takes time for staff. Court cases the municipality wins can be charged to the tax roll.

OTHER CONSIDERATIONS:

If enforcement is carried out in a fair and equitable way, the MD will gain trust from residents.

Land uses are rarely static over time, and as areas develop and experience population increases there will be pressure on available land to expand uses. If planning documents are updated regularly and keep up with trends and economic and social reality, land uses can organically change over time where council deems it necessary. However, council can also determine the speed of change and slow it down to an acceptable pace for residents.

COMMUNICATION STRATEGY:

The policy must be available for the public to view and displayed on the municipality's website.

Prepared by: Ann Holden, Planning & Development Officer
Reviewed by: Barry Kolenosky, Chief Administrative Officer
Approved by: Barry Kolenosky, Chief Administrative Officer

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Lesser Slave River

| | |
|-------------------------------------|---|
| Title: | SUBDIVISION AND DEVELOPMENT ENFORCEMENT POLICY |
| Policy Number: | PD-61-07 |
| Effective Date: | 2025-09-24 |
| Resolution: | To be added once approved by Council |
| Lead Department Responsible: | Planning & Development and Protective Services Department |
| Supersedes Policy No: | No previous Policy |
| Next Review Date: | 2028-09-24 |

POLICY STATEMENT:

The Municipal District of Lesser Slave River (MDLSR) is committed to providing a clear and defined process to uphold its governing planning documents and a process in which enforcement action is to be taken on apparent illegal, nonconforming, or non-compliant development or subdivision within the Municipal District of Lesser Slave River (MDLSR).

The Municipal District of Lesser Slave River (MDLSR) is required to protect the health, safety, and environmental well-being of its residents by ensuring compliance with approved development and subdivision notices, municipal land use, and planning and development regulations. Enforcement will be undertaken in a transparent, consistent, and fair manner to uphold legislative requirements and support community development goals as defined in the *Municipal Government Act* (MGA), the Land Use Bylaw (LUB), and statutory planning documents.

Voluntary compliance is preferred, supported by education and communication. Where necessary, enforcement actions including stop orders, fines, and legal proceedings may be pursued. The MDLSR will prioritize enforcement based on the severity and potential impact of violations, while also maintaining administrative fairness, timeliness, and collaboration with partner agencies.

DEFINITIONS:

Chief Administrative Officer (CAO) means the Chief Administrative Officer of Municipal District of Lesser Slave River.

Complainant means the person who submits a written complaint to the MD.

Development means development as defined in the MGA.

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

ISDAB means the Intermunicipal Subdivision and Development Appeal Board.

Land Use Bylaw (LUB) means the Municipal District of Lesser Slave River’s Land Use Bylaw.

LPRT means the Lands and Property Rights Tribunal.

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

Municipal Government Act (MGA) means the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended.

Order to Remedy means an order issued by the municipality, under the authority of section 545 or section 546 of the *Municipal Government Act*.

Stop Order means an order issued under the authority of Section 645 of the MGA.

Subject of Complaint (SOC) means the person who fails to comply with a bylaw of the MD.

Subject Property means the property that is reported in contravention of the Land Use Bylaw or other MD bylaw.

Vexatious Complaint means a complaint made for retaliatory, vengeful, or bad faith purposes or otherwise forms part of a pattern of conduct by the Complainant that amounts to abuse of the complaint process.

PRINCIPLE:

1. The MDLSR believes that it is essential to provide a process by which enforcement is undertaken transparently and that actions are carried out on allegedly illegal, non-conforming, or non-compliant development or subdivision in a consistent manner that upholds the legislative requirements of the MGA, while also promoting community goals, objectives, and targets for development within the MDLSR, as set out in statutory plans and the Land Use Bylaw (LUB).
2. The MDLSR recognizes that the goals and objectives of statutory plans created through public engagement contain the community’s objectives, goals, and targets and should be considered conducting effective enforcement.
3. The MDLSR relies on public complaints to identify most non-compliant development. Other bylaw infractions may be discovered while staff are conducting the site checks. Planning staff should also perform proactive site inspections on all planning approvals to ensure compliance with conditions. The primary goal in dealing with contraventions of these bylaws is to both minimize impacts on adjacent landowners and to achieve the community’s objectives, goals, and targets for the use of land.
4. Voluntary compliance through communication and education is the preferred method of enforcement. A consistent and fair process will be exercised if corrective action has not taken place, through the issuance of Stop Orders or Orders to Remedy with such orders being registered on title to Subject Property by way of caveat. Pursuing further legal action, including for the purpose of obtaining an injunction Order or similar legal remedies, is within the sole discretion of the MDLSR.
5. The MDLSR will accept and act on information received as a written complaint either submitted through the MDLSR website or on the official complaint form from members of the public, government departments, public bodies or stakeholders.

Chief Administrative Officer

Date

Reeve

Date

RELATED DOCUMENTS: COMMUNITY STANDARDS ENFORCEMENT POLICY AND PROCEDURE



Lesser Slave River

TITLE: Subdivision and Development Enforcement Procedures

PROCEDURE NO: PD-61-07.01

RESOLUTION:

EFFECTIVE DATE: September 24, 2025.

DEPARTMENT RESPONSIBLE: Planning & Development and Protective Services

NEXT REVIEW DATE: September 24, 2028

GENERAL GUIDELINE

To create a procedure for the enforcement of the Land Use Bylaw, development permit approvals and conditions, and subdivision approval conditions. Proactive site checks on conditions for subdivision and development approvals will be done as time and capacity allows.

DEFINITIONS:

- Chief Administrative Officer (CAO)** means the Chief Administrative Officer of Municipal District of Lesser Slave River.
- Complainant** means the person who submits a written complaint to the MDLSR.
- Development** means development as defined in the MGA.
- Injunction Order** is a decision of the Court of King’s Bench, authorized under section 554 of the Municipal Government Act.
- ISDAB** means the Intermunicipal Subdivision and Development Appeal Board
- Land Use Bylaw (LUB)** means the Municipal District of Lesser Slave River’s Land Use Bylaw.
- LPRT** means the Lands and Property Rights Tribunal.
- MDLSR** means the Municipal District of Lesser Slave River No. 124.
- Municipal Government Act (MGA)** means the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended.
- Order to Remedy** means an order issued by the municipality, under the authority of section 545 or section 546 of the Municipal Government Act.
- POPA** means the *Protection of Privacy Act*, SA 2024, c P-28.5, as amended.
- Stop Order** means an order issued under the authority of Section 645 of the MGA.
- Subject of Complaint (SOC)** means the person who fails to comply with a bylaw of the MDLSR.
- Subject Property** means the property that is reported in contravention of the Land Use Bylaw or other MDLSR bylaw.
- Vexatious Complaint** means a complaint made for retaliatory, vengeful, or bad faith purposes or otherwise forms part of a pattern of conduct by the Complainant that amounts to abuse of the complaint process.

PROCEDURE:

Step 1

Complaint Intake and Review

- Complaints must be submitted on the MDLSR webpage or on the official complaint form (Schedule A). Minimum information needed: Complainant’s name and phone number, the address of the Subject Property, and details about the contravention.
- All valid Complaints are logged and reviewed by planning staff.
- Complaints deemed Vexatious will be dismissed following review by MDLSR administration.
- Acknowledgement sent to Complainant.
- LUB violations discovered randomly during site checks will be logged and reviewed by planning staff.
- Non-compliance with subdivision approvals and development permit approvals will be logged and reviewed by planning staff.

Prioritization Criteria:



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- Imminent threats to public health, safety, or the environment.
- Unauthorized work in sensitive areas (e.g., wetlands, storm drainage).
- Unpermitted construction or major land use violations.
- Multiple or repeat violations.
- Cases with community concern or multiple Complainants.

Non-Priority Cases Include:

- Minor bylaw infractions with limited impact, processed as resources allow.

Step 2

Investigation and Inspection

- Document review and site visits in accordance with section 542 of the *Municipal Government Act* are conducted to determine compliance status.
- An inspection report that includes the date of the inspection, land location, zoning, description of the contravention and picture of the contravention.
- May include joint inspections with partner agencies where appropriate.

Step 3

Determination and Notice

- Where a contravention is found, a warning letter will be issued setting out the nature of the contravention, required compliance steps, and the deadline for compliance, as well as consequences of continued non-compliance.
- Where a severe or time sensitive contravention is found, an Order to Remedy or Stop Order will be issued without first sending a warning letter.
- If the warning letter is ignored, a Stop Order or Order to Remedy will be issued in accordance with the MGA

Step 4

Appeal Process for the Subject of Complaint (SOC)

- For an Order to Remedy issued under sections 545 and 546, the SOC may seek a review of the Order to Remedy by Council provided timelines in the MGA have been complied with and may pursue a further appeal of Council's decision to the Court of King's Bench.
- For a Stop Order issued under section 645, the SOC may appeal to the ISDAB and may pursue a further appeal of the decision of the ISDAB to the Alberta Court of Appeal provided the timelines in the MGA are adhered to and permission to appeal is granted.

Step 5

Follow-up and Compliance Monitoring

- Regular follow-up ensures corrective actions have been taken.
- In cases of continued non-compliance, additional measures may be pursued.
- When a file is forwarded to protected services priority level 1, 2, or 3 will be designated. After the file has been forwarded, all communication will go through protective services.

Step 6

Escalation and Legal Action for the Municipality

- If the Stop Order or Order to Remedy is ignored an Injunction Order will be sought.



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- If the timeline of the Injunction Order is not adhered to and the contravention has not been corrected, administration may engage contractors for cleanup purposes. All clean-up charges incurred by the MDLSR will be added to the tax roll for the Subject Property.
- Subdivision and Development Enforcement Procedure Flowchart (Schedule B).

Chief Administrative Officer

Date



Lesser Slave River

Schedule A: Subdivision and Development Enforcement

Instruction

Use this form to report suspected non-compliance with municipal land use regulations, such as subdivision approvals, development permits, or unauthorized structures. Your submission helps the Municipal District of Lesser Slave River enforce planning standards and support safe, orderly community development.

Date _____

First Name _____ **Last Name** _____

Phone _____ **Email** _____

Complaint

Civic Address _____

Complaint

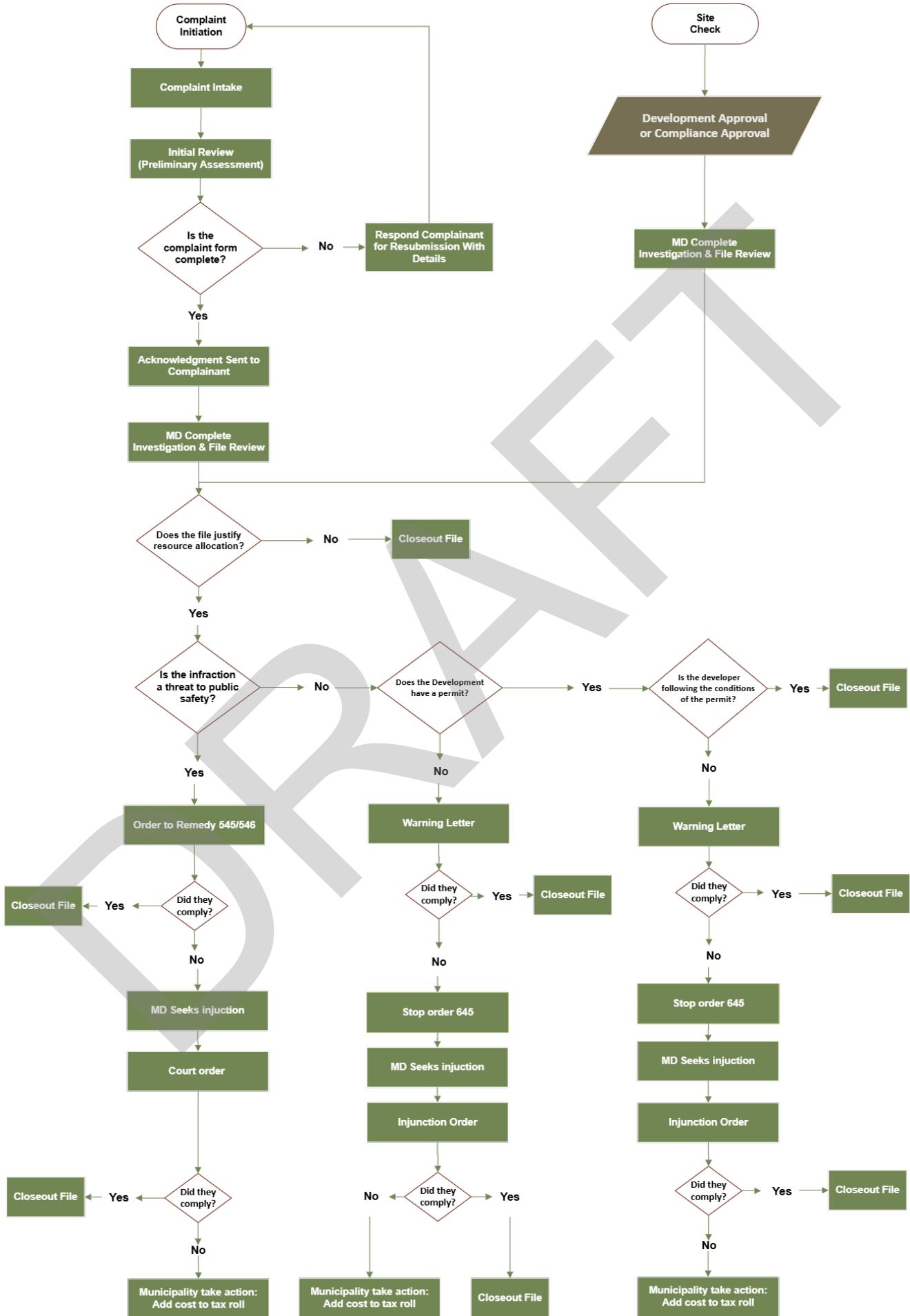
Please describe in detail the suspected non-compliance you are reporting.

Large empty rectangular box for describing the complaint, overlaid with a large, light grey "DRAFT" watermark.

*Mail completed form to:
Planning and Development - Municipal District of Lesser Slave River Administration Office
3000, 15th Ave Southeast, Slave Lake, Alberta, T0G 2A0*



Lesser Slave River
Schedule B: Subdivision and Development Enforcement Procedure Flowchart





Lesser Slave River

Request for Decision

| | |
|---------------|--|
| Title: | K.25 Compassionate Care Leave Policy Update |
| Date: | October 8 th , 2025 |
| Presented By: | Erik Loken, Finance Intern |
| Attachments: | ADM-12-28 Compassionate Care Leave Policy, ADM-12-28.01 Compassionate Care Leave Procedure |

| | |
|------------------------------------|--|
| Proposed Motion | <p><i>Move to approve policy ADM-12-28 Compassionate Care Leave as presented and to rescind policy K.25 Compassionate Care Leave.</i></p> <p><i>Move to accept procedure ADM-12-28.01 Compassionate Care Leave as information.</i></p> |
| Administration's Recommendation(s) | |

BACKGROUND:

As part of the ongoing administrative initiative to modernize and streamline governance documents, existing policies are being reviewed and migrated onto the new Policy template and Numbering Structure. This ensures all internal documents are consistent in format, accessible in structure, and clearly distinguish between Council direction and administrative procedures.

Policy K.25 Compassionate Care Leave has not been updated since its creation in 2004.

In addition to formatting and numbering changes, the policy has been simplified to indicate compliance with the Alberta Employment Standards Code.

The policy was brought to the September 24th Committee of the Whole Meeting for discussion. It was identified that paragraph 3 of the procedure could use more clarity, the definition of family should be included, and paragraph 1 of the policy should not specify the length of the leave to better align with any changes made to the employment standards code. Changes were made accordingly.

It may be worth mentioning that the definition of family member simply refers to the definition as it exists within the Alberta employment standards code, which is as follows:

“family member”, in relation to an employee, means

- (i) a spouse or common-law partner of the employee,
- (ii) a child of the employee or a child of the employee's spouse or common-law partner,
- (iii) a parent of the employee or a spouse or common-law partner of the parent, and
- (iv) any other person who is a member of a class of persons designated in the regulations for the purpose of this definition.”

Notably, line (iv) allows for a broad range of persons to be considered as a family member. According to the

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Alberta.ca website, for the purposes of compassionate care leave, "family member" includes:

- Employee's family members:
 - Spouse, adult interdependent partner or common-law partner
 - Children (and their partner/spouse)
 - Current or former foster children (and their partner/spouse)
 - Current or former wards
 - Parents, step-parents and/or current or former guardians (and their partner/spouse)
 - Current or former foster parents
 - Siblings, half-siblings, step-siblings (and their partner/spouse)
 - Grandchildren, step-grandchildren (and their partner/spouse)
 - Grandparents, step-grandparents
 - Aunts, uncles, step-aunts, step-uncles (and their partner/spouse)
 - Nieces, nephews (and their partner/spouse)
 - A person the employee isn't related to but considers to be like a close relative
- Family members of employee's spouse, common-law or adult interdependent partner:
 - Children (and their partner/spouse)
 - Current or former wards
 - Parents, step-parents, foster parents
 - Sibling, half-sibling, step-sibling
 - Grandparents
 - Grandchildren
 - Aunts, uncles
 - Nieces, nephews

ALTERNATIVE OPTIONS:

Move to approve policy ADM-12-28 Compassionate Care Leave as amended.

Move to accept ADM-12-28.01 Compassionate Care Leave as information.

BENEFIT/RISKS:

Reviewing policies will lead to increased consistency, accuracy, and clarity in the delivery of services.

Prepared By: Erik Loken, Finance Intern
Reviewed By: Marilyn Gladue, Executive Assistant
Approved By: Barry Kolenosky, Chief Administrative Officer

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Lesser Slave River

Title: COMPASSIONATE CARE LEAVE

Policy Number: ADM-12-38

Effective Date: 2025-10-08

Resolution: To be added once approved by Council

Lead Department Responsible: Administration

Supersedes Policy No: K.25

Next Review Date: 2028-10-08

POLICY STATEMENT:

The Municipal District believes that its employees should not have to choose between their job and caring for their family during a serious medical crisis. Job-protected Compassionate Care Leave will help employees give valuable support to a gravely ill family member and will allow the M.D. to support and retain their employees during such difficult times.

DEFINITIONS:

“**Compassionate Care Leave**” means an unpaid, job-protected leave taken for the purposes of caring for a family member as per the Alberta Employment Standards Code.
“**Family Member**” means an individual as defined in paragraph 53.9(1)(b) of the Alberta Employment Standards Code.

PRINCIPLE:

- 1. Permanent employees shall be entitled to a period of job protected leave of absence to provide care or support to a gravely ill or dying family member in accordance with the Alberta Employment Standards Code.
-

Chief Administrative Officer

Date

Reeve

Date

RELATED DOCUMENTS: COMPASSIONATE CARE LEAVE PROCEDURE



Lesser Slave River

TITLE: COMPASSIONATE CARE LEAVE

PROCEDURE NO: ADM-12-38.01

RESOLUTION:

EFFECTIVE DATE: 2025-10-08

DEPARTMENT RESPONSIBLE: Administration

NEXT REVIEW DATE: 2028-10-08

GENERAL GUIDELINES:

This procedure outlines the steps for requesting, approving, and administering Compassionate Care Leave in accordance with the Alberta Employment Standards Code.

DEFINITIONS:

“**CAO**” means the Chief Administrative Officer of the Municipal District of Lesser Slave River No. 124.

“**Compassionate Care Leave**” means an unpaid, job-protected leave taken for the purposes of caring for a family member with a significant risk of death within 26 weeks, as per the Alberta Employment Standards Code.

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

PROCEDURE:

1. The employee must submit a written request for Compassionate Care Leave containing their intended start date and estimated return date to Human Resources. All requests should be submitted at least two weeks prior to the intended start date, where possible.
2. Human Resources will review requests for Compassionate Care Leave, verifying that the employee is eligible for Compassionate Care Leave. To be eligible for Compassionate Care Leave, an employee must:
 - a. Have been employed at the MDLSR for at least 90 days; and,
 - b. Provide a medical certificate as proof that the ill family member needs care or support, and is at risk of dying within 26 weeks;
3. If the employee is found to not be eligible for Compassionate Care Leave as per paragraph 2, Human Resources may, at the discretion of the employee’s supervisor and CAO, provide the employee with a similar job-leave agreement not bound by the conditions of this policy.
4. Following approval of the Compassionate Care Leave request, Human Resources will notify the employee of the approved leave dates, and outline the employee’s options regarding maintaining benefit coverage and applying for potential employment insurance benefits.
5. MDLSR is not required to grant the leave to more than one employee at the same time with respect to the same family member.
6. A leave of absence under this policy may only be taken in periods of not less than one week’s duration.
7. The MDLSR will not dismiss, suspend, lay off, demote or otherwise discipline an employee for taking compassionate care leave or take this into account in any decision to promote or train the employee.



Lesser Slave River

- 8. An employee who takes a period of compassionate care leave must be reinstated in his or her former position, in the same location with the same wages and benefits.
- 9. The employee must notify MDLSR of any changes to their estimated return date.
- 10. The employee and employer are both responsible for and must pay for their portion of LAPP, Sunlife and Alberta Health Care, unless the employee notifies the employer of his or her intention to discontinue contributions and; therefore, coverage during that period.

Barry Kolenosky – Chief Administrative Officer

Date



Lesser Slave River

TITLE: COMPASSIONATE CARE LEAVE

EFFECTIVE DATE: October 13, 2004

POLICY NUMBER: K.25

POLICY STATEMENT

The Municipal District believes that its employees should not have to choose between their job and caring for their family during a serious medical crisis. Job-protected Compassionate Care Leave will help employees give valuable support to a gravely ill family member and will allow the M.D. to support and retain their employees during such difficult times.

PROCEDURE

1. Permanent employees shall be entitled up to eight weeks of job protected leave of absence to provide care or support to a gravely ill or dying family member if they are approved for the Compassionate Care Benefit through the Employment Insurance Program. The employee must provide the Municipal District with written documentation that they have been approved to receive this benefit.

2. To be eligible for Compassionate Care Benefits, an employee must apply for Employment Insurance and show:
 - ✓ His/her regular weekly earnings from work have decreased by more than 40%;
 - ✓ He/she has accumulated 600 insured hours in the last 52 weeks; and
 - ✓ A medical certificate as proof that the ill family member needs care or support and is at risk of dying within 26 weeks.

Compassionate Care Benefits can be shared with other family members who must also apply and be eligible for these benefits.

3. For the purpose of this policy, the Employment Insurance Act defines an eligible family member as:
 - ✓ A spouse or common law partner (living in a conjugal relationship for at least a year);
 - ✓ A parent;
 - ✓ The spouse or common law partner of a parent;
 - ✓ A child; or
 - ✓ A child of the spouse or common-law partner.



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4. A leave of absence under this policy may only be taken in periods of not less than one week's duration.
5. The Municipal District will not dismiss, suspend, lay off, demote or otherwise discipline an employee for taking compassionate care leave or take this into account in any decision to promote or train the employee.
6. An employee who takes a period of compassionate care leave must be reinstated in his or her former position, in the same location with the same wages and benefits.
7. The employee and employer are both responsible for and must pay for their portion of LAPP, Sunlife and Alberta Health Care, unless the employee notifies the employer of his or her intention to discontinue contributions and; therefore, coverage during that period.

MOTION: 266-04

DATE: October 13, 2004

Chief Administrative Officer

Reeve



Lesser Slave River

Request for Decision

| | |
|---------------|--|
| Title: | K.29 Local Authorities Pension Plan Policy Update |
| Date: | October 8 th , 2025 |
| Presented By: | Erik Loken, Finance Intern |
| Attachments: | ADM-12-29 Local Authorities Pension Plan Policy, ADM-12-29.01 Local Authorities Pension Plan Procedure |

| | |
|------------------------------------|--|
| Proposed Motion | <p><i>Move to approve policy ADM-12-29 Local Authorities Pension Plan as presented and to rescind policy K.29 Local Authorities Pension Plan.</i></p> <p><i>Move to accept procedure ADM-12-29.01 Local Authorities Pension Plan as information.</i></p> |
| Administration's Recommendation(s) | As Proposed |

BACKGROUND:

As part of the ongoing administrative initiative to modernize and streamline governance documents, existing policies are being reviewed and migrated onto the new Policy template and Numbering Structure. This ensures all internal documents are consistent in format, accessible in structure, and clearly distinguish between Council direction and administrative procedures.

Policy K.29 Local Authorities Pension Plan has not been updated since its creation in 2010.

In addition to formatting and numbering changes, the policy has been slightly edited to improve consistency.

The policy was brought to the September 24th Committee of the Whole Meeting for discussion. No changes were identified at this meeting.

ALTERNATIVE OPTIONS:

Move to approve policy ADM-12-29 Local Authorities Pension Plan as amended.

Move to accept ADM-12-29.01 Local Authorities Pension Plan as information.

BENEFIT/RISKS:

The proposed edits to this policy are intended to lead to increased consistency, accuracy, and clarity. Potential risks related to policy updates could include an unforeseen consequence of changes to policy direction or wording, although this is unlikely given the minimal changes made to the content of the policy.

STRATEGIC ALIGNMENT:

Reviewing policies helps to ensure that existing policies are in alignment with Council's current direction and philosophy.

FINANCIAL IMPLICATION:

There are no direct financial implications related to the update of this policy.

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OTHER CONSIDERATIONS:

N/A

COMMUNICATION STRATEGY:

The policy will be updated within internal documents.

Prepared By: Erik Loken, Finance Intern
Reviewed By: Marilyn Gladue, Executive Assistant
Approved By: Barry Kolenosky, Chief Administrative Officer

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Lesser Slave River

| | |
|-------------------------------------|---------------------------------------|
| Title: | LOCAL AUTHORITIES PENSION PLAN |
| Policy Number: | ADM-12-39 |
| Effective Date: | 2025-10-08 |
| Resolution: | To be added once approved by Council |
| Lead Department Responsible: | Administration |
| Supersedes Policy No: | K.29 |
| Next Review Date: | 2028-10-08 |

POLICY STATEMENT:

The Council for the Municipal District of Lesser Slave River No. 124 recognizes that they are responsible for ensuring that the Local Authorities Pension Plan is being administered in a manner consistent with legislation. Council accepts the responsibility of ensuring all employees are made aware of Plan legislation as well as those parts of the Plan which are governed by Municipal District Policy upon hiring, and ensuring employees receive the full benefit they are entitled to.

DEFINITIONS:

- “**Full-Time Employee**” means employees who work 30 or more hours on average per week.
 - “**LAPP**” means the Local Authorities Pension Plan.
 - “**MDLSR**” means the Municipal District of Lesser Slave River No. 124.
 - “**Part-Time Employee**” means employees who work less than 30 hours on average per week.
 - “**Permanent Employment**” means there is no foreseen end date to employment. Employees hired for specific periods under contract do not have permanent employment even if their contracts are extended from year to year without a break in service. The attainment of a retirement age is not considered an end date that would make a position temporary as opposed to permanent.
 - “**Temporary Employment**” means there is a foreseen end date to employment. This includes employees hired for specific periods under contract, even if their contracts are extended from year to year without a break in service.
 - “**The Plan**” means the Local Authorities Pension Plan.
-

PRINCIPLE:

- A. PENSION PLAN PARTICIPATION / MEMBERSHIP
 - 1. Mandatory Membership as Determined by Legislation
 - a. All full-time permanent employees under the age of 71.

2. Excluded From Membership as Determined by Legislation
 - a. Part-time employees who are temporary
 - b. Part-time employees who are permanent but work fewer than 14 hours per week or 728 hours per calendar year
 - c. Employees who are completing a probationary period with the MDLSR as described in section B
 - d. Employees who would begin participation in the Plan after the end of the year in which they reach age 71
 - e. Employees who receive a monthly pension from the Plan based on their previous participation in the Plan
 - f. Employees who are excluded from membership according to employer policy
3. Excluded from Membership as Determined by the MDLSR
 - a. Full-Time Temporary employees, including those hired on a contract basis, where there is a pre-determined date or event on which employment will end are excluded from membership.
4. Voluntary Membership as Determined by the MDLSR
 - a. For Part-Time Permanent employees who work fewer than 30 hours per week but not less than 14 hours per week or 728 hours over a calendar year, membership is voluntary.
5. Re-employment Rules for Pensioners
 - a. LAPP pensioners may recommence work for an LAPP Employer and their pension will not be suspended no matter when the work commences or how long the work continues. Pensioners will continue to receive their pensions even if re-employed by their previous employer. They cannot re-join LAPP to earn additional pensionable service. Any non-LAPP pensioner employed by a LAPP employer is subject to the current LAPP pension eligibility rules.

B. PROBATION PERIOD

1. Eligible employees must complete a minimum probation period of 3 months before being registered in the Plan, unless otherwise determined in this subsection.
2. Should an employee not pass his/her 3 month probation period, the Department Head responsible for that employee can extend the total probation period, in writing, up to one year; or until the time that employee is re-classified as a full time permanent employee, whichever comes first.
3. A probation period cannot exceed one service year following the commencement of employment, after which time participation shall start immediately.
4. Participation shall start immediately upon hiring if a probation period for the purpose of LAPP membership has been waived as a negotiated condition of employment; usually in the case of Managers or Department Heads.
5. There will be no probation period if a new employee applies to transfer service with no break from a previous employer into the LAPP from a previous LAPP employer or through a reciprocal transfer agreement.
6. If an employee has any prior non-contributory service with the MDLSR, this service, regardless of the nature of employment or when it occurred, must be applied against the probation period.

C. BASE UNITS FOR PENSIONABLE SERVICE

1. Pensionable service is expressed as a number with 4 decimal places, not to exceed 1.000. To express a member's pensionable service in this format, employers need to divide the actual hours of work a member performs by a base unit established. The use of a base unit will ensure there is a consistent method and standard for calculating members' service. For the MDLSR:
 - a. The base unit for employees working 40-hour work weeks will be 2080 hours per year.

- b. The base unit for employees working 36.25-hour work weeks will be 1885 hours per year.
- c. Pensionable service for part time permanent employees who have voluntarily chosen to join the Plan will be calculated by dividing their actual hours worked by the applicable base unit listed above.

D. PENSIONABLE SALARY AND SERVICE

- 1. Pensionable Salary as Determined by Legislation
 - a. Gross Basic Pay

For the performance of the regular duties of employment, including lump sums that permanently increase the gross basic pay provided the pay:

- i. relates to the performance of regular duties;
- ii. is not subject to manipulation on an individual basis; and
- iii. is paid to all staff within a class or group.

For further clarification, pensionable salary for the MDLSR includes Salary Pay (SAL), Regular Pay (REGP) (if the wage employee meets the hourly criteria above and chooses to join the Plan), Retroactive Pay (RETRO), Merit Bonus (BONUS), and Emergency Phone Pay (PHONE).

- b. Leave with Full Salary
 - 1. Contributions are mandatory and based on 100% of the salary the member would have earned had they not been on leave.
- c. Leave With Partial Salary
 - 1. Contributions are mandatory and based on 100% of the salary the member would have earned had they not been on leave.
- d. Worker's Compensation
 - 1. Contributions are mandatory by the employee and employer while a member receives temporary Workers' Compensation disability payments and are based on 100% of the salary the member would have earned had they not been injured.
 - 2. Once a worker is granted permanent Workers' Compensation disability benefits (i.e. a pension), they cease to be a participant in the Plan

- 2. Pensionable Salary as Determined by the MDLSR
 - a. Acting Pay shall be included as pensionable salary if it is paid in a uniform and consistent basis each salary period.

E. NON-PENSIONABLE SALARY AND SERVICE

- 1. As per legislation, pay types that are not pensionable include:
 - a. Holiday and vacation pay paid in a lump sum;
 - b. Expense allowance payments;
 - c. Overtime payments;
 - d. Pay for merit or individual achievement (that does not meet section D.1.a of this policy)
 - e. Automobile allowances
 - f. Productivity payments or awards (bonuses)
 - g. Special remuneration

F. OPTIONAL SALARY AND SERVICE

Optional Service is service that is not mandatory but is a service the member has performed in the past and may choose to purchase or transfer to increase future benefit entitlements and include:

- 1. Probationary Periods

- a. Members can purchase probationary periods and the cost to purchase will depend on when the member applies to purchase it.
2. Leave Without Salary / Parenting Leave Without Salary
 - a. During Leave Without Salary, a member may have that service taken into account as pensionable service by continuing to contribute while on leave or purchase the service at the end of the leave.
3. Mandatory Service
 - a. This service includes periods where contributions were not withheld and should have been as per subsection C of this policy.
4. Long-Term Disability
 - a. The MDLSR does not have an approved Long Term Disability Plan with LAPP, therefore, members can choose to purchase a period while on Long Term Disability in the same way as a Leave Without Salary as noted above.
5. Reciprocal Transfers
 - a. A member may increase their future pension by transferring service from another pension into LAPP.
6. Prior Service
 - a. Members may be able to purchase service from a previous LAPP employer.

G. COSTING METHODS

To determine the cost to purchase optional service, one of the following two methods will be used depending on the type of service being purchased and when the purchase application is received.

1. Contribution Cost Basis
 - a. The cost of the service is based on the amount of contributions that would have been paid had the member been contributing to the Plan during the relevant period, plus interest. The cost method is based on the salary the member earned at the time the service was performed.
 - b. This method is used to determine the cost to purchase Leave Without Salary, Parenting Leave Without Salary and Probationary Periods where the application to purchase the service is received before the contribution cost deadline applicable to each type of service.
 - c. The costing method is also used to determine the cost of current service deficiencies when employer and member contributions for mandatory service are not remitted as required by the Plan. For Worker's Compensation, the MDLSR will be liable for the employer portion of the cost only when the member pays the required member contributions. For all other mandatory service, the MDLSR is liable for remitting both employer and member contributions.
 - d. The MDLSR will be liable for the employer portion of the cost to purchasing optional service where the cost is determined on a contribution cost basis. For Leave Without Salary and Parenting Leave Without Salary, the MDLSR is liable for only the first year of leave.
2. Actuarial Reserve Cost Basis (AR)
 - a. Where optional service is purchased on an actuarial reserve cost basis, the cost of the service is based on the anticipated full cost to the Plan of providing a pension to the member in respect of that service. This cost basis is used to determine the cost of purchasing all optional service, except where the contribution cost basis is to be used.
 - b. The MDLSR is not liable for any portion of the cost of purchasing optional service on an AR basis.

H. TERMINATION FROM THE PLAN

1. A member must cease active membership in the Plan in order to receive a benefit from the Plan. The benefits available to members when they cease active membership will depend on their age at their termination date and whether or not they were vested.
 - a. Vesting means that a member has acquired the right to eventually receive a pension and receive the MDLSR's contribution (or portion of).
 1. Members are vested when they have 2 years of active membership in the Plan or 2 years of pensionable service.

I. RETIREMENT

1. Once vested, members become eligible to retire and commence receiving either a reduced or unreduced pension once they reach age 55.
2. A member who reaches age 65 and ceases active membership in the Plan is immediately eligible for an unreduced pension.
3. Members must commence their pension by December 31 of the year they turn 71.
4. An unreduced pension is one that is not reduced for early retirement. Vested members who cease active membership in the Plan are entitled to an unreduced pension upon leaving employment when they are at least:
 - a. age 55, with at least 85 points
 1. Age + Pensionable Service = at least 85 points
 - b. age 65.
5. A reduced pension is one that is reduced by 3% for each year, prorated for partial years that the member is considered to have retired early. The early retirement reduction is based on the number of years the member's age falls short of 65, or on the number by which the member's age plus years of pensionable service falls short of 85 points, whichever is lower.
6. Vested members must be at least 55 years old and have ceased active membership to be eligible for a retirement pension.

J. DEATH

1. A beneficiary will receive a benefit from the Plan when a member dies prior to retirement. A beneficiary can be a person (including a child), a company, a charitable organization or the Plan member's estate. A member may also have multiple beneficiaries.
 2. If the member has a pension partner at the time of their pre-retirement death, the surviving pension partner is automatically the member's sole beneficiary unless the pension partner has signed a pre-retirement death waiver.
 3. If a member did not have a pension partner at the time of their death, the beneficiary is the person designated as such by the member in writing. The Designation of Beneficiary Form can be used for this purpose or the member can designate beneficiary(ies) in their will. As a general rule, if a death benefit is to be paid to a beneficiary other than the pension partner, the most recent valid designation provided to Alberta Pension Services is the one that determines who the beneficiary is.
-

AGENDA ITEM #7.3

Chief Administrative Officer

Date

Reeve

Date

RELATED DOCUMENTS: PROCEDURE ADM-12-39.01 LOCAL AUTHORITIES PENSION PLAN



Lesser Slave River

TITLE: Local Authorities Pension Plan Procedure

PROCEDURE NO: ADM-12-39.01

RESOLUTION:

EFFECTIVE DATE: 2025-10-08

DEPARTMENT RESPONSIBLE: Administration

NEXT REVIEW DATE: 2028-10-08

GENERAL GUIDELINES:

This procedure exists to provide clear, consistent responsibilities and steps for enrolling employees in the Local Authorities Pension Plan (LAPP), managing contributions, and administering LAPP membership in accordance with the Municipality’s LAPP Policy and applicable legislation.

DEFINITIONS:

“**Full-Time Employee**” means employees who work 30 or more hours on average per week.

“**LAPP**” means the Local Authorities Pension Plan.

“**Part-Time Employee**” means employees who work less than 30 hours on average per week.

“**Permanent Employment**” means there is no foreseen end date to employment. Employees hired for specific periods under contract do not have permanent employment even if their contracts are extended from year to year without a break in service. The attainment of a retirement age is not considered an end date that would make a position temporary as opposed to permanent.

“**Temporary Employment**” means there is a foreseen end date to employment. This includes employees hired for specific periods under contract, even if their contracts are extended from year to year without a break in service.

RESPONSIBILITIES:

Employees: Provide required enrollment information, notify HR manager of changes affecting LAPP participation, and initiate optional buy-back requests.

Finance Manager: Process enrollments, maintain LAPP-related records, process contributions, deductions, buybacks, and termination from the Plan as per LAPP rules.

HR Manager: Determine eligibility, advise employees of their rights and responsibilities, notify finance manger of enrollment date.

Supervisors: Notify finance manager of employee status changes affecting eligibility, including position changes, leaves, and retirements.

PROCEDURE:

1. The HR manager will track the probation status of all new employees. Once employees have finished their probationary period, The HR manager will determine if enrollment in LAPP is mandatory, voluntary, or excluded based on the employee’s employment status.
 - a. Enrollment is mandatory for all permanent full-time employees under the age of 71.



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- b. Enrollment is voluntary for all permanent part-time employees who work 14 or more hours per week.
- c. Enrollment is excluded for all employees who:
 - i. Have temporary employment; or
 - ii. Work fewer than 14 hours per week; or
 - iii. Are within their probationary period; or
 - iv. Would begin participation in LAPP after the end of the year in which they reach age 71; or
 - v. Receive a monthly pension from LAPP based on their previous participation in the plan.
2. The HR manager will assist employees with completing enrollment forms and submitting them to LAPP.
3. Upon enrollment, the HR manager will notify employees of their options regarding transfers from another plan and buying back service.
4. Following enrollment in LAPP, the finance manager will:
 - a. Set up the appropriate deduction and employer contribution rates based on LAPP's current rates.
 - b. Ensure contributions begin on the first applicable pay period following enrollment.
 - c. Ensure monthly remittances to LAPP are forwarded to the finance coordinator for processing according to required deadlines.
5. The HR manager will monitor employment status changes (e.g., from part-time to full-time, leave of absence, termination). Upon a qualifying change, they will:
 - a. Adjust LAPP enrollment if necessary.
 - b. Inform the finance manager of any required payroll adjustments.
 - c. Inform the employee of changes to their LAPP status, as applicable.

Barry Kolenosky – Chief Administrative Officer

Date



Lesser Slave River

TITLE: LOCAL AUTHORITIES PENSION PLAN

EFFECTIVE DATE: April 28, 2010

POLICY NUMBER: K.29

STATEMENT:

To provide and maintain records that will allow Auditors to conduct the triennial Compliance Review of Local Authorities Pension Plan efficiently and effectively. These records are in the form of employer policies and employee-level information.

PURPOSE:

The Council for the Municipal District of Lesser Slave River recognizes that they are responsible for ensuring that the Local Authorities Pension Plan is being administered in a manner consistent with legislation. Council accepts the responsibility of ensuring all employees are made aware of Plan legislation as well as those parts of the Plan which are governed by Municipal District Policy upon hiring, and ensuring employees receive the full benefit they are entitled to.

A. PENSION PLAN PARTICIPATION / MEMBERSHIP

1. Mandatory Membership as Determined by Legislation

- a. All full-time continuous employees under the age of 71.
- b. Employees who work 30 or more hours on average per week are deemed to be full-time employees for determining eligibility to participate in the plan.
- c. Continuous means there is no foreseen end date to employment
 - i. Employees hired for specific periods under contract do not have permanent employment even if their contracts are extended from year to year without a break in service.

2. Excluded From Membership as Determined by Legislation

- a. Part-time employees who are temporary
- b. Part-time employees who are permanent but work fewer than 14 hours per week or 728 hours per calendar year.



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- c. Employees who are completing a probationary period with the M.D.
- d. Employees who would begin participation in the Plan after the end of the year in which they reach age 71
- e. Employees who receive a monthly pension from the Plan based on their previous participation in the Plan.
- f. Employees who are excluded from membership according to employer policy

3. Excluded from Membership as Determined by the M.D. of Lesser Slave River

- a. Full-Time Temporary employees, including those hired on a contract basis, where there is a pre-determined date or event on which employment will end are excluded from membership.
 - i. The attainment of a retirement age is not considered an end date that would make a position temporary as opposed to permanent.

4. Voluntary Membership as Determined by the M.D. of Lesser Slave River

- a. For Part-Time Permanent employees who work fewer than 30 hours per week but not less than 14 hours per week or 728 hours over a calendar year, membership is voluntary.

5. Re-employment Rules for Pensioners

- a. LAPP pensioners may recommence work for an LAPP Employer and their pension will not be suspended no matter when the work commences or how long the work continues. Pensioners will continue to receive their pensions even if re-employed by their previous employer. They cannot re-join LAPP to earn additional pensionable service. Any non-LAPP pensioner employed by a LAPP employer is subject to the current LAPP pension eligibility rules.

B. PROBATION PERIOD

- 1. Eligible employees must complete a minimum probation period of 3 months before being registered in the Plan as per Policy K.17, unless otherwise determined in this subsection.



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2. Should an employee not pass his/her 3 month probation period, the Department Head responsible for that employee can extend the probation period, in writing, up to one year; or until the time that employee is re-classified as a full time permanent employee, whichever comes first.
3. A probation period cannot exceed one service year following the commencement of employment, after which time participation shall start immediately.
4. Participation shall start immediately upon hiring if a probation period for the purpose of LAPP membership has been waived as a negotiated condition of employment; usually in the case of Managers or Department Heads.
5. There will be no probation period if a new employee applies to transfer service with no break from a previous employer into the LAPP from a previous LAPP employer or through a reciprocal transfer agreement.
6. If an employee has any prior non-contributory service with the Municipal District, this service, regardless of the nature of employment or when it occurred, must be applied against the probation period.

C. BASE UNITS FOR PENSIONABLE SERVICE

1. Pensionable service is expressed as a number with 4 decimal places, not to exceed 1.000. To express a member's pensionable service in this format, employers need to divide the actual work a member performs by a base unit established. The use of a base unit will ensure there is a consistent method and standard for calculating members' service. For the Municipal District:
 - a. The base unit for employees working 40-hour work weeks will be 2080 hours per year.
 - b. The base unit for employees working 36.25-hour work weeks will be 1892 hours per year.
 - c. Pensionable service for part time permanent employees who have voluntarily chosen to join the Plan will be calculated by dividing their actual hours worked by the applicable base unit listed above.

D. PENSIONABLE SALARY AND SERVICE

1. **Pensionable Salary as Determined by Legislation**
 - a. **Gross Basic Pay**



Lesser Slave River

For the performance of the regular duties of employment, including lump sums that permanently increase the gross basic pay provided the pay:

- i. relates to the performance of regular duties;
- ii. is not subject to manipulation on an individual basis; and
- iii. is paid to all staff within a class or group.

For further clarification, pensionable salary for the Municipal District includes Salary Pay (SAL), Regular Pay (REGP) (if the wage employee meets the hourly criteria above and chooses to join the Plan), Retroactive Pay (RETRO), Merit Bonus (BONUS), and Emergency Phone Pay (PHONE).

b. Leave with Full Salary

- i. Contributions are mandatory and based on 100% of the salary the member would have earned had they not been on leave.

c. Leave With Partial Salary

- i. Contributions are mandatory and based on 100% of the salary the member would have earned had they not been on leave.

d. Worker's Compensation

- i. Contributions are mandatory by the employee and employer while a member receives temporary Workers' Compensation disability payments and are based on 100% of the salary the member would have earned had they not been injured.
- ii. Once a worker is granted permanent Workers' Compensation disability benefits (i.e. a pension), they cease to be a participant in the Plan

2. Pensionable Salary as Determined by the M.D. of Lesser Slave River

- a. Acting Pay shall be included as pensionable salary if it is paid in a uniform and consistent basis each salary period.

E. NON-PENSIONABLE SALARY AND SERVICE

1. As per legislation, pay types that are not pensionable include:
 - a. Holiday and vacation pay paid in a lump sum;
 - b. Expense allowance payments;
 - c. Overtime payments;



Lesser Slave River

- d. Pay for merit or individual achievement (that does not meet section C.1.a of this policy)
- e. Automobile allowances
- f. Productivity payments or awards (bonuses)
- g. Special remuneration

F. OPTIONAL SALARY AND SERVICE

Optional Service is service that is not mandatory but is a service the member has performed in the past and may choose to purchase to increase future benefit entitlements and include:

1. Probationary Periods

- a. Members can purchase probationary periods and the cost to purchase will depend on when the member applies to purchase it.

2. Leave Without Salary / Parenting Leave Without Salary

- a. During Leave Without Salary, a member may have that service taken into account as pensionable service by continuing to contribute while on leave or purchase the service at the end of the leave.

3. Mandatory Service

- a. This service includes periods where contributions were not withheld and should have been as per subsection C of this policy.

4. Long-Term Disability

- a. The Municipal District does not have an approved LTD Plan with LAPP, therefore, members can choose to purchase a period while on Long Term Disability in the same way as a Leave Without Salary as noted above.

5. Reciprocal Transfers

- a. A member may increase their future pension by transferring service from another pension into LAPP.

6. Prior Service

- a. Members may be able to purchase service from a previous LAPP employer.



Lesser Slave River

G. COSTING METHODS

To determine the cost to purchase optional service, one of the following two methods will be used depending on the type of service being purchased and when the purchase application is received.

1. Contribution Cost Basis

- a. The cost of the service is based on the amount of contributions that would have been paid had the member been contributing to the Plan during the relevant period, plus interest. The cost method is based on the salary the member earned at the time the service was performed.
- b. This method is used to determine the cost to purchase Leave Without Salary, Parenting Leave Without Salary and Probationary Periods where the application to purchase the service is received before the contribution cost deadline applicable to each type of service.
- c. The costing method is also used to determine the cost of current service deficiencies when employer and member contributions for mandatory service are not remitted as required by the Plan. For Worker's Compensation, the Municipal District will be liable for the employer portion of the cost only when the member pays the required member contributions. For all other mandatory service, the Municipal District is liable for remitting **both** employer and member contributions.
- d. The Municipal District will be liable for the employer portion of the cost to purchasing optional service where the cost is determined on a contribution cost basis. For Leave Without Salary and Parenting Leave Without Salary, the Municipal District is liable for only the first year of leave.

2. Actuarial Reserve Cost Basis (AR)

- a. Where optional service is purchased on an actuarial reserve cost basis, the cost of the service is based on the anticipated full cost to the Plan of providing a pension to the member in respect of that service. This cost basis is used to determine the cost of purchasing all optional service, except where the contribution cost basis is to be used.
- b. The Municipal District is not liable for any portion of the cost of purchasing optional service on an AR basis.
- c. Although the cost to purchase service on an AR basis may be high, the optional service purchased could potentially provide a significantly increased benefit.



Lesser Slave River

H. TERMINATION FROM THE PLAN

1. A member must cease active membership in the Plan in order to receive a benefit from the Plan. The benefits available to members when they cease active membership will depend on their age at their termination date and whether or not they were vested.
 - a. Vesting means that a member has acquired the right to eventually receive a pension and receive the Municipal District's contribution (or portion of).
 - i. Members are vested when they have 2 years of active membership in the Plan or 2 years of pensionable service.
2. The attached chart provides an overview of the choices available to members when they cease active membership in the Plan.

I. RETIREMENT

1. Once vested, members become eligible to retire and commence receiving either a reduced or unreduced pension once they reach age 55.
2. A member who reaches age 65 and ceases active membership in the Plan is immediately eligible for an unreduced pension.
3. Members must commence their pension by December 31 of the year they turn 71.
4. An unreduced pension is one that is not reduced for early retirement. Vested members who cease active membership in the Plan are entitled to an unreduced pension upon leaving employment when they are at least:
 - a. age 55, with at least 85 points
 - i. Age + Pensionable Service = at least 85 points
 - b. age 65.
5. A reduced pension is one that is reduced by 3% for each year, prorated for partial years that the member is considered to have retired early. The early retirement reduction is based on the number of years the member's age falls short of 65, or on the number by which the member's age plus years of pensionable service falls short of 85 points, whichever is lower.
6. Vested members must be at least 55 years old and have ceased active membership to be eligible for a retirement pension.



Lesser Slave River

J. DEATH

1. A beneficiary will receive a benefit from the Plan when a member dies prior to retirement. A beneficiary can be a person (including a child), a company, a charitable organization or the Plan member's estate. A member may also have multiple beneficiaries.
2. If the member has a pension partner at the time of their pre-retirement death, the surviving pension partner is automatically the member's sole beneficiary unless the pension partner has signed a pre-retirement death waiver.
3. If a member did not have a pension partner at the time of their death, the beneficiary is the person designated as such by the member in writing. The Designation of Beneficiary Form can be used for this purpose or the member can designate beneficiary(ies) in their will. As a general rule, if a death benefit is to be paid to a beneficiary other than the pension partner, the most recent valid designation provided to Alberta Pension Services is the one that determines who the beneficiary is.

For more detailed information of the Local Authorities Pension Plan, please contact the M.D.'s Human Resource Coordinator or refer to the Pension E-Guide on the LAPP Website: lapp.ab.ca. In the event that this policy conflicts with current legislation, the legislation will prevail.

MOTION: 103-10

DATE: April 28, 2010


Chief Administrative Officer


Reeve



Lesser Slave River

Request for Decision

| | |
|---------------|--|
| Title: | K.2 Acting Pay Policy Update |
| Date: | October 8, 2025 |
| Presented By: | Erik Loken, Finance Intern |
| Attachments: | ADM-12-36 Acting Pay Policy, ADM-12-36.01 Acting Pay Procedure |

| | |
|------------------------------------|--|
| Proposed Motion | <i>Move to approve policy ADM-12-36 Acting Pay as presented and to rescind Policy K.2 Acting Pay.</i> <i>Move to accept procedure ADM-12-36.01 Acting Pay as information.</i> |
| Administration's Recommendation(s) | As Proposed. |

BACKGROUND:

As part of the ongoing administrative initiative to modernize and streamline governance documents, existing policies are being reviewed and migrated onto the new Policy template and Numbering Structure. This ensures all internal documents are consistent in format, accessible in structure, and clearly distinguish between Council direction and administrative procedures.

Policy K.2 Acting Pay has not been updated since its creation in 1995.

In addition to formatting and numbering changes, the policy has received the following major updates:

1. A specific system for deciding the temporary salary of the acting employee has been put in place.
2. The policy now includes an option to provide additional compensation for employees taking on partial additional duties of a higher position.

Finally, a procedure has been created outlining the process for an employee to gain acting pay.

The policy was brought to the September 24th Committee of the Whole Meeting for discussion. No changes were identified at this meeting.

ALTERNATIVE OPTIONS:

Move to approve policy ADM-12-36 Acting Pay as amended.

Move to accept ADM-12-36.01 Acting Pay as information.

BENEFIT/RISKS:

Reviewing policies will lead to increased consistency, accuracy, and clarity in the delivery of services. The proposed updates to this policy will specifically increase the consistency of the way in which acting pay salaries are decided and allow for employees taking on partial responsibilities of a role to be compensated to some extent for doing so. Potential risks related to policy updates could include an unforeseen consequence of changes to policy direction or wording. In this policy, this could potentially be a result of introducing temporary salary increases related to taking on only partial duties of a position, however this risk is minimized by the fact that the policy requires the CAO to approve all salary increases related to this policy.

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STRATEGIC ALIGNMENT:

Reviewing policies helps to ensure that existing policies are in alignment with Council's current direction and philosophy.

FINANCIAL IMPLICATION:

The addition of the ability for employees to receive a temporary salary increase for taking on partial additional duties could slightly increase pay expenses, although this would likely be minimal.

OTHER CONSIDERATIONS:

N/A

COMMUNICATION STRATEGY:

The policy will be updated within internal documents.

Prepared By: Erik Loken, Finance Intern
Reviewed By: Marilyn Gladue, Executive Assistant
Approved By: Barry Kolenosky, Chief Administrative Officer

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Lesser Slave River

| | |
|-------------------------------------|--------------------------------------|
| Title: | ACTING PAY |
| Policy Number: | ADM-12-36 |
| Effective Date: | 2025-10-08 |
| Resolution: | To be added once approved by Council |
| Lead Department Responsible: | Administration |
| Supersedes Policy No: | K.2 |
| Next Review Date: | 2028-10-08 |

POLICY STATEMENT:

Council is committed to ensuring fair and equitable compensation practices for all employees. This policy establishes the principles and guidelines for the provision of acting pay when an employee temporarily assumes the full duties and responsibilities of a higher-level position, in addition to pay related to limited additional duties. Acting pay recognizes the additional responsibilities undertaken and ensures continuity of service delivery during temporary vacancies or absences.

DEFINITIONS:

“**Acting Pay**” means additional pay intended to compensate employees for performing the duties of a higher level position. In this policy, these pay increases are calculated based on salary steps within the salary grid.

“**CAO**” means the Chief Administrative Officer of the Municipal District of Lesser Slave River No. 124.

“**Council**” means the duly elected Council of the Municipal District of Lesser Slave River No. 124.

“**Higher Level Position**” means a position with a salary level higher than the employee’s current salary level according to the salary grid.

PRINCIPLE:

1. To receive acting pay, an employee shall be designated by a senior official at his place of work to perform the principal duties of the higher level position for a minimum period of thirty (30) consecutive work days, during which time he may also be required to perform some of the duties of his regular position. On completion of the minimum thirty (30) day qualifying period in an acting incumbency position, an employee shall be eligible for acting incumbency pay for the total period of acting incumbency, including the thirty (30) day qualifying period. Acting provisions shall not apply where an employee is designated only limited additional duties.
2. The minimum salary of the acting incumbent shall be determined as the greater of:
 - a. A one-step increase of the acting employee’s current salary; or

AGENDA ITEM #7.4

- b. The lowest step of the higher level position’s salary which is greater than the acting employee’s current salary.
3. All acting assignments shall be approved by the CAO or Designate.
 - a. Employees acting against the CAO position must instead be approved by Council.
 4. Employees taking on additional duties of a higher position but not eligible for acting assignment may be eligible for a temporary one-step increase to their salary for the period they are performing these additional duties, at the discretion of the CAO. Employees must be required to perform these additional duties for a period of at least 5 working days to be eligible for this increase.

Chief Administrative Officer

Date

Reeve

Date

RELATED DOCUMENTS: PROCEDURE ADM-12-36.01 ACTING PAY



Lesser Slave River

TITLE: ACTING PAY

PROCEDURE NO: ADM-12-36.01

RESOLUTION:

EFFECTIVE DATE: 2025-10-08

DEPARTMENT RESPONSIBLE: Administration

NEXT REVIEW DATE: 2028-10-08

GENERAL GUIDELINES:

This procedure supports the Acting Pay Policy by outlining the steps and requirements for authorizing and administering acting pay within the Municipality. It ensures that employees who are temporarily assigned to perform the duties of a higher-level position are compensated fairly and in accordance with approved guidelines.

DEFINITIONS:

“Acting Pay” means additional pay intended to compensate employees for performing the duties of a higher level position. In this policy, these pay increases are calculated based on salary steps within the salary grid.

“CAO” means the Chief Administrative Officer of the Municipal District of Lesser Slave River No. 124.

“Council” means the duly elected Council of the Municipal District of Lesser Slave River No. 124.

“Higher Level Position” means a position with a salary level higher than the employee’s current salary level according to the salary grid.

RESPONSIBILITIES:

- Employee: Accept terms of acting assignment and perform assigned duties
- Supervisor: Identify need for acting assignment and initiate acting assignment request
- Human Resources: Determine eligibility of requests, determine acting pay rate, communicate with finance manager, and retain records relating to acting assignments
- Finance Manager: Ensure acting pay is administered
- CAO: Provide final approval of acting assignments
- Council: Provide final approval of CAO acting assignments

PROCEDURE:

1. To initiate acting pay, the employee’s supervisor must send a request to Human Resources indicating the following:
 - a. The proposed acting employee
 - b. The proposed position to be acted against
 - c. The proposed start date and end date
 - d. The reason for the acting assignment
2. Human resources will review all acting assignment requests to verify the eligibility of the proposed acting assignment. Eligibility is based on the following criteria:
 - a. The employee must perform the principal duties of the position acted against
 - b. The position must be acted against for a period of at least 30 days
 - c. The position being acted against must be of a higher level than the acting employee’s position
 - d. The acting employee must be capable of adequately performing the required duties
3. Human resources will determine acting pay as the greater of the following:
 - a. A one-step increase to the acting employee’s current salary; or



Lesser Slave River

- b. The lowest salary step of the position acted against which is higher than the acting employee's current salary.
- 4. All acting assignments must be approved by the CAO or Designate, except acting assignments against the CAO position.
 - a. Acting assignments against the CAO position must be approved by council.
- 5. Upon conclusion of the acting assignment, the employee will return to their base position and rate of pay, as if they had never performed the acting assignment.
- 6. In instances where an employee is designated limited additional duties but does not qualify for the full acting pay, the employee may still receive a temporary one-step salary increase for the period in which the employee performs these additional duties, subject to the following conditions:
 - a. The employee must be responsible for these additional duties for a period of at least 5 consecutive working days; and
 - b. All temporary salary increases must be approved by the CAO.

Barry Kolenosky – Chief Administrative Officer

Date



Lesser Slave River

TITLE: ACTING PAY

EFFECTIVE DATE: January 1, 1995

POLICY NUMBER: K.2

1. To receive acting pay, an employee shall be designated by a senior official at his place of work to perform the principal duties of the higher level position for a minimum period of thirty (30) consecutive work days, during which time he may also be required to perform some of the duties of his regular position. On completion of the minimum thirty (30) day qualifying period in an acting incumbency position, an employee shall be eligible for acting incumbency pay for the total period of acting incumbency, including the thirty (30) day qualifying period. Acting provisions shall not apply where an employee is designated only limited additional duties.

2. The salary of the acting incumbent shall be determined by the MD Manager and Council.

MOTION: 19-95

DATE: January 11, 1995



Chief Administrative Officer



Reeve



Lesser Slave River

Request for Decision

| | |
|---------------|--|
| Title: | K.37 COLA Salary Increase Policy Update |
| Date: | October 8 th , 2025 |
| Presented By: | Erik Loken, Finance Intern |
| Attachments: | ADM-12-37 COLA Salary Increase Policy, ADM-12-37.01 COLA Salary Increase Procedure |

| | |
|------------------------------------|--|
| Proposed Motion | <p><i>Move to approve policy ADM-12-37 COLA Salary Increase as presented and to rescind policy K.37 COLA Salary Increase.</i></p> <p><i>Move to accept procedure ADM-12-37.01 COLA Salary Increase as information.</i></p> |
| Administration's Recommendation(s) | As Proposed. |

BACKGROUND:

As part of the ongoing administrative initiative to modernize and streamline governance documents, existing policies are being reviewed and migrated onto the new Policy template and Numbering Structure. This ensures all internal documents are consistent in format, accessible in structure, and clearly distinguish between Council direction and administrative procedures.

Policy K.37 COLA Salary Increase was last updated in 2023.

The policy was brought to the September 24th Committee of the Whole Meeting for discussion. It was identified that it would be beneficial to specify a timeline to complete this procedure. As a result of this discussion, line 1. a. has been added to the procedure, which specifies that the COLA salary increase amount will be calculated as part of the September preliminary budget meeting identified in the budget development meeting.

ALTERNATIVE OPTIONS:

Move to approve policy ADM-12-37 COLA Salary Increase as amended.
 Move to accept policy ADM-12-37.01 COLA Salary Increase as information.

BENEFIT/RISKS:

Reviewing policies will lead to increased consistency, accuracy, and clarity in the delivery of services. By ensuring the COLA salary increase policy is up to date, this will specifically help to promote fair salaries, improving employee morale. Potential risks related to policy updates could include an unforeseen consequence of changes to policy direction or wording, however this is unlikely given the minimal changes to this specific policy.

STRATEGIC ALIGNMENT:

Reviewing policies helps to ensure that existing policies are in alignment with Council's current direction and philosophy.

FINANCIAL IMPLICATION:

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The policy itself promotes a gradual increase in pay according to the rising cost of living, which will lead to increasing expenses overtime, however the policy updates proposed here have no direct financial implication.

OTHER CONSIDERATIONS:

N/A

COMMUNICATION STRATEGY:

The policy will be updated within internal documents.

Prepared By: Erik Loken, Finance Intern
Reviewed By: Marilyn Gladue, Executive Assistant
Approved By: Barry Kolenosky, Chief Administrative Officer

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Lesser Slave River

| | |
|-------------------------------------|--------------------------------------|
| Title: | COLA SALARY INCREASE |
| Policy Number: | ADM-12-37 |
| Effective Date: | 2025-10-08 |
| Resolution: | To be added once approved by Council |
| Lead Department Responsible: | Administration |
| Supersedes Policy No: | K-37 |
| Next Review Date: | 2028-10-08 |

POLICY STATEMENT:

Council recognizes that importance of its employees to provide service for the success of the M.D. of Lesser Slave River. By offering a fair salary to your employees and ensuring rates of pay keep up with the cost of living, the M.D. will maintain high morale among our team.

Cost of living adjustments, also referred to as COLA adjustments, are intended to make up for the increasing cost of living. The cost of living can increase over time, and it's important to regularly review the salaries of our employees to ensure fair level of pay.

DEFINITIONS:

"COLA" Cost of Living Adjustment; refers to an increase in an employee's rate of pay based on estimates of how much money is required to maintain a given standard of living.

"Inflation" means a continuing rise in the general price level usually attributed to an increase in the volume of money and credit relative to available goods and services.

"Alberta Consumer Price Index" represents the average prices of a basket of goods and is used to measure inflation.

PRINCIPLE:

1. A cost-of-living pay adjustment refers to an increase in an employee's rate of pay based on estimates of how much money is required to maintain a given standard of living. Cost-of-living pay adjustments can be applied to wages or salaries and are intended to offset inflation.
 2. The salary increase will be calculated annually by a cost-of-living adjustment calculation based on a five-year rolling average of the Alberta Consumer Price Index (ACPI) as provided by Statistics Canada. The rolling average is considered to be a fair representation of the marketplace.
 3. The Human Resources Department will collect the information and follow the calculation in the procedure to determine COLA percentage. The COLA increase and cost will be presented to council for approval.
-

AGENDA ITEM #7.5

Chief Administrative Officer

Date

Reeve

Date

RELATED DOCUMENTS: PROCEDURE ADM-12-37.01 COLA SALARY INCREASE



Lesser Slave River

TITLE: COLA SALARY INCREASE PROCEDURE

PROCEDURE NO: ADM-12-37.01

RESOLUTION:

EFFECTIVE DATE: 2025-10-08

DEPARTMENT RESPONSIBLE: Administration

NEXT REVIEW DATE: 2028-10-08

GENERAL GUIDELINES:

Council recognizes that importance of its employees to provide service for the success of the M.D. of Lesser Slave River. By offering a fair salary to your employees and ensuring rates of pay keep up with the cost of living, the M.D. will maintain high morale among our team.

DEFINITIONS:

“COLA” Cost of Living Adjustment; refers to an increase in an employee’s rate of pay based on estimates of how much money is required to maintain a given standard of living.

“Alberta Consumer Price Index” represents the average prices of a basket of goods and is used to measure inflation.

PROCEDURE:

1. Assemble the yearly Alberta Consumer Price Index percentages for the last five years from Statistics Canada and calculate the rolling 5-year average.
 - a. This amount will be calculated as part of the preliminary budget meeting held in September of each year in accordance with the budget development policy.

Example:

| Year | AB COLA | 5 YR Rolling Average |
|------|---------|----------------------|
| 2015 | 1.13% | |
| 2016 | 1.12% | |
| 2017 | 1.55% | |
| 2018 | 2.40% | |
| 2019 | 1.78% | 1.60% |
| 2020 | 1.12% | 1.59% |
| 2021 | 3.18% | 2.01% |
| 2022 | 6.43% | 2.98% |
| 2023 | 3.27% | 3.16% |
| 2024 | 2.93% | 3.38% |

2. Implement Salary Increase:
 - a. Increase Salary of current employees by the 5-year rolling average, to be added to the next feasible pay, retroactive to January 1st of the current year.
 - b. Increase Council stipend by the 5-year rolling average of COLA.
 - c. Increase Firefighters Call-out pay by the 5-year rolling average of COLA.
3. Send out communications to employees and inform council and firefighters.



Lesser Slave River

Barry Kolenosky – Chief Administrative Officer

Date



Lesser Slave River

| | |
|--------------------------------|-----------------------------|
| Title: | COLA SALARY INCREASE POLICY |
| Policy Number: | K-37 |
| Effective Date: | 2023-06-07 |
| Resolution: | 216-23 |
| Department Responsible: | HUMAN RESOURCES DEPARTMENT |
| Supersedes Policy No: | New |
| Next Review Date: | 2023-06-07 |

POLICY STATEMENT:

Council recognizes that importance of its employees to provide service for the success of the M.D. of Lesser Slave River. By offering a fair salary to your employees and ensuring rates of pay keep up with the cost of living, the M.D. will maintain high morale among our team.

Cost of living adjustments, also referred to as COLA adjustments, are intended to make up for the increasing cost of living. The cost of living can increase over time, and it's important to regularly review the salaries of our employees to ensure fair level of pay.

DEFINITIONS:

"COLA" *Cost of Living Adjustment*; refers to an increase in an employee's rate of pay based on estimates of how much money is required to maintain a given standard of living.

"Inflation" means a continuing rise in the general price level usually attributed to an increase in the volume of money and credit relative to available goods and services.

"Alberta Consumer Index" represents the average prices of a basket of goods and is used to measure inflation.

PRINCIPLE:

General Provisions

1. A cost-of-living pay adjustment refers to an increase in an employee's rate of pay based on estimates of how much money is required to maintain a given standard of living. Cost-of-living pay adjustments can be applied to wages or salaries and are intended to offset inflation.
2. The salary increase will be calculated annually by a cost-of-living adjustment calculation based on a five-year rolling average of the Alberta Consumer Price Index (ACPI) as provided by Statistics Canada. The rolling average is considered to be a fair representation of the marketplace.



Lesser Slave River

- 3. The Human Resources Department will collect the information and follow the calculation in the procedure to determine COLA percentage. The COLA increase and cost will be presented to council for approval.



Chief Administrative Officer
Barry Kolenosky

06/14/2023
Date



Reeve
Murray Kerik

06/14/2023
Date



Lesser Slave River

TITLE: COLA SALARY INCREASE PROCEDURE

PROCEDURE NO: K-37

RESOLUTION: 216-23

EFFECTIVE DATE: 2023-06-07

DEPARTMENT RESPONSIBLE: HUMAN RESOURCES

NEXT REVIEW DATE: 2028-06-07

GENERAL GUIDELINES:

Council recognizes that importance of its employees to provide service for the success of the M.D. of Lesser Slave River. By offering a fair salary to your employees and ensuring rates of pay keep up with the cost of living, the M.D. will maintain high morale among our team.

DEFINITIONS:

See definitions in the Cost-of-Living Salary Increase Policy.

PROCEDURE:

1. Assemble the yearly Alberta Consumer Guide Index percentages for the last five years from Statistics Canada and calculate the rolling 5-year average.

Example:

| | CANADA | | AB | |
|------|--------|----------------------|--------|----------------------|
| | COLA % | 5 YR Rolling Average | COLA % | 5 YR Rolling Average |
| 2012 | 1.5 | | 1.11 | |
| 2013 | 0.9 | | 1.42 | |
| 2014 | 1.95 | | 2.56 | |
| 2015 | 1.12 | | 1.13 | |
| 2016 | 1.42 | 1.38 | 1.12 | 1.47 |
| 2017 | 1.56 | 1.39 | 1.55 | 1.56 |
| 2018 | 2.3 | 1.67 | 2.4 | 1.75 |
| 2019 | 1.95 | 1.67 | 1.78 | 1.6 |
| 2020 | 0.74 | 1.59 | 1.12 | 1.59 |
| 2021 | 3.36 | 1.98 | 3.18 | 2.01 |
| 2022 | 6.78 | 3.02 | 6.43 | 2.98 |

2. Implement Salary Increase:
 - a. Increase Salary of current employees by the 5-year rolling average, to be added to the next feasible pay, retro to January 1st of the current year.
 - b. Increase Council Stipend by the 5-year rolling average of COLA.
 - c. Increase Firefighters Call-out pay by the 5-year rolling average of COLA.
3. Send out communications to employees and inform council and firefighters.



Lesser Slave River


Chief Administrative Officer

14/06/23
Date



Lesser Slave River

Request for Decision

| | |
|---------------|---|
| Title: | K.24 Overtime Payments to Management Personnel Policy Update |
| Date: | October 8, 2025 |
| Presented By: | Erik Loken, Finance Intern |
| Attachments: | ADM-12-40 Overtime Payments to Management Personnel Policy |

| | |
|------------------------------------|--|
| Proposed Motion | <i>Move to approve policy ADM-12-40 Overtime Payments to Management Personnel as presented and to rescind policy K.24 Overtime Payments to Management Personnel.</i> |
| Administration's Recommendation(s) | As Proposed |

BACKGROUND:

As part of the ongoing administrative initiative to modernize and streamline governance documents, existing policies are being reviewed and migrated onto the new Policy template and Numbering Structure. This ensures all internal documents are consistent in format, accessible in structure, and clearly distinguish between Council direction and administrative procedures.

Policy K.24 Overtime Payments to Management Personnel has not been updated since its creation in 2001.

In addition to formatting and numbering changes, the policy has been updated to clarify the following:

1. Management Personnel are only eligible to receive overtime pay during declared states of local emergency.
2. All overtime worked this way will be paid out and cannot be taken off in lieu.

The policy was brought to the September 24th Committee of the Whole Meeting for discussion. It was identified that the policy should include a line addressing the fact that management receives 5 extra workdays of vacation per year in lieu of standard overtime pay. Line 3 has been added to address this.

ALTERNATIVE OPTIONS:

Move to approve policy ADM-12-40 Overtime Payments to Management Personnel as amended.
Move to accept ADM-12-40 Overtime Payments to Management Personnel as information.

BENEFIT/RISKS:

Reviewing policies will lead to increased consistency, accuracy, and clarity in the delivery of services. Potential risks related to policy updates could include an unforeseen consequence of changes to policy direction or wording.

STRATEGIC ALIGNMENT:

Reviewing policies helps to ensure that existing policies are in alignment with Council's current direction and philosophy.

FINANCIAL IMPLICATION:

There is no significant financial implication with updating this policy.

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OTHER CONSIDERATIONS:

N/A

COMMUNICATION STRATEGY:

The policy will be updated within internal documents.

Prepared By: Erik Loken, Finance Intern
Reviewed By: Marilyn Gladue, Executive Assistant
Approved By: Barry Kolenosky, Chief Administrative Officer

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Lesser Slave River

| | |
|-------------------------------------|--|
| Title: | OVERTIME PAYMENTS TO MANAGEMENT |
| Policy Number: | ADM-12-40 |
| Effective Date: | 2025-10-08 |
| Resolution: | To be added once approved by Council |
| Lead Department Responsible: | Administration |
| Supersedes Policy No: | K.24 |
| Next Review Date: | 2028-10-08 |

POLICY STATEMENT:

Generally, management personnel do not receive overtime payments as it is expected that managers will on occasion work irregular and/or longer hours. Council will however provide overtime payment to managers who are called upon to work during declared states of local emergency.

DEFINITIONS:

“Declared State of Local Emergency” means a resolution or order of a local authority under section 21 of the Emergency Management Act.

“Management Personnel” means employees in positions classified as management who are not otherwise eligible for overtime under standard policies.

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

PRINCIPLE:

1. Any management personnel may receive overtime pay for extra hours worked in carrying out duties during declared states of local emergency. When overtime is authorized, it shall be remunerated as follows:
 - a. For overtime hours worked on a regularly scheduled work day at time and one half for the first four (4) hours worked in excess of his regular daily hours and at double time for overtime hours worked in excess of four hours.
 - b. For overtime worked on Saturdays, Sundays, or Statutory Holidays, time and one half for his regular daily hours and double time for any additional hours.
 2. All overtime worked this way will be paid out and cannot be banked or taken off in lieu
 3. In accordance with the MDLSR Employee Policy and Overtime Procedure, Management positions, as defined by Administration, shall receive five (5) extra workdays' vacation per year in lieu of standard overtime pay. This additional time off is in recognition of the requirement for staff in these positions for working longer than regularly scheduled hours.
-

AGENDA ITEM #7.6

Chief Administrative Officer

Date

Reeve

Date

RELATED DOCUMENTS: EMERGENCY MANAGEMENT ACT.



Lesser Slave River

Request for Decision

| | |
|---------------|---|
| Title: | K.16 Northern Travel Allowance Policy Update |
| Date: | October 8 th , 2025 |
| Presented By: | Erik Loken, Municipal Intern |
| Attachments: | K.16 Northern Travel Allowance Policy |

| | |
|------------------------------------|---|
| Proposed Motion | <i>Move to rescind policy K.16 Northern Travel Allowance.</i> |
| Administration's Recommendation(s) | As Proposed. |

BACKGROUND:

As part of the administrative process of reviewing existing policies, it was found that policy K.16 Northern Travel Allowance is no longer necessary.

At the time this policy was created, employees were required to receive a travel allowance to claim the northern residents travel deduction. This policy provided employees with a travel allowance, which allowed employees to claim this deduction. However, after an update to the northern residents travel deduction in 2021, individuals are no longer required to receive a travel allowance from their employer to claim this deduction. Because of this, this policy now offers minimal utility to employees.

The policy was brought to the September 24th Committee of the Whole Meeting for discussion.

ALTERNATIVE OPTIONS:

Move that administration bring forward an updated Northern Travel Allowance Policy to the next council meeting.

BENEFIT/RISKS:

Rescinding the policy will help to reduce administrative burden during the creation of T4s and reduce policy redundancies. Potential risks related to rescinding the policy would be the result of unintended consequences related to the absence of the policy.

STRATEGIC ALIGNMENT:

Reviewing policies helps to ensure that existing policies are in alignment with Council's current direction and philosophy.

FINANCIAL IMPLICATION:

There are no direct financial implications related to the update of this policy.

OTHER CONSIDERATIONS:

N/A

COMMUNICATION STRATEGY:

N/A

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Prepared By: Erik Loken, Finance Intern
Reviewed By: Marilyn Gladue, Executive Assistant
Approved By: Barry Kolenosky, Chief Administrative Officer

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Lesser Slave River

Request for Decision

| | |
|---------------|---|
| Title: | 2025 Grant Applications |
| Date: | October 8, 2025 |
| Presented By: | Shari Spencer, Assistant Director of Field Services |
| Attachments: | N/A |

| | |
|------------------------------------|--|
| Proposed Motion | <p><i>Move to direct administration to apply for a Strategic Transportation & Infrastructure Grant in the amount of \$2,115,000 for the girder replacement on Bridge File 72768.</i></p> <p><i>Move to direct administration to apply for a Strategic Transportation & Infrastructure Grant in the amount of \$1,309,000 for the replacement of Bridge File 70060.</i></p> <p><i>Move to direct administration to apply for a Strategic Transportation & Infrastructure Grant in the amount of \$2,763,000 for the replacement of Bridge File 06603.</i></p> <p><i>Move to direct administration to apply for a Strategic Transportation & Infrastructure Grant in the amount of \$4,221,875 for Mitsue Paving Project.</i></p> <p><i>Move to direct administration to apply for a Alberta Municipal Water and Wastewater Partnership Grant in the amount of \$2,400,000 for the installation of a screw press at the Southshore Wastewater Treatment Plant.</i></p> <p><i>Move to direct administration to apply for a Alberta Municipal Water and Wastewater Partnership Grant in the amount of \$1,079,000 for the Filtration Conversion at the Canyon Creek Water Treatment Plant.</i></p> |
| Administration's Recommendation(s) | As Proposed. |

BACKGROUND:

In 2024 the MD submitted seven different infrastructure related grants, all of which were unsuccessful. Administration met with the granting office and the biggest reason why the grants were unsuccessful was because the programs were oversubscribed. The applications were viewed to generally be reasonable and realistic solutions. The granting office recommended that the MD resubmit the applications if the projects hadn't already proceeded in 2025. While administration and council have discussed the projects extensively, any grant application requires a council motion to support it, which has not been done yet.

ALTERNATIVE OPTIONS:

Administration would like to obtain council direction (through motions) to submit for the following grants:

| Strategic Transportation & Infrastructure Grant – Local Road Bridge Program Marten River Girder Replacement | |
|--|-------------|
| Amount | \$2,115,000 |
| Cost Share Split | 75%/25% |

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AGENDA ITEM #7.8

| | | |
|--|--|-------------|
| MD Portion | | \$528,750 |
| ATEC Portion | | \$1,586,250 |
| Description | Replace SC concrete girders on the Bridge File 72768 on Northshore Drive | |
| Strategic Transportation & Infrastructure Grant – Local Road Bridge Program Cross Lake Road Bridge Rehabilitation | | |
| Amount | | \$1,309,000 |
| Cost Share Split | | 75%/25% |
| MD Portion | | \$327,250 |
| ATEC Portion | | \$981,750 |
| Description | Replace Bridge File 70060 on Cross Lake Road | |
| Strategic Transportation & Infrastructure Grant – Local Road Bridge Program Muskeg Creek Bridge Replacement | | |
| Amount | | \$2,763,000 |
| Cost Share Split | | 75%/25% |
| MD Portion | | \$690,750 |
| ATEC Portion | | \$2,072,250 |
| Description | Replace Muskeg Creek Bridge, Bridge File 06603 | |

| | | |
|---|---|-------------|
| Strategic Transportation & Infrastructure Grant – Local Municipal Initiatives Program Mitsue Road Paving | | |
| Amount | | \$4,221,875 |
| Cost Share Split | | 60%/40% |
| MD Portion | | \$1,688,750 |
| ATEC Portion | | \$2,533,125 |
| Description | Paving and rehabilitation of roads in the Mitsue Industrial Park. | |

| | | |
|---|--|-----------------------------------|
| Alberta Municipal Water and Wastewater Partnership Grant Southshore Biosolids | | |
| Amount | | \$2,400,000 |
| Cost Share Split | | Sliding scale based on population |
| MD Portion | | Approximately \$990,000 |
| GoA portion | | Approximately \$1,410,000 |
| Description | Install a screw press at the Southshore Wastewater Treatment Plant | |
| Alberta Municipal Water and Wastewater Partnership Grant Canyon Creek WTP Conversion | | |
| Amount | | \$1,079,000 |
| Cost Share Split | | Sliding scale based on population |
| MD Portion | | Approximately \$269,750 |
| GoA Portion | | \$809,250 |
| Description | Upgrade filtration system at Canyon Creek Water Treatment Plant. | |

Alternative options are not to apply for all or some of the grants. Rehabilitation options were presented in August for several of the projects and in some cases pursued. Patching was completed on the Mitsue Industrial Park roads, and in the case of the Muskeg Creek Bridge, there is an option to place a temporary oil field bridge. If the MD pursues this option, then there is no value in applying for the STIP grant, as a temporary bridge is not eligible for funding under this program.

BENEFIT/RISKS:

Applying for these grants provides much needed funding for municipal infrastructure, and takes the financial burden off taxpayers.

STRATEGIC ALIGNMENT:

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AGENDA ITEM #7.8

Aligns with councils ten year capital plan, and desire to fund projects through grants where possible.

FINANCIAL IMPLICATION:

As stated.

OTHER CONSIDERATIONS:

N/A

COMMUNICATION STRATEGY:

N/A

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

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Lesser Slave River

Request for Decision

| | |
|---------------|---|
| Title: | Safety & Use Bylaws of the Slave Lake Regional Library Board |
| Date: | October 8, 2025 |
| Presented By: | Barry Kolenosky, CAO |
| Attachments: | May 2019, Bylaw October 2025 Bylaw |

| | |
|------------------------------------|--|
| Proposed Motion | <i>Move that Council accepts the Safety & Use Bylaws of the Slave Lake Regional Library Board as approved by the Board on September 3, 2025.</i> |
| Administration's Recommendation(s) | |

BACKGROUND:

The Slave Lake Regional Library Board was convened on September 3, 2025, to review and update its Safety & Use Bylaws. These Bylaws set out policies governing library use, including membership requirements, service access, and fees.

ALTERNATIVE OPTIONS:

BENEFIT/RISKS:

The primary amendment approved by the Board involves eliminating the membership card fee previously required to access certain library services. Under the former bylaw, patrons needed to purchase or renew a membership card to use specific resources or facilities. The updated bylaw removes this requirement, meaning that no fee is now required to obtain or use a library card for services covered by the policy.

Enhanced accessibility: Removing the fee lowers financial barriers, allowing more community members-particularly those with limited incomes-to access library services.

Potential increased usage: by eliminating the cost of membership, the library may see an uptick in new card registrations and overall usage of its services.

STRATEGIC ALIGNMENT:

FINANCIAL IMPLICATION:

The library may experience a modest reduction in fee revenue. This change may necessitate adjustments in operating budgets or an increased reliance on other funding sources. Initial estimated provided at this time is a reduction of approximately \$5,000 to \$7,000 in revenue for the library.

OTHER CONSIDERATIONS:

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COMMUNICATION STRATEGY:

Prepared By: Marilyn Gladue, Executive Assistant
Reviewed By: Barry Kolensoky, Chief Administrative Officer
Approved By: Barry Kolensoky, Chief Administrative Officer

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SAFETY & USE BYLAWS OF THE SLAVE LAKE REGIONAL LIBRARY BOARD

Approved by the Board on: October 25, 2017

Accepted by Town of Slave Lake Municipal Council on: November 7, 2017

Accepted by the Municipal District of Lesser Slave River No. 124 on: December 13, 2017

The Slave Lake Regional Library Board enacts the following Bylaws pursuant to Section 36 of the Alberta *Libraries Act*.

1. Definitions in these Bylaws shall mean:
 - 1.1. **Act** refers to The Libraries Act, R.S.A. 2000, Chapter L-11 and amendments thereto
 - 1.2. **Patron** is a person who makes a request for access to a record under 8(1) of the *Freedom of Information and Protection Act*; elsewhere in the Bylaws means a person applying for a library card.
 - 1.3. **Board**: The Slave Lake Regional Library Board.
 - 1.4. **TOSL**: Town of Slave Lake
 - 1.5. **MD 124**: M.D. of Lesser Slave River No. 124
 - 1.6. **Member**: the registered user of a current library card.
 - 1.7. **Member Categories** shall include the following:
 - 1.7.1. Adult: any person 18 years and older.
 - 1.7.2. Young adult: any person 13 through 17 years of age.
 - 1.7.3. Child: any person up to and including 12 years of age.
 - 1.7.4. Family: two or more members of the same family residing in the same home.
 - 1.7.5. Senior: any person 65 years of age or older.
 - 1.7.6. TAL Card borrower: an Albertan with a current TAL card allows a cardholder to borrow materials from any library in Alberta who participates in the Alberta Public Library Network.
 - 1.7.7 ME Libraries borrower: a patron registered in the ME Libraries program, a provincial program that allows library card holders to borrow materials from any library in Alberta who participates in the Alberta Public Library Network.
 - 1.8. **Good Standing**: a cardholder with no outstanding overdue items or charges.
 - 1.9. **Library Manager**: the person charged by the Board with operation of the Rotary Club of Slave Lake Public Library as well as the Smith and Flatbush libraries.
 - 1.10. **Library**: the Rotary Club of Slave Lake Public Library as well as the Smith and Flatbush libraries.
 - 1.11. **Library materials**: any materials, regardless of format, that are held in the Rotary Club of Slave Lake Public Library's collection, Smith and Flatbush library's collection, or borrowed by the Rotary Club of Slave Lake Public Library, Smith and Flatbush Library, and includes but is not limited to books, periodicals, audio recordings, video recordings, projected media, paintings, drawings, photographs, toys and games, kits, and electronic databases.
 - 1.12. **Loan Period**: the period of time, as set out in schedule B, which a cardholder may borrow library resources and includes any renewal of an original loan period.

1.13. **Non-resident:** any person who has a residence outside the Town of Slave Lake or MD 124, does not pay TOSL or MD 124 property or business taxes, and is not a resident of any member municipality of the Peace Library System.

1.14. **Resident:** any person who resides within the TOSL or MD 124 which is a member of Peace Library System and/or pays TOSL or MD 124 property or business taxes.

1.15. **TAL card:** the Alberta Library card allows a cardholder to borrow materials from any library participating in the Alberta Library Card program.

1.16. **ME Libraries:** A provincial program that allows library card holders to borrow materials from any library in Alberta who participates in the Alberta Public Library Network.

2. Interpreting the Bylaws

2.1. The Board is a corporation established under the *Libraries Act* Sect 3(4) as defined by the *Interpretation Act, R.S.A.2000 Chapter I-8*.

3. Admittance to/Conduct in the Building

3.1. The buildings are to be open free of charge to the public for library purposes at the hours posted.

3.2. No person using the library building shall:

3.2.1. Create any unnecessary disturbance for other library users and/or contravene Library Board Policy.

3.2.2. Take away any library item from the building unless the item has been properly checked out in accordance with library circulation policies and procedures.

3.2.3. Go into or stay in the buildings outside of those time periods chosen for public use, unless approved by a motion of the Board.

3.2.4. Solicit other library users and staff for personal, commercial, religious, or political reasons.

3.3. Except with the permission of the Library Manager, no person shall:

3.3.1. Consume food or drink.

3.3.2. Bring any animal, other than an aid dog, into the building.

3.3.3. Bring a wheeled vehicle or conveyance, other than a wheelchair, walker, baby carriage or stroller, into the building.

3.4. Persons who do not act in accordance with 3.2 and 3.3 shall be asked to put an end to their actions. If the action continues or the seriousness of the action justifies it, library staff will direct the person to leave the building. Library staff may also ask for outside assistance, including contacting local law enforcement officers.

3.5. All persons using the libraries shall comply with applicable public health regulations.

3.6. No member of the public is to be left in a library building for any purpose without a staff person or member of the Board present at all times. Management staff have access to the building in relation to building concerns. Security persons may have access to a building under special circumstances.

4. Procedures for Acquiring a Library Card

4.1. Any resident or non-resident is eligible to apply for a library card. A library card is issued upon:

4.1.1. Completion of an official [redacted] Public Library card application form.

4.1.2. Presentation of one piece of photo identification bearing the applicant's permanent address if a young adult or an adult is applying for a card. If a child is applying for a card, a parent or legal guardian must present photo identification bearing his/her permanent address.

4.1.3. Presentation of payment of applicable fees as outlined in Schedule A.

4.2. Applicants will receive a library card which:

4.2.1. is valid from the date of issue to the date of expiry, unless revoked by the Library Manager under 7.3.

4.2.2. Remains the property of the [redacted] Public Library.

4.2.3. Is not valid unless the card is signed by the cardholder. The card may be signed by the cardholder's parent/legal guardian in the case of a Child or under special circumstances.

4.3. An applicant may receive a TAL card if the applicant is a resident cardholder in good standing.

4.4. An applicant may participate in the ME Libraries program if the applicant is a resident cardholder in good standing.

5. Responsibilities of a Cardholder

5.1. The cardholder named on a library card will be the only person that may use the card. The cardholder may designate alternate people to access his/her library records.

5.2. Loss or theft of a current library card must be reported immediately to the Library. Cardholders are responsible for all library resources borrowed and all charges attributable before the loss or theft of the card is reported. Cardholders may be assessed a minimal charge as outlined in Schedule A for a replacement card.

5.3. Cardholders must notify the library of any change of contact information as soon as possible.

5.4. A cardholder is responsible for all library items borrowed on their card and will compensate the library for all library items damaged or lost while borrowed on their card. In the case of a family card, the designated cardholder(s) listed on the family card application form is/are responsible for all library items borrowed on all family cards on that application form, and will compensate the library for all library items damaged or lost while borrowed on those cards. In the case of a Child or Young Adult card, the parent or legal guardian who signed the Child/Young Adult cardholder's application form is responsible for all library items borrowed on that library card and will compensate the library for all library items damaged or lost while borrowed on that card.

5.5. A cardholder will return or renew any library items on or before the due date as provided in Schedule B.

6. Loan of Library Materials

6.1. There is no charge for using library resources on library premises or borrowing library resources normally lent by the library, consultation with members of the library staff or receiving basic information service.

6.2. Loan periods for library resources are set out in Schedule B.

6.3. Library resources may be reserved and/or renewed in accordance with procedures established by the Regional Library Manager.

7. Penalty Provisions

7.1. The procedures for demanding the return of overdue resources are as set out in Schedule C.

7.2. As per 5.4, cardholders are responsible for all charges resulting from failing to return or the late return of library resources. The fine schedule is outlined in Schedule C.

7.3. A library card may be denied or revoked if the cardholder fails to satisfy the conditions prescribed in 6 or has previously shown that he/she cannot be trusted with library resources by repeated damage to or loss of library materials, non-payment of overdue fines, and/or loss or damage assessments.

7.4. A person who has had his or her membership revoked pursuant to 7.3 may within 30 days of such revocation make an appeal to the Board in writing setting out the grounds of the appeal. The Board will hear the appeal at the Board meeting immediately following receipt of the appeal.

7.5. The decision of the Board in an appeal pursuant to 7.3 is final and not subject to further appeal.

7.6. In cases of serious dereliction, the Board may prosecute an offence under the *Libraries Act, s.41*. Such an offence is punishable under the *Libraries Act, s.41*. The range of penalties applying on conviction for such an offence is set out in Schedule C.

7.7. Any fine or penalty imposed pursuant to an offence under 7.4 inures to the benefit of the Slave Lake Regional Library Board in accordance with the *Libraries Act, s.42*.

8. Service and Equipment Rental

8.1. Service and Equipment rental fees are listed in Schedule D.

SCHEDULE A – Fees for the Issuance of Library Cards

As of October 1, 2025 there will be no membership fees charged to patrons of Slave Lake, Smith or Flatbush Libraries.

| | |
|---|---------------|
| Individual Adult Card Fee (18 years and older) | \$15.00/ year |
| Family Card Fee | \$20.00/ year |
| Senior Citizen Card Fee (65 years and older) | Free |
| Young Adult/Child Card Fee (17 years and younger) | \$10.00/ year |
| Replacement Card Fee | \$2.00/ card |

Smith & Flatbush Libraries

| | |
|---|--------------|
| Adult Memberships (18 years and older) | \$10.00/year |
| Junior Memberships (17 years and younger) | \$2.00/year |
| Family Memberships | \$15.00/year |
| Senior Citizen Membership | Free |
| Replacement Card Fee | \$2.00 |

Card fees may be waived at the discretion of the Library Manager – proof of hardship may be required. All library cards are subject to review.

SCHEDULE B – Loan Periods for Library Resources

1. All circulating resources are loaned for three weeks, with the following exceptions:
 - a. Interlibrary items are typically loaned for three weeks unless otherwise authorized by the lending library.
 - b. Materials in demand may be limited to a one-week loan period and may be further restricted at the discretion of the Manager.
 - c. Reference materials do not circulate, unless at the Library Manager's discretion.

2. Renewal Periods: All circulating resources may be renewed a maximum of two times for a total loan of nine weeks.
 - a. Extended due dates may be granted by at the discretion of the Regional Library Manager or Circulation Clerk
 - b. All renewals are subject to recall or reservations from other cardholders.

SCHEDULE C – Overdue Fines and Procedures for the Return of Overdue Material

C.1. All overdue materials shall be charged \$0.10/item/day

C.2. Procedures for return of overdue materials

1. An overdue notice is produced one week after the item(s) is/are due and the cardholder is called and/or a message is left. A record is kept of all calls made.
2. A second overdue notice is produced two weeks after the item(s) is/are due and the cardholder is called and/or a message is left.
3. A third and final notice is produced four weeks after the item(s) is/are due. It is printed and mailed to the cardholder.
4. Cardholders who have reached a maximum fine of \$10.00, or have other fees owing totaling an amount greater than \$10.00, will not be allowed to borrow resources until their account is paid.
5. Notwithstanding number 4, accounts may be paid in installments without loss of borrowing privileges and accounts may be reduced or waived under special circumstances at the discretion of the Regional Library Manager.

C.3. Penalties for lost or damaged items

1. The purchase cost as listed in the library's integrated library system (ILS) shall be charged.
2. A processing fee of \$5.00 will be charged on any lost or damaged item. This fee may be waived at the discretion of the Regional Library Manager.

SCHEDULE D – Service and Equipment Fees

| | |
|---------------------------|---|
| Photocopying and Printing | \$0.25 per page black print \$0.50 per page colour print |
| Faxing (sending) | \$2.00 per fax |
| Faxing (receiving) | \$0.25 per page |
| Scanning | \$2.00/scan |

SAFETY & USE BYLAWS OF THE SLAVE LAKE REGIONAL LIBRARY BOARD

Approved by the Board on: October 25, 2017

Accepted by Town of Slave Lake Municipal Council on: November 7, 2017

Accepted by the Municipal District of Lesser Slave River No. 124 on: December 13, 2017

The Slave Lake Regional Library Board enacts the following Bylaws pursuant to Section 36 of the Alberta *Libraries Act*.

1. Definitions in these Bylaws shall mean:
 - 1.1. **Act** refers to The Libraries Act, R.S.A. 2000, Chapter L-11 and amendments thereto
 - 1.2. **Patron** is a person who makes a request for access to a record under 8(1) of the *Freedom of Information and Protection Act*; elsewhere in the Bylaws means a person applying for a library card.
 - 1.3. **Board**: The Slave Lake Regional Library Board.
 - 1.4. **TOSL**: Town of Slave Lake
 - 1.5. **MD 124**: M.D. of Lesser Slave River No. 124
 - 1.6. **Member**: the registered user of a current library card.
 - 1.7. **Member Categories** shall include the following:
 - 1.7.1. Adult: any person 18 years and older.
 - 1.7.2. Young adult: any person 13 through 17 years of age.
 - 1.7.3. Child: any person up to and including 12 years of age.
 - 1.7.4. Family: two or more members of the same family residing in the same home.
 - 1.7.5. Senior: any person 65 years of age or older.
 - 1.7.6. TAL Card borrower: an Albertan with a current TAL card allows a cardholder to borrow materials from any library in Alberta who participates in the Alberta Public Library Network.
 - 1.7.7 ME Libraries borrower: a patron registered in the ME Libraries program, a provincial program that allows library card holders to borrow materials from any library in Alberta who participates in the Alberta Public Library Network.
 - 1.8. **Good Standing**: a cardholder with no outstanding overdue items or charges.
 - 1.9. **Library Manager**: the person charged by the Board with operation of the Rotary Club of Slave Lake Public Library as well as the Smith and Flatbush libraries.
 - 1.10. **Library**: the Rotary Club of Slave Lake Public Library as well as the Smith and Flatbush libraries.
 - 1.11. **Library materials**: any materials, regardless of format, that are held in the Rotary Club of Slave Lake Public Library's collection, Smith and Flatbush library's collection, or borrowed by the Rotary Club of Slave Lake Public Library, Smith and Flatbush Library, and includes but is not limited to books, periodicals, audio recordings, video recordings, projected media, paintings, drawings, photographs, toys and games, kits, and electronic databases.
 - 1.12. **Loan Period**: the period of time, as set out in schedule B, which a cardholder may borrow library resources and includes any renewal of an original loan period.

1.13. **Non-resident:** any person who has a residence outside the Town of Slave Lake or MD 124, does not pay TOSL or MD 124 property or business taxes, and is not a resident of any member municipality of the Peace Library System.

1.14. **Resident:** any person who resides within the TOSL or MD 124 which is a member of Peace Library System and/or pays TOSL or MD 124 property or business taxes.

1.15. **TAL card:** the Alberta Library card allows a cardholder to borrow materials from any library participating in the Alberta Library Card program.

1.16. **ME Libraries:** A provincial program that allows library card holders to borrow materials from any library in Alberta who participates in the Alberta Public Library Network.

2. Interpreting the Bylaws

2.1. The Board is a corporation established under the *Libraries Act* Sect 3(4) as defined by the *Interpretation Act, R.S.A.2000 Chapter I-8*.

3. Admittance to/Conduct in the Building

3.1. The buildings are to be open free of charge to the public for library purposes at the hours posted.

3.2. No person using the library building shall:

3.2.1. Create any unnecessary disturbance for other library users and/or contravene Library Board Policy.

3.2.2. Take away any library item from the building unless the item has been properly checked out in accordance with library circulation policies and procedures.

3.2.3. Go into or stay in the buildings outside of those time periods chosen for public use, unless approved by a motion of the Board.

3.2.4. Solicit other library users and staff for personal, commercial, religious, or political reasons.

3.3. Except with the permission of the Library Manager, no person shall:

3.3.1. Consume food or drink.

3.3.2. Bring any animal, other than an aid dog, into the building.

3.3.3. Bring a wheeled vehicle or conveyance, other than a wheelchair, walker, baby carriage or stroller, into the building.

3.4. Persons who do not act in accordance with 3.2 and 3.3 shall be asked to put an end to their actions. If the action continues or the seriousness of the action justifies it, library staff will direct the person to leave the building. Library staff may also ask for outside assistance, including contacting local law enforcement officers.

3.5. All persons using the libraries shall comply with applicable public health regulations.

3.6. No member of the public is to be left in a library building for any purpose without a staff person or member of the Board present at all times. Management staff have access to the building in relation to building concerns. Security persons may have access to a building under special circumstances.

4. Procedures for Acquiring a Library Card

4.1. Any resident or non-resident is eligible to apply for a library card. A library card is issued upon:

4.1.1. Completion of an official Library(s) card application form.

4.1.2. Presentation of one piece of photo identification bearing the applicant's permanent address if a young adult or an adult is applying for a card. If a child is applying for a card, a parent or legal guardian must present photo identification bearing his/her permanent address.

4.1.3. Presentation of payment of applicable fees as outlined in Schedule A.

4.2. Applicants will receive a library card which:

4.2.1. is valid from the date of issue to the date of expiry, unless revoked by the Library Manager under 7.3.

4.2.2. Remains the property of the Library(s).

4.2.3. Is not valid unless the card is signed by the cardholder. The card may be signed by the cardholder's parent/legal guardian in the case of a Child or under special circumstances.

4.3. An applicant may receive a TAL card if the applicant is a resident cardholder in good standing.

4.4. An applicant may participate in the ME Libraries program if the applicant is a resident cardholder in good standing.

5. Responsibilities of a Cardholder

5.1. The cardholder named on a library card will be the only person that may use the card. The cardholder may designate alternate people to access his/her library records.

5.2. Loss or theft of a current library card must be reported immediately to the Library. Cardholders are responsible for all library resources borrowed and all charges attributable before the loss or theft of the card is reported. Cardholders may be assessed a minimal charge as outlined in Schedule A for a replacement card.

5.3. Cardholders must notify the library of any change of contact information as soon as possible.

5.4. A cardholder is responsible for all library items borrowed on their card and will compensate the library for all library items damaged or lost while borrowed on their card. In the case of a family card, the designated cardholder(s) listed on the family card application form is/are responsible for all library items borrowed on all family cards on that application form, and will compensate the library for all library items damaged or lost while borrowed on those cards. In the case of a Child or Young Adult card, the parent or legal guardian who signed the Child/Young Adult cardholder's application form is responsible for all library items borrowed on that library card and will compensate the library for all library items damaged or lost while borrowed on that card.

5.5. A cardholder will return or renew any library items on or before the due date as provided in Schedule B.

6. Loan of Library Materials

6.1. There is no charge for using library resources on library premises or borrowing library resources normally lent by the library, consultation with members of the library staff or receiving basic information service.

6.2. Loan periods for library resources are set out in Schedule B.

6.3. Library resources may be reserved and/or renewed in accordance with procedures established by the Regional Library Manager.

7. Penalty Provisions

7.1. The procedures for demanding the return of overdue resources are as set out in Schedule C.

7.2. As per 5.4, cardholders are responsible for all charges resulting from failing to return or the late return of library resources. The fine schedule is outlined in Schedule C.

7.3. A library card may be denied or revoked if the cardholder fails to satisfy the conditions prescribed in 6 or has previously shown that he/she cannot be trusted with library resources by repeated damage to or loss of library materials, non-payment of overdue fines, and/or loss or damage assessments.

7.4. A person who has had his or her membership revoked pursuant to 7.3 may within 30 days of such revocation make an appeal to the Board in writing setting out the grounds of the appeal. The Board will hear the appeal at the Board meeting immediately following receipt of the appeal.

7.5. The decision of the Board in an appeal pursuant to 7.3 is final and not subject to further appeal.

7.6. In cases of serious dereliction, the Board may prosecute an offence under the *Libraries Act, s.41*. Such an offence is punishable under the *Libraries Act, s.41*. The range of penalties applying on conviction for such an offence is set out in Schedule C.

7.7. Any fine or penalty imposed pursuant to an offence under 7.4 inures to the benefit of the Slave Lake Regional Library Board in accordance with the *Libraries Act, s.42*.

8. Service and Equipment Rental

8.1. Service and Equipment rental fees are listed in Schedule D.

SCHEDULE A – Fees for the Issuance of Library Cards

As of October 1, 2025 there will be no membership fees charged to patrons of Slave Lake, Smith or Flatbush Libraries.

Replacement Card Fee \$2.00/ card

Card fees may be waived at the discretion of the Library Manager – proof of hardship may be required. All library cards are subject to review.

SCHEDULE B – Loan Periods for Library Resources

AGENDA ITEM #7.9

1. All circulating resources are loaned for three weeks, with the following exceptions:
 - a. Interlibrary items are typically loaned for three weeks unless otherwise authorized by the lending library.
 - b. Materials in demand may be limited to a one-week loan period and may be further restricted at the discretion of the Manager.
 - c. Reference materials do not circulate, unless at the Library Manager's discretion.

2. Renewal Periods: All circulating resources may be renewed a maximum of two times for a total loan of nine weeks.
 - a. Extended due dates may be granted by at the discretion of the Regional Library Manager or Circulation Clerk
 - b. All renewals are subject to recall or reservations from other cardholders.

SCHEDULE C – Overdue Fines and Procedures for the Return of Overdue Material

C.1. All overdue materials shall be charged \$0.10/item/day

C.2. Procedures for return of overdue materials

1. An overdue notice is produced one week after the item(s) is/are due and the cardholder is called and/or a message is left. A record is kept of all calls made.
2. A second overdue notice is produced two weeks after the item(s) is/are due and the cardholder is called and/or a message is left.
3. A third and final notice is produced four weeks after the item(s) is/are due. It is printed and mailed to the cardholder.
4. Cardholders who have reached a maximum fine of \$10.00, or have other fees owing totaling an amount greater than \$10.00, will not be allowed to borrow resources until their account is paid.
5. Notwithstanding number 4, accounts may be paid in installments without loss of borrowing privileges and accounts may be reduced or waived under special circumstances at the discretion of the Regional Library Manager.

C.3. Penalties for lost or damaged items

1. The purchase cost as listed in the library's integrated library system (ILS) shall be charged.
2. A processing fee of \$5.00 will be charged on any lost or damaged item. This fee may be waived at the discretion of the Regional Library Manager.

SCHEDULE D – Service and Equipment Fees

| | |
|---------------------------|---|
| Photocopying and Printing | \$0.25 per page black print \$0.50 per page colour print |
| Faxing (sending) | \$2.00 per fax |
| Faxing (receiving) | \$0.25 per page |
| Scanning | \$2.00/scan |



Lesser Slave River

Request for Decision

| | |
|---------------|---|
| Title: | Gravel Crushing |
| Date: | 10/8/2025 |
| Presented By: | Shari Spencer, Assistant Director of Field Services |
| Attachments: | N/A |

| | |
|------------------------------------|--|
| Proposed Motion | <i>Move to direct Administration to advertise an RFP for gravel crushing in the Smith, Flatbush and Mitsue Pits in early 2026.</i> |
| Administration's Recommendation(s) | As proposed. |

BACKGROUND:

The Municipal District operates four gravel pits throughout the region. These pits are located in the Flatbush, Chisholm, Smith and Mitsue areas and supply the transportation department's annual re-gravel program as well as various other maintenance and projects.

In order to replenish the inventory of gravel, periodically a third-party gravel crusher is hired to rebuild the inventory. In past years the MD has taken to crushing several years supply at multiple pits under one contract. This minimizes the mobilization and demobilization costs, and entices bigger, more efficient companies to bid on the work (thus securing better pricing). The last time the MD completed crushing was in 2023 at all four pits.

Current inventory levels are very low at the Mitsue, Flatbush and Smith pits. Administration would like to advertise a Request for Proposal to have two years of inventory crushed at the three pits now, so that the work can be completed in the 2026 budgetary year, before construction season starts.

| Pit | Inventory (T) | Annual Needs (T) | Proposed Crushing (T) | Estimated Cost (\$) |
|-------------|---------------|------------------|-----------------------|---------------------|
| Flatbush ¾" | 22,000 | 25,000 | 30,000 | \$240,000 |
| Flatbush 2" | 9,000 | 1,000 | 5,000 | \$40,000 |
| Chisholm ¾" | 35,000 | 10,000 | 0 | 0 |
| Chisholm 2" | 7,500 | 250 | 0 | 0 |
| Smith ¾" | 40,000 | 24,000 | 55,000 | \$440,000 |
| Smith 2" | 13,000 | 1,500 | 0 | 0 |
| Mitsue ¾" | 0 | 13,500 | 55,000 | \$440,000 |
| Mitsue 2" | 1,000 | 1,250 | 10,000 | \$80,000 |
| | | Total | 155,000 | \$1,240,000 |

ALTERNATIVE OPTIONS:

- Crush at only Mitsue gravel pit
- Not crush at any pits

BENEFIT/RISKS:

To crush only at the Mitsue Pit would not address the inventory issues that the MD would run into in Flatbush in 2026 and Smith in 2027. If the MD will need to crush in these pits in the near future anyway, it makes sense to do it all

once and minimize the mobilization costs. There are few contractors who can do this work, and they work all over Western Canada, a big part of their expense is mobilization.

Not crushing at any pits would mean that either gravel would have to be hauled from another location (which means increased trucking costs) or from a private pit (which means increased cost per ton for the material, as well as potentially increased trucking costs). The only other alternative if the MD doesn't crush its own inventory would be to drastically scale back its re-graveling and maintenance programs. This is not a good idea, as the volume of industrial traffic on our gravel roads would mean they would deteriorate very quickly and then the MD would be faced with costly rebuilds.

STRATEGIC ALIGNMENT:

This work aligns with council's responsibility to provide care and maintenance of municipal roads under the Municipal Government Act.

FINANCIAL IMPLICATION:

This would be approximately \$1,240,000 which would be included in the 2026 operating budget and funded by the Transportation Capital Reserve. Some expenses may fall under the 2025 operational budget due to timing, but should be able to be accommodate within the existing budget.

OTHER CONSIDERATIONS:

When compiling the tender package, Administration will ensure that the specification includes a sufficient moisture suited to prolonged dry conditions.

COMMUNICATION STRATEGY:

Administration will draft an RFP and post it on the Alberta Purchasing Connection, municipal district website and in the Lakeside Leader.

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



Lesser Slave River

Request for Decision

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|---------------|---|
| Title: | 2025 Roadside Brushing Results |
| Date: | October 8, 2025 |
| Presented By: | Shari Spencer, Assistant Director of Field Services |
| Attachments: | N/A |

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|------------------------------------|---|
| Proposed Motion | <i>Move that Council award the contract for the roadside brushing program to Birch Tree Services for \$ 97,230 to be funded through the 2025 operational budget (GL#2-32-14-63-259, 2-32-14-66-259 and 2-32-14-68-259).</i> |
| Administration's Recommendation(s) | As Proposed |

BACKGROUND:

The operational budget for the Municipal District of Lesser Slave River includes an annual roadside brushing program. As per Municipal policy *TR-32-21 Roadside Brushing* the Transportation department identifies problem areas that require tree removal to maintain drainage and sight lines. The project is contracted out annually and usually split into two sections (East & West). This makes it easier to attract bids, and gives Administration the ability to manage mob/demob costs by potentially using two contractors.

Administration advertised the 2025 brushing program on September 8, 2025, with a closing date of September 22, 2025. Administration received two bids for each program.

| Bidder | East | West | Total |
|------------------------------|-----------|----------|-----------|
| Birch Tree Services Ltd. | \$79,240 | \$17,990 | \$97,230 |
| Iron Fist Mulching & Logging | \$112,128 | \$17,160 | \$129,288 |

ALTERNATIVE OPTIONS:

- Award a combined contract for both the East and West Brushing to Birch Tree Services Ltd.
- Award the East Brushing to Birch Tree Services Ltd. and the West Brushing to Iron Fist Mulching & Logging
- Not Award the work

BENEFIT/RISKS:

It is a benefit to the MD to continue the roadside brushing program to ensure sightline lines are maintained and to reduce traffic and tree hazards.

Awarding both to Birch Tree Services Ltd. will reduce the administrative time to manage two separate contracts. The price between the two bids is minimal and would likely be absorbed by the increased administrative time. The brushing budget for 2025 is \$212,241 for this work.

When the MD has hired Iron Fist for brushing work in the past, there have been challenges getting the work completed on time.

STRATEGIC ALIGNMENT:

This work aligns with both MD budget and policy.

FINANCIAL IMPLICATION:

Monies for the brushing program were set aside in the 2025 operating budget.

OTHER CONSIDERATIONS:

N/A

COMMUNICATION STRATEGY:

Bidders will be informed of council's decision in writing. The MD will notify adjacent landowners and mark the right of way prior to work starting. Public notification of the work will be posted on social media and the website.

Prepared By: Shari Spencer, Assistant Director of Field Services
Reviewed By: Cody Borris Transportation & Facilities Maintenance Manager
Approved By: Barry Kolenosky, Chief Administrative Officer



Lesser Slave River

Request for Decision

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|---------------|---------------------------------------|
| Title: | Smith Complex Fencing Upgrades |
| Date: | October 8, 2025 |
| Presented By: | Cody Borris |
| Attachments: | Proposed fence location |

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|------------------------------------|---|
| Proposed Motion | <i>To Approve fencing construction at the Smith Complex to come out of the building maintenance operating budget GL 2-31-10-66-252.</i> |
| Administration's Recommendation(s) | As Proposed |

BACKGROUND:

The Smith complex and arena is major recreation location for the residents of the surrounding area. Recently there have been vandalism to area lighting, and damage to the gravel parking lot. With access being open all members of the public it has been utilized as easy access point for people to drive alongside the Transportation yard gain access to the yard by cutting holes in the fence. The addition of a permanent fence and gated access with access codes will allow the MD to ensure better security of it facilities and reduce costs and damages from vandalism. At the Widewater Complex was having similar issues of damages done to the gravel parking lot, the MD fenced and gated the location and no further security issues have arose. In late September the building maintenance department met with a contractor to discuss solutions to reconfigure/install the fence and gates at the Smith Maintenance Shop and Transfer Station, and Community Complex. At the time of agenda's the quote was not finalized yet but an approximate estimate put the work at \$95,000. This is to install two electric sliding gates, 375 meters of chain link fence and an MD supplied swinging gate. A formalized quote will be provided at the October 8th meeting, but the contractor was still waiting on pricing from suppliers at the agenda deadline.

ALTERNATIVE OPTIONS:

- Not complete the fence upgrades
- table the fence upgrades at the capital budget
- Install permanent fence with no gate.

BENEFIT/RISKS:

Adding a fence at the Smith complex will improve the security and safety of the facility and reduce future damages to the location. With the addition of a permanent fence structure, a temporary fence will not need to be installed during the annual fall fair.

STRATEGIC ALIGNMENT:

This aligns with protecting public infrastructure and minimizing the impact of petty crime on ratepayers.

FINANCIAL IMPLICATION:

The funding for fence installation will be used from the building maintenance operating budget.

OTHER CONSIDERATIONS:

N/A

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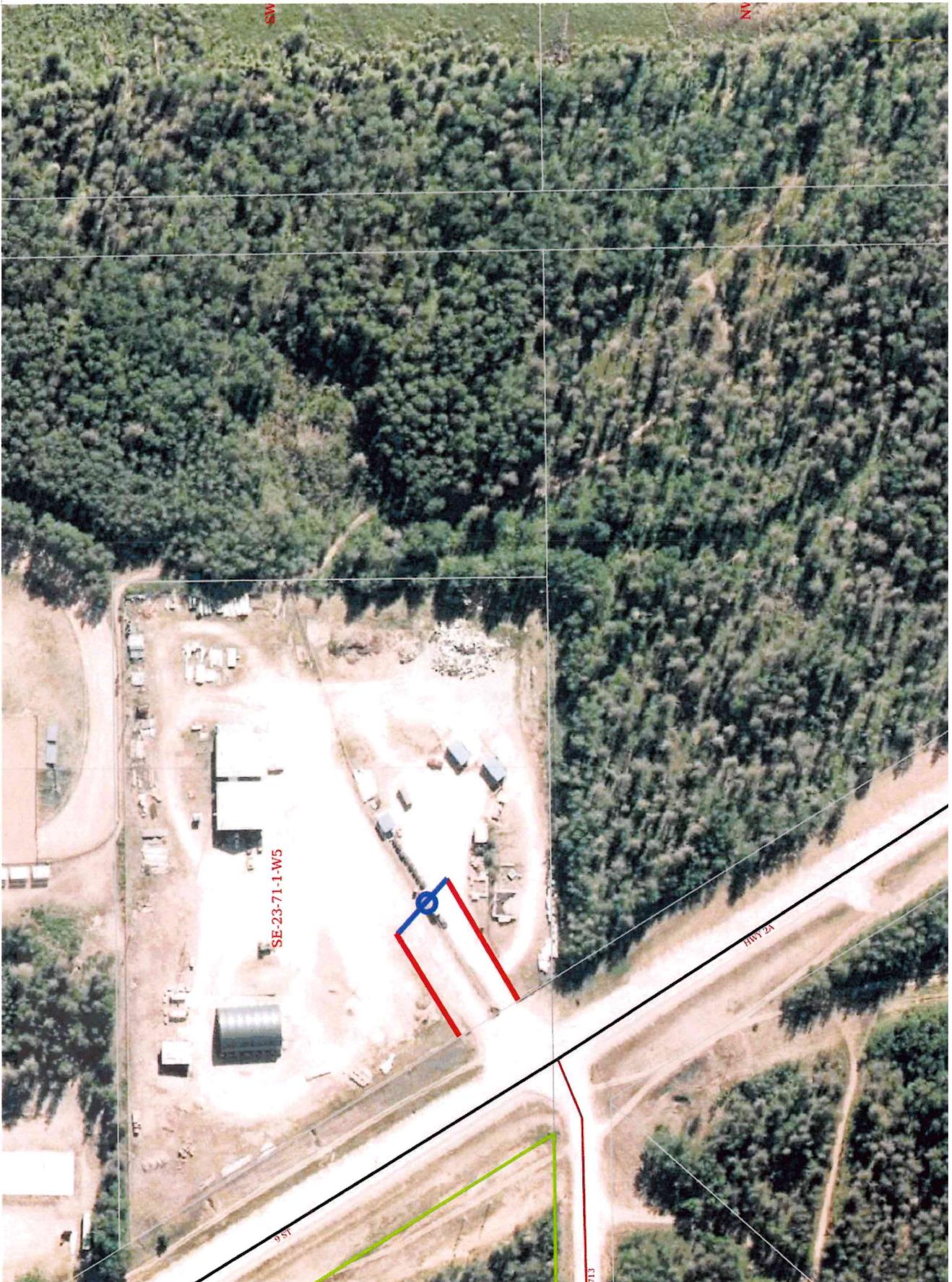
COMMUNICATION STRATEGY:

N/A

Prepared By: Cody Borris Transportation and Facilities Maintenance Manager
Reviewed By: Shari Spencer, Assistant Director of Field Services
Approved By: Barry Kolenosky, Chief Administrative Officer

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| Council Date | Item | Agenda Category | Council Motion / Direction | Status | Staff Lead | Action Needed |
|--------------|--------|-----------------|--|-------------|-----------------|---------------|
| 24 Sep 2025 | 429-25 | Finance | Moved by Deputy Reeve McCann that Council designates Murray Kerik (Reeve) or Lana McCann (Deputy Reeve) and Barry Kolenosky (Chief Administrative Officer) or Kristen Schalin (Director of Finance) as authorized signing authorities for the Municipal District of Lesser Slave River No. 124. | In Progress | Kristen Schalin | |
| 24 Sep 2025 | 432-25 | Administration | Moved by Councillor Seatter to accept the information and delegation's presentations as information and further investigate the Trail Management Agreement and necessary MOU with the 9-Mile Recreation Society for the operations of the trails and bring forth at a future Council Meeting for consideration and ratification. | In Progress | Barry Kolenosky | |

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|-------------|------------|----------------|--|-------------|--------------------|
| 24 Sep 2025 | 441-25 | Administration | Moved by Councillor Melzer to direct Administration to start recruitment process for the Chief Administrative Officer position. | In Progress | Nicky Van Deventer |
| 24 Sep 2025 | COW 112-25 | Administration | Moved by Councillor Melzer to accept the Reformatting Existing Acting Policy/Procedure Templates as information and bring back to the next Regular Meeting of Council for approval. | In Progress | |
| 24 Sep 2025 | COW 113-25 | Administration | Moved by Councillor Pearson to accept Reformatting Existing COLA Increase Policy/Procedure onto new Policy/Procedure Template as amended and bring back to the next Regular Meeting of Council for approval. Amendment: - Procedure – add COLA is calculated at Budget deliberations. | In Progress | |

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| 24 Sep 2025 | COW 114-25 | Administration | Moved by Councillor Fulmore to accept the Reformatting Existing Compassionate Care Leave Policy/Procedure onto new Policy/Procedure Template as amended and bring back to the next Regular Meeting of Council for approval. Amendment: - Remove 26 weeks | In Progress |
| 24 Sep 2025 | COW 115-25 | Administration | Moved by Councillor Pearson to accept Reformatting Existing Local Authorities Pension Plan Policy/Procedure onto new Policy/Procedure Template as information and bring back to the next Regular Meeting of Council for approval. | In Progress |

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|-------------|------------|----------------|--|-------------|
| 24 Sep 2025 | COW 116-25 | Administration | Moved by Councillor Seatter to accept Reformatting Existing Overtime Payments to Management Policy onto new Policy Template as amended and bring back to the next Regular Meeting of Council for approval. Amendment: - add in relationship to overtime payment policy | In Progress |
| 24 Sep 2025 | COW 117-25 | Administration | Moved by Councillor Melzer to accept Rescinding Northern Travel Allowance Policy as information and bring back to the next Regular Meeting of Council for approval. | In Progress |

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|-------------|------------|------------------------|--|-------------|-----------------|
| 10 Sep 2025 | COW 111-25 | Planning & Development | <p>Moved by Deputy Reeve McCann to accept the Subdivision and Development Enforcement Policy and Procedure as amended and bring back to the next Regular Meeting of Council for approval. Amendments: - amend by adding Permit & Inspection process in combination with complaints. - Use same terminology for MDLSR.</p> | In Progress | Ann Holden |
| 10 Sep 2025 | 399-25 | Administration | <p>Moved by Councillor Seatter to direct Administration to contact and draft agreement to the Smith Waterline Resident: - Suspend Utility Charges until the completion of the utility services and repairs - Municipal District of Lesser Slave River to repair the utility servicing lines at with the costs borne by the MD - Provide second restoration contract estimates for the said work on the property Additional Direction: - bring back total lump sum estimate for the said work and additional expenses - bring back a written report from Associated Engineering of the incident and follow up on recommendations.</p> | In Progress | Barry Kolenosky |

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| 10 Sep 2025 | 409-25 | Transportation | Moved by Councillor Pearson to award the patching contract for the West Mitsue Industrial Road to be awarded to Paveit Construction Inc. in the amount of \$147,258.92 to be funded from the Mitsue Paving Prep Project approved in the 2025 Capital Budget. | In Progress | Shari Spencer |
| 10 Sep 2025 | 410-25 | Transportation | Moved by Councillor Sand to award the patching contract for the East Mitsue Road to awarded to Paveit Construction Inc. in the amount of \$86,081.21 to be funded from the Mitsue Paving Prep Project approved in the 2025 Capital Budget. | In Progress | Shari Spencer |
| 10 Sep 2025 | 417-25 | Finance | Moved by Councillor Pearson that the Southshore Drive Maintenance discussion be brought back to the 2026 Budget Deliberations. | In Progress | Shari Spencer |

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| 10 Sep 2025 | 423-25 | Transportation | Moved by Councillor Seatter to direct Administration to proceed with the Calcium application, and water truck application and seek reimbursement from Industry stakeholders for the Old Smith Highway. | In Progress | Shari Spencer |
| 28 Aug 2025 | 383-25 | Administration | Moved by Deputy McCann to approve the 2025 Northern Alberta Tourism Summit Sponsorship at the Rejuvenator package to be funded from GL 2-11-10-00-735 . | In Progress | Barry Kolenosky |
| 28 Aug 2025 | 386-25 | Administration | Moved by Deputy Reeve McCann that Council approves an application to host the 2028 Summer Games in the region. | In Progress | Barry Kolenosky |
| 20 Aug 2025 | 367-25 | Planning & Development | Moved by Councillor Pearson that Council approve the Animal control Bylaw Informative Public Document, for public release following the final readings of the Animal Control Bylaw 2025-24. | In Progress | Ann Holden |

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|-------------|------------|----------------|---|-------------|-----------------|
| 14 Aug 2025 | 334-25 | Administration | Moved by Deputy Reeve McCann 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. | In Progress | Barry Kolenosky |
| 10 Jul 2025 | COW 077-25 | Administration | Moved by Councillor Pearson that Council directs Administration to bring forward the Development Agreement Policy and Procedure to the next Regular Council Meeting on August 13, 2025, for approval. | In Progress | Sandra Rendle |
| 09 Jul 2025 | 302-25 | Administration | Moved by Councillor Melzer to accept the Workbook and Comment Tracker for Public Information | In Progress | Sandra Rendle |
| 09 Jul 2025 | 303-25 | Administration | Moved by Councillor Melzer that Council adopt the Councillor Remuneration Policy – Service Commissions No. CL-11-08 as amended. | In Progress | Sandra Rendle |

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|-------------|--------|----------------|---|-------------|--------------------|---|
| 09 Jul 2025 | 304-25 | Transportation | Moved by Councillor Fulmore that Council approve the Back Sloping application 1, for completion as per policy TR-32-20 with funds coming from GL 2-32-15-63-259 | In Progress | Cody Borris | July 17 - Notified ratepayer after Harvest work will be done. |
| 09 Jul 2025 | 305-25 | Administration | 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. | In Progress | Sandra Rendle | |
| 09 Jul 2025 | 308-25 | Administration | 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. | In Progress | Nicky Van Deventer | |
| 25 Jun 2025 | 280-25 | Administration | Moved by Councillor Melzer that Council adopt the re-numbering of the Investment Policy from AD-12-28 to ADM-12-33, as presented | In Progress | Marilyn Gladue | |

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|-------------|------------|----------------|---|-------------|-----------------|---|
| 25 Jun 2025 | 281-25 | Administration | Moved by Councillor Sand that Council accept the re-numbering of the Investments Procedure from ADM-12-28.01 to ADM-12-33.01, as presented. | In Progress | Marilyn Gladue | |
| 25 Jun 2025 | 283-25 | Transportation | Moved by Deputy Reeve Spencer to accept the Highway 2 Detour effects on the Old Smith Highway report as information. | In Progress | Shari Spencer | Per CAO direction - please prepare letter to Alberta Transportation as discussed with Council. Letter sent - no response yet |
| 28 May 2025 | 250-25 | Administration | Moved by Councillor Pearson that Council approve Administration entering into the MOU with the Canyon Creek Recreation Association of the operation of the Canyon Creek Arena for 1 year term as amended. | In Progress | Sandra Rendle | |
| 15 May 2025 | COW 042-25 | Administration | Moved by Councillor Sand to direct Administration to bring the concept plan and further investigation for the Smith Property back to the next Committee of Whole Meeting for review. | In Progress | Barry Kolenosky | |

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|-------------|------------|----------------|--|-------------|-----------------|---|
| 15 May 2025 | COW 044-25 | Administration | Moved by Councillor Melzer to accept the Municipal District of Lesser Slave River No.124 Owned Properties List as information and bring back to a future meeting with list of a 3 year plan for liquidation. | In Progress | Sandra Rendle | |
| 14 May 2025 | 220-25 | Administration | Moved by Councillor Seatter to enter into a five-year agreement with the Town of Slave Lake and Alberta Forestry and Parks to maintain Devonshire Beach as outlined amended in the attached Memorandum of Understanding. - Remove "endeavor" | In Progress | Shari Spencer | July 17 - Spring Clean up done - One more being scheduled for August before Beach Fest. |
| 14 May 2025 | 223-25 | Administration | Moved by Councillor Sand that the MD of Lesser Slave River No.124 provides a submission to FRIAA to get a fully- funded FireSmart Coordinator to implement various projects across the MD to protect critical infrastructure and hamlets as amended. | In Progress | Barry Kolenosky | |

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|-------------|--------|----------------|--|-------------|---------------|--|
| 14 May 2025 | 225-25 | Transportation | Moved by Councillor Seatter to increase the budget for the Ranch Road Culvert Replacement from \$300,000 to \$430,689 with the increase of \$130,689 to be funded from the Transportation Capital Reserve. | In Progress | Shari Spencer | July 17/25 - Construction to start in next week or so. |
| 14 May 2025 | 226-25 | Transportation | Moved by Councillor Fulmore to award the Ranch Road Culvert Replacement contract to Boss Bridgeworks Inc. for \$320,625 to be funded by LGFF funds and the Transportation Capital Reserve as per the approved 2025 capital budget and subsequent approval. | In Progress | Shari Spencer | July 17/25 - Construction to start next week or so. |
| 14 May 2025 | 232-25 | Rural Services | Moved by Deputy Reeve McCann that Council direct Administration to proceed with the cleanup of Lot 5, Block 2, Plan 8822254, Old smith Highway, using in-house resources. | In Progress | Shari Spencer | July 17/25 in progress - 80% complete will be finished July 25 |

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|-------------|--------|----------------|---|-------------|---------------|--|
| 14 May 2025 | 233-25 | Rural Services | Moved by Councillor Pearson that Council direct Administration to proceed with constructing access into Lot 6, Block 2, Plan 8822254, Old smith Highway, using in-house resources. | In Progress | Shari Spencer | July 17/25 - will be complete by July 25 |
| 14 May 2025 | 234-25 | Rural Services | Moved by Councillor Sand that Council direct Administration to proceed with the cleanup of Lot 4, Block 1, Plan 0828671, Lawrence Lake Drive, using in-house resources. | In Progress | Shari Spencer | July 17/25 - should be done by August 8 |
| 09 Apr 2025 | 155-25 | Administration | Moved by Councillor Sand to approve up to \$106,000.00 for the development of the Weir area, within the 2025 Capital Project listing, with funding from the Harbour/Boat Launch Capital Reserves. | In Progress | Shari Spencer | Design is finished, Parks is securing a TFA and contractors are being sourced. |

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|-------------|--------|----------------|---|-------------|------------------|---------------|
| 26 Mar 2025 | 131-25 | Administration | <p>Moved by Deputy Reeve McCann that the Municipal District of Lesser Slave River No. 124 proceed with an application for a disposition on the lands located at Marten Beach and Broken Paddle to support the establishment of a Fireguard under the Forest Resource Improvement Association of Alberta (FRIAA) program</p> | In Progress | Kendra Kozdroski | Chris Valaire |
| 26 Mar 2025 | 132-25 | Administration | <p>Moved by Councillor Pearson that Council accepts the costs associated with conducting Recreation Cost Determination for information and to direct Administration to complete analysis in house and present to council at a future Council meeting.</p> | In Progress | Sandra Rendle | |

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|-------------|--------|----------------|--|-------------|-------------------|--|
| 26 Mar 2025 | 138-25 | Utilities | Moved by Councillor Pearson that Council directs administration to proceed with the project of the Smith Water Treatment Plant Raw Water Intake Screen Repairs for a total estimated project cost of \$120,000.00 and funding will be 100% from Operating Budget – GL: 2-41-10-66-259. | In Progress | Jeremy Dumaresque | July 18/25 - Still in progress- This work needs to be completed in cold weather. fall/early winter |
| 26 Mar 2025 | 142-25 | Administration | Moved by Councillor Melzer that Council approves the tentative Living Communication Plan for the MDP and LUB alignment and amendment project as presented. | In Progress | Sandra Rendle | |
| 26 Mar 2025 | 143-25 | Administration | Moved by Deputy Reeve McCann that Council approves the Responsible Animal Ownership Policy AG-63-17 as amended: -Change the effective date to the same date of the bylaws passing -Add clause in document where relevant Acts are listed: "Including but not limited to the following" | In Progress | Sandra Rendle | |

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|-------------|--------|------------------------|--|-------------|---------------|------------------------------|
| 26 Mar 2025 | | Transportation | Council discussed the MD Road Bans and the need for Highway 88 truck traffic having to re-route. Road is soft and needs to be planned for upgrading. | In Progress | Cody Borris | |
| 12 Mar 2025 | 101-25 | Transportation | Move to direct Administration to purchase a 644 G Wheel Loader from Brandt Equipment Edmonton in the amount of \$389,000.00 plus GST. | In Progress | Shari Spencer | July 17/25 - almost complete |
| 12 Feb 2025 | 057-25 | Planning & Development | Moved by Councillor that Councillor Melzer gives First Reading to Bylaw 2025-01 being a Land Use Bylaw Amendment #24 to redesignate the parcel legally described as 0627855;1;4 from Residential Un-Serviced (RUS) to Light Industrial (LI). The applicant must provide a Traffic Impact Assessment prior to the public hearing. | In Progress | Ann Holden | |

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|-------------|------------|----------------|---|-------------|-------------------|------------------------------|
| 12 Feb 2025 | 061-25 | Utilities | Moved by Councillor Seatter that Council awards the tender to Summit Contractors for the Valve Maintenance Program Implementation at a cost of \$98,263.00 with funds to come from the current Operational Budget. Split between several contracted services GL Codes (#259) based on location. | In Progress | Jeremy Dumaresque | July 18/25 - 90% complete |
| 12 Feb 2025 | 062-25 | Utilities | Moved by Councillor Pearson to direct Administration to provide a report on the effectiveness of the Valve Maintenance Program implemented and once completed bring back to future meeting. | In Progress | Jeremy Dumaresque | July 18/25 still in progress |
| 12 Feb 2025 | 006-25 CAB | Administration | CEMETERY GRANT APPLICATIONS RECEIVED MOTION 006-25 CAB Moved by Councillor Seatter to amend the policy and application form for operational cost to be \$1,000.00 per year. | In Progress | Sandra Rendle | |

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|-------------|--------|----------------|---|-------------|-------------------|
| 12 Feb 2025 | 061-25 | Utilities | Moved by Councillor Seatter that Council awards the tender to Summit Contractors for the Valve Maintenance Program Implementation at a cost of \$98,263.00 with funds to come from the current Operational Budget. Split between several contracted services GL Codes (#259) based on location. | In Progress | Jeremy Dumaresque |
| 14 Jan 2025 | 024-25 | Administration | Moved by Councillor Seatter to have Council form a Committee to investigate the validity and the Code of Conduct Complaint. Committee will consist of 5 Council members, excluding Councillor Pearson and Councillor Fulmore. | In Progress | Barry Kolenosky |
| 18 Dec 2024 | 707-24 | Administration | Moved by Councillor Pearson to direct Administration to confirm the delivery locations per the Agreement with Lakeside Leader. | In Progress | Sandra Rendle |

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|-------------|--------|----------------|---|-------------|---------------|--|
| 05 Dec 2024 | 666-24 | Transportation | Moved by Councillor Melzer that Council accepts the discussion and schedule a meeting with LaPrairie Group Regional Local Managers. | In Progress | Shari Spencer | July 17/26 - Has not been successful despite repeated attempts |
| 28 Aug 2024 | 415-24 | Transportation | Moved by Councillor Fulmore that Council direct Administration to write off Transportation Inventory, in the amount of \$135,449.66. Old/obsolete inventory, signage and new/old stock blades, these items would go to public auction surplus | In Progress | Shari Spencer | |
| 10 Jul 2024 | 365-24 | Administration | Moved by Councillor Pearson to defer the decision on access road applications to extend Township Road 713 to the 2025 budget deliberations. | In Progress | Shari Spencer | |
| 16 Dec 2022 | 362-22 | Administration | Moved by Councillor Pearson to have STARS Foundation request tabled and added as a line item to the budget deliberations. | In Progress | | |

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|-------------|--------|----------------|--|-------------|
| 16 Dec 2022 | 366-22 | Utilities | Moved by Deputy Reeve Spencer to give 2nd reading to Bylaw 2022-14 – Fees for the Provision of Services as amended: -Effective date January 1st, 2023 -Schedule B – Hamlet and Rural Water Distribution Systems add “non- residential, commercial” in sections b, c, & d and Bulk Water Stations add “non-residential, commercial” in sections c, d, & e | In Progress |
| 16 Dec 2022 | 374-22 | Administration | Moved by Councillor Pearson that the MD of Lesser Slave River #124 partner with Community Futures Lesser Slave Lake for the Spark the North 2023 events. | In Progress |
| 16 Dec 2022 | 375-22 | Administration | Moved by Councillor Melzer to direct Administration to enter into a Memorandum of Understanding with the Canyon Creek Recreation Association for the Canyon Creek Campground & Harbor for a 4 -year term. | In Progress |

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|-------------|--------|----------------|--|-------------|
| 16 Dec 2022 | 376-22 | Administration | Moved by Deputy Reeve Spencer to direct Administration to invoice Canyon Creek Recreation Association \$6,052.70 for 50% of the power costs for the Canyon Creek Campground from May 1st, 2022 to September 30th, 2022. | In Progress |
| 16 Dec 2022 | 379-22 | Administration | Moved by Deputy Reeve Spencer to authorize the MD of Lesser Slave River to partner with the Town of Slave Lake for an Alberta Community Partnership (ACP) Grant application for an Airport Master Plan for the Slave Lake Airport Services Commission and that the MD of Lesser Slave River is approved to be the Managing Partner for this Joint application. | In Progress |
| 16 Dec 2022 | 380-22 | Transportation | Moved by Councillor Fulmore to allow Vanderwell Contractors (1971) Ltd. to haul Resource Weights up to a maximum of 67,000 KG on the West Mitsue Industrial Road until March 30, 2023. | In Progress |

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|-------------|------------|----------------|---|-------------|
| 16 Dec 2022 | 386-22 | Administration | Moved by Councillor Melzer to proceed with the Smith Bridge urgent Scour repairs with the estimated cost of \$651,450.00, funds from the 2022 Capita Reserve Fund. To proceed with the Tender process that will close January 17th, 2023. | In Progress |
| 16 Dec 2022 | 387-22 | Administration | Moved by Councillor Melzer to approve the extension contract for Barry Kolenosky as Chief Administrative Officer for the Municipal District of Lesser Slave River for three (3) years ending December 31, 2025. | In Progress |
| 30 Nov 2022 | COW 125-22 | Administration | Moved by Deputy Reeve Spencer that Council directs Administration to bring the proposed changes regarding Bylaw 2022-08 (Schedule of Fees Bylaw-Schedule A) to the next regular council meeting. | In Progress |

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|-------------|------------|------------------------|---|-------------|
| 30 Nov 2022 | COW 127-22 | Administration | Moved by Councillor Sand to accept the Smith Infrastructure Review and Redevelopment Plan Power Point as information and to table till January 2023. | In Progress |
| 23 Nov 2022 | 342-22 | Administration | Moved by Councillor Sand to have the Redacted Cheque Register added to Council's Communication Correspondence Weekly Report. | In Progress |
| 23 Nov 2022 | 358-22 | Administration | Moved by Councillor Pearson that Council award Vector Electrical the Smith PLC Upgrade Project Contract for \$190,000.00 excluding GST with funds to come from the 2021 PLC (carryover) budget and the 2022 CCBF grant funding. | In Progress |
| 01 Nov 2022 | 345-22 | Planning & Development | Moved by Deputy Reeve Spencer to adopt POLICY H.8 LICENCE OF OCCUPATION AS AMENDED: - Include Liability Insurance Clause - Advertisement clause, Effective January 1st, 2023 | In Progress |

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|-------------|--------|----------------|---|-------------|
| 01 Nov 2022 | 349-22 | Transportation | Moved by Councillor Sand to purchase a 12 foot Degelman Blade for the Flatbush tractor to be funded from the equipment replacement reserve as per quote. | In Progress |
| 01 Nov 2022 | 351-22 | Administration | Moved by Councillor Fulmore to accept the ACTION LIST and bring forward to the next Committee of the Whole meeting. | In Progress |
| 01 Nov 2022 | 355-22 | Administration | Moved by Councillor Sand that Administration proceeds with the STIP Funding options 1A & 1B for construction. | In Progress |
| 26 Oct 2022 | 324-22 | Finance | Moved by Councillor Pearson that Council request Administration to renew the MD's Natural Gas contract with 8760 Expense Management (8760) for a term of five-year January 1st, 2023, to December 31st, 2027. | In Progress |

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|-------------|--------|----------------|---|-------------|
| 26 Oct 2022 | 325-22 | Finance | Moved by Councillor Seatter that Council request Administration to do further work with 8760 to execute required procurement documents for inclusion in the Fall 2022 RMA Public Tender. | In Progress |
| 26 Oct 2022 | 329-22 | Administration | Moved by Councillor Melzer that the Inter-Municipal Cost Sharing Agreement be amended as presented and brought forward for discussion on the Inter-Municipal Meeting on October 31, 2022. | In Progress |
| 26 Oct 2022 | 330-22 | Administration | Moved by Deputy Reeve Spencer that the Fire Services Agreement be amended as presented and brought forward for discussion at the Inter-Municipal Meeting on October 31, 2022. | In Progress |

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|-------------|------------|----------------|---|-------------|
| 26 Oct 2022 | 344-22 | Administration | Moved by Councillor Fulmore to accept Policy A.6 Council Honorarium as information and direct Administration to prepare a detailed honorarium comparison and bring forward to the next Committee of the Whole meeting for discussion. | In Progress |
| 26 Oct 2022 | 373-22 | Administration | Moved by Councillor Sand to direct Administration to bring back a Policy/Bylaw and Terms of Reference for a Policy Review Committee. | In Progress |
| 20 Oct 2022 | COW 104-22 | Administration | Moved by Deputy Reeve Spencer that the Committee of the Whole receive the Inter-Municipal Cost Sharing Agreement for information and refer Administration to bring forward to the Inter-Municipal meeting on October 31, 2022. | In Progress |

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|-------------|------------|------------------------|---|-------------|------------|
| 20 Oct 2022 | COW 105-22 | Administration | Moved by Deputy Reeve Spencer that the Committee of the Whole receive the Fire Service Agreement for information and refer Administration to bring forward to the Inter-Municipal Meeting October 31, 2022. | In Progress | |
| 20 Oct 2022 | COW 109-22 | Planning & Development | Moved by Councillor Pearson that the Committee of the Whole refer Administration to bring Policy H.8 - Licence of Occupation to a future Council meeting for review and approval. | In Progress | Ann Holden |
| 20 Oct 2022 | COW 110-22 | Planning & Development | Moved by Councillor Seatter that the Committee of the Whole refer Administration to bring Policy H.9 - Road Closure Policy (For lease or sale of road plans and road allowances) to a future Council meeting for review and approval. | In Progress | Ann Holden |

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|-------------|------------|-----------|--|-------------|
| 20 Oct 2022 | COW 112-22 | Utilities | Moved by Councillor Sand that the Committee of the Whole directs Administration to bring forth the Bulk Water Usage Policy F.8 to an upcoming Council meeting for review and approval. | In Progress |
| 20 Oct 2022 | COW113-22 | Utilities | Moved by Deputy Reeve Spencer that the Committee of the Whole refer Administration to bring forth the Water Meter Policy F.7 to an upcoming Council meeting for review and approval. | In Progress |

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|-------------|------------|----------------|--|-------------|
| 20 Oct 2022 | COW 115-22 | Administration | Moved by Councillor Melzer that the Committee of the Whole refer Administration to prepare a draft "Marten Beach Flood Mitigation Plan" for Council consideration encompassing the following for components, Communication & Engagements, Emergency Preparedness plan, LUB guidelines and amendments and an Engineered Flood Mitigation Design and Implementation Concept Plan and bring back to a future Council meeting. | In Progress |
| 12 Oct 2022 | 312-22 | Finance | Moved by Councillor Sand to approve the allocation of Three million (\$3,000,000) in unrestricted surplus funds to the various restricted reserve accounts as presented and attached hereto. Further, instruct Administration to bring an updated reserve policy for discussion. | In Progress |

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|-------------|--------|----------------|---|-------------|
| 12 Oct 2022 | 313-22 | Finance | <p>Moved by Councillor Melzer to instruct Administration to renew the MD's electricity contract with 8760 Expense Management (8760) for a period of five years from 2023 to 2027. Further, work with 8760 to execute required procurement documents for inclusion in the Fall 2022 RMA Public Tender.</p> | In Progress |
| 12 Oct 2022 | 314-22 | Transportation | <p>Moved by Councillor Melzer that Administration applies to Alberta Infrastructure and Transportation to install Engine Retarder Brake Signs on Highway 2 along the Hamlet of Widewater.</p> | In Progress |
| 12 Oct 2022 | 315-22 | Administration | <p>Moved by Councillor Pearson that Administration send a letter to Minister of Transportation voicing concern with Highway 2 and Bayer Road Intersection.</p> | In Progress |

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|-------------|--------|----------------|--|-------------|-----------------|
| 12 Oct 2022 | 316-22 | Transportation | Moved by Councillor Melzer to hire Pavait Construction to complete the needed repairs to the Slave Lake Pulp Turn Off on East Mitsue Road for a total of \$68,025.66 plus GST to be funded from the Transportation Operating Reserves. | In Progress | |
| 12 Oct 2022 | 317-22 | Administration | Moved by Councillor Pearson to invite Alberta Transportation Management attend a future Council Meeting. | In Progress | |
| 23 Feb 2022 | 084-22 | Administration | Moved by Councillor Melzer to authorize Administration to proceed with conducting a baseline employee satisfaction survey with the total workforce. | In Progress | Barry Kolenosky |
| 09 Feb 2022 | 065-22 | Rural Services | Moved by Councillor Pearson to direct Administration to enter into negotiations with CCRA for the management of recreation assets in Canyon Creek and Widewater. | In Progress | Barry Kolenosky |



Lesser Slave River

Request for Decision

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|---------------|--|
| Title: | Agricultural Services 3rd Quarter Report |
| Date: | October 8, 2025 |
| Presented By: | Shari Spencer, Assistant Director of Field Services |
| Attachments: | |

| | |
|------------------------------------|--|
| Proposed Motion | <i>Move to accept Agricultural Services 3rd Quarter Report for information.</i> |
| Administration's Recommendation(s) | As proposed. |

BACKGROUND:

Operational - ASB:

- For 2025, 546 weed inspections were completed across the municipality (161 done July 11-Aug 29th).
- The roadside spraying program was completed with Accurate Vegetation in the Slave Lake area August long weekend, which also covered bare ground spraying at several MD facilities.
- There were multiple meetings with private landowners regarding regulated weeds on their property. Many have dealt with them before fall. All properties will be followed up at the start of the 2026 season to ensure landowners control regulated weeds on their property.
- Grasshopper surveys were completed in the MD for the province insect specialist for review.
- Our Bertha Armyworm traps came down for the season August 2nd all traps had low numbers, 52 months within the MD and the Provincial Insect Specialist were given the data.
- Provincial Clubroot and Fusarium Surveys were completed in the first week of September.
- MDs own Clubroot surveys continue, 25 inspections have been done as of September 16th finding 3 positive fields.
- Fall Social event for November 1st, 2025

Operational - Landscape

- Seasonal employment contracts were completed August 31st with most returning to post-secondary. The department retained 2 seasonals into the fall on a month-to-month basis to assist with daily operations. (1 weed/pest technician, 1 landscape technician)
- Roadside mowing continues with Transportation operator assistance until weather no longer permits. The focus being on completing second cuts on primary roads and catching up on non-priority right of ways with minimal residential occupation. This is partnered with ongoing mulching at MD facilities and select locations where the large mower cannot access safely. Approximately 900kms of right of way have been mowed to date.
- Thorough clean up at Devonshire beach was completed August 5th before the annual Beach Fest. The final sand grooming was completed at the end of August.
- Provincial Recreation Area maintenance continues at reduced capacity as per the contract with Alberta Parks with focus on outhouse and garbage maintenance weekly. Hazardous tree removal is planned in

AGENDA ITEM #8.2

Chain Lakes PRA in conjunction with Forestry for late October.

- Winterization of sites and seasonal equipment is underway, including wrapping up the Ag Rental program.

Prepared By: Shari Spencer, Assistant Director of Field Services
Reviewed By: Kiersten Dubitz, Agriculture Fieldman
Approved By: Barry Kolenosky, Chief Administrative Officer



Lesser Slave River

Report to Council

| | |
|------------------------------------|--|
| Title | Capital Projects Quarterly Report |
| Date | October 8, 2025 |
| Presented By: | Shari Spencer, Assistant Director of Field Services Kristen Schalin, Director of Finance |
| Attachments | |
| Proposed Motion | <i>Move that Council accept the Capital Projects 2025 Q3 Quarterly Report as Information</i> |
| Administration's Recommendation(s) | As proposed |

3rd Quarter Report – July - September

CAPITAL

Smith Subdivision

Administration has finalized the land sale policy and is working to complete the subdivision.

Smith Pavement Rehabilitation

Patching was completed in the last summer months; however direction is needed for a more wholistic solution that includes underground infrastructure needs that can be balanced within our ten year capital plan.

Old Smith Highway Reroute

The road surface stood up very well over the summer. The adjacent landowner's fence was replaced by MD crews which saved the MD money. The west stream bed was stabilized with planted trees which met the remaining requirements for Fisheries and Oceans. This was done by the summer students, again saving the MD money. In early July, Avid finished landscaping the north slopes where the Atco poles were removed and the two hill slides were addressed.

The Avid contract is complete and all payments are made. The end result was that approximately \$115,000 was saved on the base contract while the Key on the west slide cost an additional \$278,000, and the spring work on the hill slide and landscaping cost \$170,000. Overall, Avid did a good job and were reasonable to work with. The only remaining work is the warranty inspection next summer.

The vegetation planted last spring has grown in and is stabilizing the slopes. However the vegetation planted in July following Avids work has not filled in very well yet. The hill slides addressed in July have not moved. The east slide does have a sand layer with a spring running out of it continuously. This eroded material is washed down to the road ditch. It was prevented from entering the stream by the straw swales in the ditch. In September MD staff leveled out the washouts, and installed coconut matting in order to minimize erosion. Once vegetation is established it will greatly reduce erosion. There is no threat to the road integrity.

The Engineering contractors are done with the exception of Tetrack, who still need to provide "as built" drawings.

Smith Bridge Preliminary Design

Preliminary design is complete and waiting on the final approval from Alberta Transportation of the Structural Alternatives Report.

BF79260 Flatbush Creek Bridge Culvert Replacement

Project has been completed with no deficiencies.

Smith Raw Water Pump Chamber and Pipe Replacement

The foundation leaks have been repaired, and the contractor has completed their part of the project and the holdback release has been paid out. The last remaining task on this project is we are waiting on the record drawings and the project data books to be issued by AE. Once the record drawings and data books are received, this project can be closed out.

Canyon Creek PLC Upgrades

The Canyon Creek PLC upgrade has been completed. Deficiencies have been completed and the as-built drawings have been received and distributed to all sites. One new deficiency came up on the Flatbush upgraded Scada host and we are working with the programmer to resolve this issue and hoping it will be done in the next couple of weeks. Once this last deficiency is addressed, this project can be closed out.

Ranch Road Culvert Replacement

This project was completed in late August with no deficiencies.

SL Office Renovations & Expansion

Offices on the west side of the building have been reduced in size to allow one additional office. The file storage area by the copy room has been rebuilt to be a conference room. The front reception desk has been replaced with a wheelchair accessible section and a more usable counter space. The countertop and glass have not been received yet but are expected soon. Obtaining materials from suppliers has been an ongoing frustration. They are slow and, in some cases, incorrect. We have been insistent that quality matching materials are used rather than taking short cuts and having to live with substandard results.

Fire Engine

Tender was issued in February and awarded in March to Acres Industries for \$819,800. A mid build on the truck is scheduled for October and the truck should be delivered 6 weeks after that. It has been made very clear that we need to take delivery this calendar year and they have said that the request is valid and can be met.

Security Upgrades to Facilities

Security Updates were completed in May and include Cardlock and cameras at: Widewater Boost Station, Canyon Creek Water Plant, Canyon Creek Water Reservoir, Widewater Complex, Flatbush Complex, Flatbush water fill, and cameras at Martin Beach water fill.

Security alarm upgrades were completed at: Canyon Creek Arena, Southshore Waste Water Treatment, Widewater Complex, Smith Lift Station, Smith Water Treatment, VIC, Flatbush Complex, and Flatbush Water Treatment.

Mitsue Paving Prep

Alternative options were brought to Council in August and Council approved extensive patching to be completed and advised Administration to re-apply for the Local Municipal Initiatives grant in fall of 2025.

Smith Water Treatment Plant Pretreatment Upgrade

Construction completion is estimated to be in the second quarter of 2026. Project is now at the 60% design phase and drawings were issued 2 weeks ago for the official 60% design review hold point. Once we finish the 60% design review by the end of next week, we will proceed towards the 90% design stage at which time the long delivery items will be ordered and the site construction can begin after the 90% design drawings are complete and approved by the MD. Site construction should begin later this fall.

Wier Area Development

The Lands Division - Alberta Forestry and Parks is very enthusiastic about the wheelchair accessible deck and are working in partnership with the MD. In September formal approval was obtained from them for installing the deck downstream of the weir. Also approval was obtained from Alberta Environment for working on the river bank. The design for a 30' by 30' deck was completed and contracts awarded to local contractors. Completion is expected in November. The costs are still predicted to be within budget. Any funds left may be allocated towards walkways for the washroom.

In addition, work has been ongoing with Alberta Forestry and Parks to develop a plan for the area which would enable the government to allocate funds for future improvements.

Utility Pond Dredging

Contractors have been contacted to schedule the work in the Fall to avoid high use times. This is currently posted on the APC.

Widewater Lift Station Upgrade – Engineering

Engineers were onsite to assess the current site and are in the process of compiling design option. Quotes from two suppliers were received but came in a lot higher than expected, approximately \$60,000 for 2 pumps. Looking into much smaller pumps that could be ran more consistently which would also help with odour issues. Have now reached out to suppliers for quotes on the smaller pumps and are waiting to hear back.

Mitsue Water Plant Upgrade - Engineering

Currently gathering information from Mitsue Stakeholders, have a meeting planned to evaluate. Based on direction from Council, looking to expand what is currently on site. This has included a full "capacity analysis" looking at the capacity of each component, figuring out how much water it can process, and how that compares to previous years demands. Have also reached out to filters suppliers for costs on additional filters.

Pick-Up Replacement

The pick-ups have been delivered at the end of summer and have been deployed.

Front End Loader Replacement

The loader was delivered early July.

Otter Creek Culvert Replacement

This project is in the process of securing environmental permits and detour routes.

Widewater Campsite Sewer System

Project is completed on our end. Tenant is adding cabins as needed, one installed currently with another 7 to follow.

Marten Beach Flood Mitigation

Basin Environmental is working on a fish study that can be used for future mitigation projects.

Flatbush Complex Roof

Due to unforeseen circumstances the initial contract awarded has been terminated and the project has been put back out for tender. Once a new contract has been awarded to repair the roof and install new gutters Administration will move forward with the repairs.

OPERATIONAL

Municipal Development Plan & Land Use Bylaw Plan Alignment

First reading has taken place and a public hearing was held in June 2025. Good feedback and participation from the public, with several changes made before second reading. Second reading completed and bylaw passed September.

Municipal Servicing Standards

An agreement has been entered into with Urban Systems and Associated Engineering to complete the technical portion of this work. A kick off meeting was held in June and the project is in process. Collaboration on the project also continues with the Town of Slave Lake, in accordance with the ACP grant.

Smith WTP Raw Water Intake Screens Repair

Still working on the repair plan with the diving contractor and have started talking to some local contractors to help out with the on site work. This work will be done in January/February 2026 through the ice.

Valve Maintenance Program

Program is complete, waiting on some invoicing to close out project.

Preventative Maintenance Program

Due to the time involved this project is proving to be difficult with current staffing. Looking to see if contracting the project out is feasible.

IT System Audit

This is on hold for now as the selected vendor was not able to commit to this work, Administration is considering a new approach.

Energy Audit

Energy Audits at the MD office, Smith Community Complex and the Smith Arena are complete and a report on all the findings and recommendations for these facilities was presented to council in April. Many of the power savings opportunities have been implemented. It is estimated that nearly \$1800 per month is being saved now based on the changes already implemented (plus the savings for the heat recovery system at SSWWT installed last year). The Southshore Waste Water Treatment Plant audit is nearly complete, with a report being prepared. Some very large potential savings have been identified there and some already implemented. An audit was completed on the Canyon Creek campground and submitted to the CAO. Although large savings were not identified it does reveal where the consumption is used and the relative costs of large RV's and long term site rentals.

Prepared by: Shari Spencer, Assistant Director of Field Services & Kristen Schalin, Director of Finance

Reviewed by: Barry Kolenosky, Chief Administrative Officer

Approved by: Barry Kolenosky, Chief Administrative Officer

| Capital Projects 2025 | | | | | |
|---|-----------------|--------------|--------------|--------------|--------------|
| Project | Project Code/GL | Budget | YTD | Committed | Over/Under |
| Ranch Road Culvert Replacement | 2423208 | 437,000.00 | 322,249.55 | 376,151.45 | 60,848.55 |
| Smith Subdivision - 2014 (Carryover) | 615348 | 91,000.00 | 72,950.34 | 72,950.34 | 18,049.66 |
| SL Office Renovations & Expansion | 2421201 | 410,000.00 | 171,349.86 | 187,475.35 | 222,524.65 |
| Fire Engine | 2422301 | 900,000.00 | 339,529.00 | 819,800.00 | 80,200.00 |
| Broken Paddle Fire Guard Phase 1 | 2412302 | 45,000.00 | 2,027.00 | 2,027.00 | 42,973.00 |
| Marten Beach Fire Guard Phase 1 | 2412303 | 35,000.00 | 1,528.00 | 1,528.00 | 33,472.00 |
| Security Upgrades to Facilities | 2422601 | 160,000.00 | 166,484.50 | 166,484.50 | -6,484.50 |
| Flatbush Complex Roof Repairs | 312514 | 80,740.08 | 1,721.95 | 80,740.08 | 79,018.13 |
| Smith Pavement Rehabilitation | 322275 | 36,000.00 | 7,525.00 | 7,525.00 | 28,475.00 |
| Old Smith Highway Re-Route | 325404 | 5,109,461.68 | 5,004,524.52 | 5,016,013.62 | 93,448.06 |
| Smith Bridge Prelim Design | 322302 | 2,203,800.00 | 1,889,085.74 | 1,889,085.74 | 314,714.26 |
| Mitsue Paving Prep | 322508 | 401,694.00 | 50,942.72 | 286,282.85 | 115,411.15 |
| Smith Bridge Detailed Design | 2423211 | 2,500,000.00 | 572,000.00 | 1,794,590.00 | 705,410.00 |
| BF79260 Flatbush Creek Bridge Culvert Replacement | 2423203 | 437,000.00 | 394,548.11 | 418,658.00 | 18,342.00 |
| Smith Raw Water Pump Chamber and Pipe Replacement | 412278 | 1,345,000.00 | 1,340,387.00 | 1,424,666.85 | -79,666.85 |
| PLC Upgrade - 2021 Carryover | 412101 | 1,270,600.00 | 1,247,377.53 | 1,252,673.58 | 17,926.42 |
| Smith WTP Pretreatment Upgrade | 2414104 | 3,500,000.00 | 192,382.17 | 192,382.17 | 3,307,617.83 |
| Utility Pond Dredging | 412501 | 500,000.00 | 0.00 | 0.00 | 500,000.00 |
| Widewater Lift Station Upgrade - Engineering | 422502 | 25,000.00 | 0.00 | 0.00 | 25,000.00 |
| Mitsue Water Plant Upgrade - Engineering | 412503 | 80,000.00 | 9,375.00 | 9,375.00 | 70,625.00 |
| Grader Replacement | N/A | 732,450.00 | 610,000.00 | 610,000.00 | 122,450.00 |
| Pick-Up Replacement | N/A | 345,000.00 | 0.00 | 310,794.65 | 34,205.35 |
| Front End Loader Replacement | N/A | 503,500.00 | 389,900.00 | 389,900.00 | 113,600.00 |
| Mower with Flex Arm | N/A | 93,000.00 | 87,001.60 | 87,001.60 | 5,998.40 |
| Otter Creek Culvert Replacement | 322505 | 250,000.00 | 0.00 | 0.00 | 250,000.00 |
| Widewater Campsite Sewer System | N/A | 50,000.00 | 0.00 | 0.00 | 50,000.00 |
| Marten Beach Flood Mitigation | 242506 | 90,000.00 | 0.00 | 0.00 | 90,000.00 |
| Bin Replacement | 432507 | 70,000.00 | 69,728.00 | 69,728.00 | 272.00 |
| Combined Study | 232318 | 30,000.00 | 15,184.10 | 15,184.10 | 14,815.90 |
| Smith Bridge Repairs | 322301 | 1,416,168.00 | 1,409,526.90 | 1,409,526.90 | 6,641.10 |
| Mitsue Emergency Waterline | 412513 | 260,000.00 | 134,045.54 | 134,099.55 | 125,900.45 |
| SL River Boat Launch Upgrades Phase 2 | 2421202 | 10,000.00 | 13,637.58 | 15,732.58 | -5,732.58 |
| Smith Fire Hall/Maintenance Shop - Siteworks | 2422303 | 10,000.00 | 2,502.50 | 2,502.50 | 7,497.50 |

| | | | | | |
|---------------------------------------|---------|------------|------------|------------|------------|
| East Mitsue Pavement Repairs | 2423204 | 410,000.00 | 12,398.88 | 52,324.88 | 357,675.12 |
| Truck Replacement | 2423602 | 250,000.00 | 237,493.74 | 237,493.74 | 12,506.26 |
| Waste Bin Revitalization | 2424301 | 30,000.00 | 27,800.00 | 27,800.00 | 2,200.00 |
| Slave Lake Weir Rec Area Improvements | 722511 | 106,000.00 | 10,217.00 | 60,405.31 | 45,594.69 |

02-Oct-25

| |
|-----------------------|
| In Progress |
| Complete |
| Ordered, not received |



Lesser Slave River

Report to Council

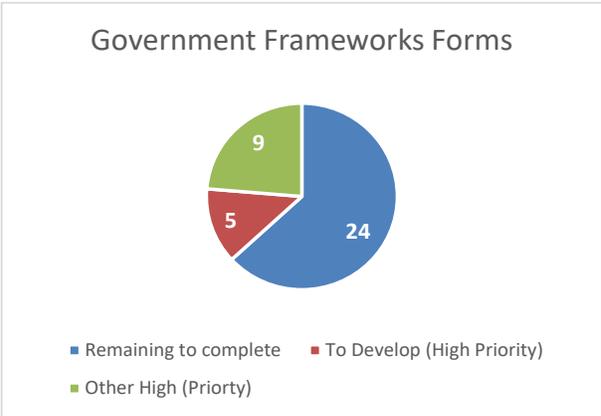
| | |
|---------------|--|
| Title | Document Conveyance and Program Coordinator Third Quarter Report |
| Date | October 8, 2025 |
| Presented By: | Janie Freckelton |
| Attachments | |

| | |
|------------------------------------|---|
| Proposed Motion | Move that Council accept the Document Conveyance and Program Coordinator Third Quarter Report as information. |
| Administration's Recommendation(s) | As proposed |

3rd Quarter Report – April – June 2025

Document Conveyance

- *Digitization*
 - *Legal Files*
 - *Files reshelved (In Progress)*
- *Document Retention*
 - *Laserfiche – Official Network Drive (In Progress).*
 - *Payments on the digital forms to align payment methods with payment pathway project.*
 - *SharePoint – Development & 'Work in Progress' Network Drive (Complete)*
 - *Document Retention Schedule/Bylaw Amendment (Complete)*
 - *Bylaw 2025-12*
 - *Policy ADM-12-33, ADM-12-34, ADM-12-35*
 - *Procedures ADM-12-35.01 – ADM 12-35.08*
- *Department Function Exercise (in progress)*
- *Digital Document Naming Convention (In progress)*
- *Government Frameworks*
 - *Develop digital forms converting anything on the website.*
 - *Government Frameworks is going into development to accept Central Square – CST*



There is a total of 43 forms currently identified for Transforming into FARMER forms with Government Frameworks.

Programming

- *IT Assets*
 - *Inventory (In progress)*
 - *Create Policy for Procurement of IT assets*
 - *Identify and develop IT policies and procedures (No yet started).*
- *MD Website*
 - *Training (Complete)*
 - *Internal Website Management has begun.*
 - *Google Analytics will be reported starting Q4, entailing details on website usage.*
- *Landfill Card System (in progress)*
 - *Deferred to 2026.*
- *Payment Pathway: Central Square - LIVE (Complete)*

Prepared by: Janie Freckelton, Document Conveyance and Program Coordinator
Reviewed by: Barry Kolenosky, Chief Administrative Officer
Approved by: Barry Kolenosky, Chief Administrative Officer



Lesser Slave River

Report to Council

| | |
|---------------|--|
| Title | Health and Safety 3 rd Quarterly Report |
| Date | October 8, 2025 |
| Presented By: | Bill Hillis |
| Attachments | None |

| | |
|------------------------------------|---|
| Proposed Motion | <i>Move that Council accept the Health and Safety 3rd Quarter Report for information</i> |
| Administration's Recommendation(s) | As proposed |

Completed Tasks for the period of July - September 2025:

Safety & Training

Held 3 company-wide safety meetings to review procedures and reinforce safety culture.
 Implemented weekly toolbox meetings across all departments:

- Landfill
- Agriculture
- Transportation
- Utilities

Completed 2 certified safety courses:

- Health and Safety Management
- Auditor Training

Site Inspections

Conducted monthly site visits and inspections at the following locations:

- Flatbush – Office, yard, transfer station
- Smith – yard, shop, transfer station, WTP
- Landfill and Transfer Stations
- Canyon Water Treatment Plant
- South Shore Plant
- Slave Lake – Office, shop, yard, VIC

Policy & Procedure Updates

Updated the Incident Reporting Procedure to improve clarity, response time, and documentation standards.
 Updated Impairment Policy (waiting for approval)

Ongoing Tasks July - September 2025

Program & Procedure Development

- Updating the Work-Hub Program includes revisions to practices and procedures to reflect current operational standards.
- Reviewing existing Safe Operating Procedures (SOPs) and developing new ones where gaps are identified.
 - Note: Several new procedures are currently pending approval.

Safety Orientation & Training

- Updating the Health and Safety section of the onboarding program for new hires focused on hazard awareness and meeting safety audit standards.
- Creating Safe Work Practices to support and align with updated SOPs.

Joint Health and Safety Committee

- Continuing efforts to establish and operationalize the Joint Health and Safety Committee, including member engagement and meeting scheduling.

Goals for Next Quarter

- Complete First Aid Train the Trainer
- Review current training needs to determine which can be effectively taught by in-house instructors.
- Prepare for Next Year Maintenance Audit (COR)
- Continue to educate employees on the Incident Reporting Procedures, including the classification and ranking of events:
 - Incident – An event that results in injury, illness, damage, or loss.
 - Near Miss – An unplanned event that did not result in injury, illness, or damage but had the potential to do so.
 - Hazard Identification (Hazard ID) – Recognition and reporting of a condition, behavior, or situation that could potentially lead to an incident or near miss.

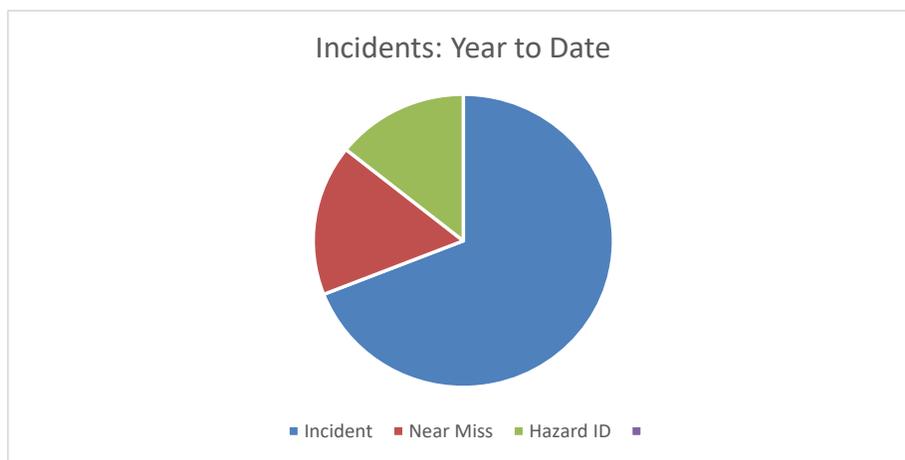
Incident Statistics from last quarter and year to date:

July - September

Incidents – 12
Near Miss – 4
Hazard ID – 3

Year to Date:

Incidents – 29
Near Miss – 7
Hazard ID – 6





Lesser Slave River

Report to Council

| | |
|---------------|----------------------------------|
| Title | Human Resources Quarterly Report |
| Date | October 8, 2025 |
| Presented By: | Nicky van Deventer |
| Attachments | None |

| | |
|------------------------------------|---|
| Proposed Motion | <i>Move that Council accept the Human Resources 3rd Quarter Report for information</i> |
| Administration's Recommendation(s) | As proposed |

Active Job Postings for the period of July - September 2025:

- Mechanic I
- Mechanic II
- Municipal Clerk
- Landfill Attendant
- Transportation Labourers (2)

New Hires July - September 2025

- Director of Finance
- IT Coordinator
- Landfill Attendant
- AG Fieldman
- Transportation Labourers (2)

Departures July - September 2025

- Assistant CAO
- All Seasonal staff

Recruitment

July - September 2025

- Onboarded 6 new FT Staff Members
- 8 Interviews
- 3 Job Offers – all accepted

Other Items

Service Capacity

Worked with Nickels Applied on staffing statistics and departmental information to provide the necessary data for the Service Capacity review.

Lunch & Learn

Hosted our first Lunch & Learn session, providing employees with education on Council-related items such as RFDs, Briefings, and Reports.”

Policy Updates

Over the last quarter, many of our policies were updated to the new templates, renumbered, and aligned with corresponding procedures to ensure consistency and clarity.

Emergency Training & Preparedness

We had another 7 Staff members attend ICS 200 training on September 25& 26

Workforce Metrics

Employee Turnover Rate: 0.4% this quarter.

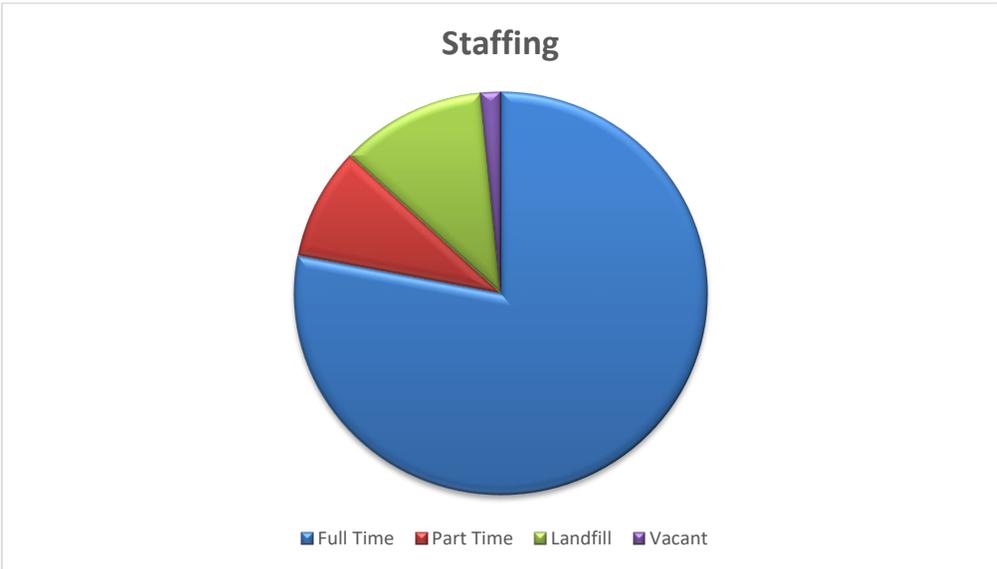
Vacancy Rate: Currently recruiting for vacant positions as Mechanics and Municipal Clerk.

Training

A number of staff attended our Elections training in preparation for the upcoming Elections.

Team Building

This quarter featured a variety of events and team-building activities including our Summer team building event, a staff BBQ and Day for Truth and Reconciliation.



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



Lesser Slave River

Report to Council

| | |
|---------------|--|
| Title | Facilities Third Quarter Report |
| Date | October 8, 2025 |
| Presented By: | Cody Borris, Transportation & Facilities Maintenance Manager |
| Attachments | N/A |

| | |
|------------------------------------|---|
| Proposed Motion | Move that Council accept the Facilities Third Quarter report as information |
| Administration's Recommendation(s) | As proposed |

3rd Quarter Report – July – October

Operational

- From June 26th – September 26th, the Facilities Department responded to 17 Asset Essentials work orders with 8 being general maintenance to MD buildings, 2 lighting/electrical repairs, 5 alarm troubleshooting/installations and 1 building facilities inspections.



- Overhead door inspections complete.
- Repaired entryway roof at Smith Arena.

AGENDA ITEM #8.2

- Replaced all damaged/vandalized lights at Smith Arena.
- Painted Widewater Daycare room.
- Shelving upgrades Smith and Slave Lake Sign shed.
- Stained boardwalk at Marten Beach.
- Stained 'Welcome to MD' signs.
- HVAC's and air makeups serviced.
- Winterized Canyon Creek campground and Harbour store.
- Emergency lights repaired or replaced at various buildings.
- Sealed Smith Arena pavement.
- Assisted with Smith Fall Fair set up.
- Refinished damaged tables and benches at Widewater Lookout.

Prepared by: Cody Borris, Transportation & Facilities Maintenance Manager
Reviewed by: Kaitlin Kirk, Transportation Administrative Assistant
Approved by: Barry Kolenosky, Chief Administrative Officer



Lesser Slave River

Report to Council

| | |
|---------------|--------------------------------------|
| Title: | Finance Quarterly Report |
| Date: | October 8, 2025 |
| Presented By: | Kristen Schalin, Director of Finance |
| Attachments: | N/A |

| | |
|------------------------------------|---|
| Proposed Motions: | <i>Move to accept the Municipal District of Lesser Slave River No. 124 – Finance Quarterly Report, for information.</i> |
| Administration’s Recommendation(s) | As Proposed |

3rd Quarter Report (July - September)

The Finance department has been busy with the ongoing activities of:

- Payroll
- Accounts Payable
- Utility Billing
- Taxation
- Accounts Receivable
- Budget – has been the main focus this quarter

Utilities

- The utility fees for Mitsue Industrial and the increase of minimum sewer rates were implemented effective July 1, 2025.
- The implementation of the requirement to have an active account to access bulk water effective July 14th , 2025 did cause a high volume of calls, complaints, and account activations both in Flowpoint and in Dynamics, however that volume has decreased significantly since early September 2025.
- Arrears Letters have been mailed out mid month and door hangers were delivered by the utility operations crew. Most accounts were cleared up or payment arrangements were made to have the account cleared up by October 31st, 2025, to avoid disconnection. There was one property in Smith that operations went to disconnect services and could not find the shut off valve. That issue is still ongoing.

Taxation

- Applied penalties on Tax Accounts as of July 1st of 6%, Arrear letters were mailed out.
- Properties approaching Tax Forfeiture by the end of 2025 have been sent first letters in mail indicating amount owed to avoid tax sale.
- One resident has been sent payment agreement, has not been returned yet.
- Feilding ratepayer calls regarding penalties and late payments.
- Approaching Oct. 1st penalties of 6%, arrear letters to be sent next week.
- Outstanding Annual sewer payments were transferred to the Tax Roll and will be included in the Oct. 1 penalty of 6%.

General

- Director of Finance position started beginning of this quarter, team has worked well to help integrate and update processes.
- Budget process has began beginning of September and team is working diligently to have preliminary draft budget ready for review early October
- 2025 interim audit scheduled for mid November
- In the process of upgrading Questica, our budgeting software
- Working with grant administrator to complete ensure grant reporting up to date
- Staff completed training with implementation team and the new My MD was launched September allowing ratepayers the option to make payments through the website for utilities, taxes, and accounts receivable
- Presented Council with updates needed for CRA account authorization

Landfill

- 2026 Draft operation and capital budget completed and presented to Commission in September
- 2025 Interim audit scheduled for mid November
- Presented Commission with updates needed for CRA account authorization

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



Lesser Slave River

Report to Council

| | |
|---------------|--|
| Title | Planning & Development Department – July 1st to September 30th, 2025, Third Quarterly Report |
| Date | 10/8/2025 |
| Presented By: | Ann Holden |
| Attachments | None |

| | |
|-----------------------------------|--|
| Proposed Motion | MOVE to accept Planning & Development Department Q3 quarterly report as presented. |
| Administrations Recommendation(s) | As proposed |

Background:

Planning and Development is responsible for all aspects of land-use planning, including long range planning such as subdivisions to ensure that growth and development occur in an organized and rational manner, while maintaining or enhancing the quality of life in the MD of Lesser Slave River no. 124.

Statistics from July 1st to September 30th and other annual comparison review.

Planning & Development Statistics

| | |
|--|---|
| Development Permit Applications received | 15 (total 51) |
| Development Permits issued to date | 45 (3 open and 3 files closed) |
| Subdivision applications | 1 (+ 4 pre-subdivision application) |
| Subdivisions Completed / (Refused) | 24-S-05 (endorsed), 25-S-04 (deemed refused under section 653.1(8)) |
| Road lease applications | 0 |
| Application for land use bylaw amendments | 0 |
| Municipal Planning Commission meetings | 1 (July) |
| Compliance Certificates Issued | 1 |
| Safety Codes Permit Notifications (Jul-Sept) | No data available |
| Rural Addressing Applications: | 6 |
| Referrals related to crown land dispositions | Numerous |

3rd Quarter Statistics

Development Applications

- 51 applications – 2 applications are still incomplete.
- 1 application is to be reviewed by the MPC 2025.

Subdivision applications

- 6 applications in 2025. One Application was received in the third quarter.
- The engineering work of the Lawrence Lake subdivision was inspected on July 4, 2025. The municipal improvements have been completed.

Land Use Bylaw Amendments (Zoning) Applications

- 2 applications in 2025 (0 July to September)

All Safety Codes

- No data available

Total number of development permits 3rd Quarter compared to previous years.

- 2025 – 15 permits of 51 (July – September)
- 2024 – 20 permits of 44 (July – September)
- 2023 – 16 permits of 48 (July – September)
- 2022 – 19 permits of 54 (July – September)
- 2021 – 19 permits of 52 (July – September)

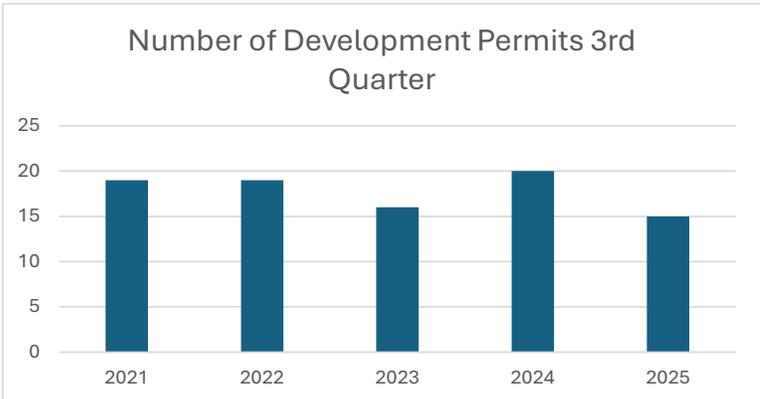


Figure 1: Development permit applications by received from July 1 to September 30



Figure 2: Total number of development permit applications from January 1 to September 30 and full year

Other Operational Duties and Departmental Strategic Updates:

Planner Platform for permit submissions

The online application for development, subdivision, and redistricting permits are now live on the website. There is also an option to submit development complaints. The online payment option is not integrated with the permitting system.

Conference in Edmonton

The Planning Department went to Edmonton for the yearly ADOA conference September 23 – 26, 2025. Workshops attended: Sturgeon Valley Area Structure Plan and Lakeview Business District, Development Compliance, Data Centre Panel, Government Frameworks, Trust-Building: Foundations and Nuances, Coordinating Land Acquisition with Municipal Planning: How to avoid Conflicts and Enable Smart Growth, Variances and Discretionary Use Assessment. In addition, the regular “Bear Pit” session here we get to ask questions from a legal expert was attended.

Appeals

One appeal (ISDAB) happened in the 3rd quarter.

MDP/LUB

The MDP and Land Use Bylaw Third Reading: August 20, 2025.

Prepared by: Ann Holden, Planning & Development Officer
Reviewed by: Barry Kolenosky, Chief Administrative Officer
Approved by: Barry Kolenosky, Chief Administrative Officer



Lesser Slave River

Report to Council

| | |
|---------------|---|
| Title | 3 rd Quarter Protective Services report 2025 |
| Date | 8 Oct 2025 |
| Presented By: | Paul Mulholland |
| Attachments | |

| | |
|------------------------------------|---|
| Proposed Motion | Move to accept Protective Services Department quarterly report as information |
| Administration's Recommendation(s) | As proposed |

Community Policing

MDLSR Peace Officers patrol an area of 10,000sq kl with approximately 660 kl of local roads, and 325kl of provincial highways.

Peace Officer priorities are, Bylaw enforcement, infrastructure protection and traffic safety.

Working closely with other Municipal departments, time is spent accompanying the Planning Officer's on-site visits and monitoring speed through operations construction zones.

Service delivery

Community patrols are carried out daily.

Using Mitsue industrial area as a center point, anything west and north we class as zone 1.

Anything east and south we class as zone 2.

A shared Protective Services calendar shows the area where each officer is patrolling and what shift the officer is on, on any given day.

This schedule by necessity is fluid and can be changed on any given day by a call for service, court appearance or more pressing matters.

Shifts are as follows,

Day's 0800-1600hrs, Afternoons 1200-2000hrs, Evenings 1600-2400hrs.

Tickets, Warnings and Agency assists this quarter,

- Provincial Tickets issued – 45
- Bylaw Tickets issued – 2
- Complaints Received – 35
- Assist Outside Agency – 3 (1 RCMP 2 FIRE)

Ticket Value

-Face value of tickets issued in the third quarter \$ 9,476.00

-Ticket revenue collected year to date = \$9,829.25 (1Q = \$3,941 + 2Q = \$2,706 +3Q \$3182.25).

Community events

- Attended Canada day event at Canyon Creek.
- Attended Beach feast.
- Attended Smith Fall Fair.

Interdepartmental assists

- Weekly / biweekly site visits with Planning officer.

Joint Force Operations

- Worked with Sheriffs, RCMP & Peace Officers.
- RCMP have assisted Protective Services in the service of one Trespass Order on an individual that was causing concerns at Canyon Creek Campground where the subject was threatening and abusive.

Annual Programs

Nuisance Files

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

Properties will be identified using the standards set out in the Community Standards Bylaw.

The following process of prioritizing these properties was created,

- Environmental impact
- Neighborhood impact
- Complaint

And used to triage the most egregious properties to start the initial contact.

Nuisance Files (2024)

Protective Services submitted three 2024 files for Court of Kings Bench Orders.

One was decided on, with some costs awarded to MDLSR, one complied at the final hour.

Both sites are now clean.

The third site was given an extension by the Court, until the end of October.

If the site is not compliant at that time, MDLSR will apply for an Order to Remedy.

Nuisance Files (2025)

Approximately fifteen nuisance files have been identified; all have been initiated.

The start of the 2025 clean-up program has been advertised on our website and social media.

Several property owners are working with MDLSR to achieve compliance and have been given an extension to the timeline others will be submitted to Court of Kings Bench.

Infrastructure Protection

Protective Services carry out daily patrols of local roads throughout MDLSR.

Prepared by: Paul Mulholland, Snr Peace Officer.

Reviewed by: Barry Kolenosky, Chief Administrative Officer

Approved by: Barry Kolenosky, Chief Administrative Officer



Lesser Slave River

Report to Council

| | |
|---------------|--|
| Title | Transportation Third Quarter Report |
| Date | October 8, 2025 |
| Presented By: | Cody Borris, Transportation & Facilities Maintenance Manager |
| Attachments | N/A |

| | |
|------------------------------------|---|
| Proposed Motion | Move that Council accept the Transportation Third Quarter Report as information |
| Administration's Recommendation(s) | As proposed |

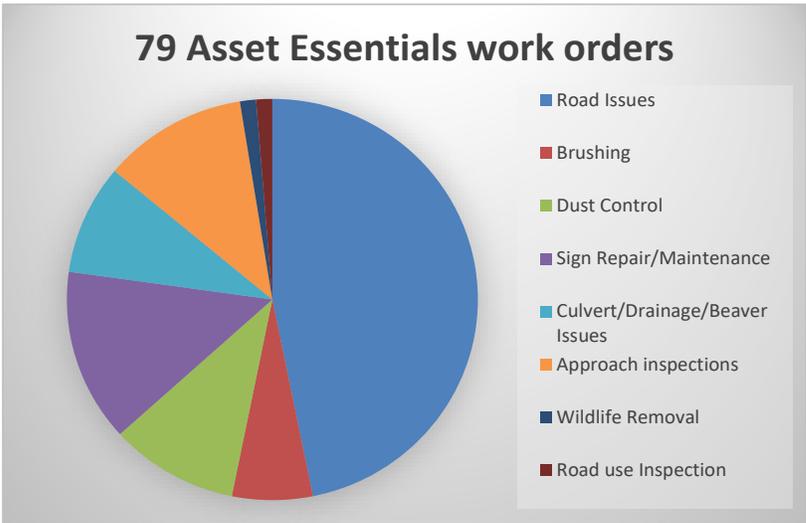
3rd Quarter Report – July – October

Capital

- Ranch Road and Flatbush culverts completed.
- Pick-ups were received in June.
- Grader and front loader were received in June.

Operational

- From June 26th – September 26th, the Transportation Department responded to 79 Asset Essentials work orders with 37 being road issues (i.e., washboard, rough roads), 5 down trees/brushing, 8 dust control, 11 sign repairs/maintenance, 7 culvert/drainage/beaver issue, 9 approach inspections, 1 wildlife removal and 1 road use inspection.



- Re-graveling program complete.
- Calcium program completed July 11th, 2025.
- Crack sealing program complete.
- Line painting program complete.
- Patched Hamlet of Smith and hot oil section of Old Smith Highway.
- Brushing/mowing completed at Canyon Creek Water Treatment Plant, Southshore Wastewater Treatment Plant, Mitsue Water Plant and Widewater Reservoir.
- Assisted Rural Services Department with set up for the Smith Fall Fair.
- 49 beavers relocated to date.
- Shelving upgrades at Smith and Slave Lake sign sheds.
- Assisted with roadside mowing program.
- Shoulder pull on Muskeg Road complete.
- Completed fence install at Old Smith Highway Reroute and RR 15 Bridge pipe replacement.
- Assisted with sealing Smith area pavement.
- Auction property clean up.

Ongoing Priorities

- Preparing roads for winter maintenance.
- Annual brushing program.
- Road patching on various roads throughout the Municipality.
- Mixing of winter road sand.
- Brushing/Mowing at Smith Water Treatment Plant and Lagoons.
- Roadside Mowing.
- Chisholm ditching.

Prepared by: Cody Borris, Transportation & Facilities Maintenance Manager
Reviewed by: Kaitlin Kirk, Transportation Administrative Assistant
Approved by: Barry Kolenosky, Chief Administrative Officer



Lesser Slave River

Report to Council

| | |
|---------------|--|
| Title: | <i>Utilities 3rd Quarter Report</i> |
| Date: | <i>Oct 8, 2025</i> |
| Presented By: | <i>Jeremy Dumaresque</i> |
| Attachments: | <i>N/A</i> |

| | |
|-------------------------------------|--|
| Proposed Motion: | <i>Council moves to accept the Operations Quarterly Report as Information.</i> |
| Administration's Recommendation(s): | <i>As proposed</i> |

3rd Quarter Report – July-Sept

Capital

- Smith WTP Pretreatment Upgrade is at the 60% design phase
- Smith WTP Raw Water Intake Screens Repair Project: We have started working with the diving contractor to determine the best approach for repair and/or replacement of the intake screens. A detailed work procedure will be developed in Q4, 2025. This work will be done in January/February through the ice.
- Wadewater Lift Station: We received quotes from two suppliers. The costs were a lot higher than we expected – in the \$60k range for 2 pumps. We are now looking at much smaller pumps. Still meeting capacity but with longer run times. If we can run the pumps for a more consistent 8 hours/day, it should help with the odour issues as well.
We have now reached out to suppliers for smaller pumps – waiting on word back.
- The Valve Maintenance Project has been completed. We are just waiting for some final invoices to close it out.
- Asset Management Program is slowing down due to time constraints. Looking into the possibility of outsourcing.
- Mitsue Feasibility Study: Based on discussions with Council, we are now going down the path of how we can expand what we have on the site. This has included a full “capacity analysis” where we are looking at the capacity of each component, figuring out how much water it can process and how that compares to our previous years demands.

Operational

- Marten Beach Truck fill was super chlorinated to address some concerns and will now take place quarterly
- Mitsue emergency repairs were completed
- Major water mainline repair in Smith
- Main sewer line repair in Smith
- Hydrant flushing notification has been sent out (as per regular channels) beginning Sept 30
- Water lines were repaired in the Southshore reclamation facility
- All required Provincial lab testing has been completed for this quarter
- Flush point was installed in the low-pressure sewer system to allow Mainline flushing.
- Mainline was repaired in the low-pressure system Widewater area
- Sewer service was repaired in Widewater
- Replaced the warn out lift station pumps in Widewater, this should help with the odor issues
- Replaced the mixing pump at the Widewater reservoir
- Pulled and repaired the pumps at the Smith Sewage lift station again

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



Lesser Slave River

Report to Council

| | |
|---------------|--|
| Title: | Weir Wheelchair Accessible Deck |
| Date: | October 8, 2025 |
| Presented By: | Brian Vance |
| Attachments: | Artistic Views of Deck |
| | |

| | |
|------------------------------------|---|
| Proposed Motion: | Council accepts this report for information |
| Administrations Recommendation(s): | Council accepts this report for information |

Background

Following the 2011 fire, the Motor Dealers Association of Alberta partnered and donated towards a boat launch area upgrade. Two years ago, the boat launch ramps were extended, partially using funds from this donation.

After discussion with Alberta Forestry and Parks and the MD Council it was decided that a wheelchair accessible fishing dock would be a good use for the remaining funds. This would be a unique attraction to the area. It would allow those confined to a wheelchair to enjoy the excellent fishing along the shore of the Lesser Slave River. The existing bank has about a 2-meter drop and is muddy, so access is difficult.

After the initial investigation it was determined that a floating dock would not be possible since the wheelchair ramp for a 2-meter descent would be excessively long at over 20 meters. Therefore, it was determined that a deck at the same level as the access road would be more suitable. It will be about 2 meters above the river and cantilever over the water 1.1 meters. This will also be an excellent feature for sightseer's and other fishermen.

The land at the weir is owned by Alberta Forestry and Parks. The MD has an agreement to maintain the area during the summer and Alberta Forestry and Parks pays some of the costs.

In addition, assistance was given to Forestry and Parks to develop a long term plan for the area with the intention of obtaining funding for other upgrades. Partnership with them and the MD is invaluable for future improvements.

Analysis

The deck will be a square structure of 9 m by 9 meters. Access will be from the road over a short ramp. The supports will be screw piles, while the beams and deck will be pressure treated wood. The railing will be industrial grade aluminum. The deck was designed to meet Alberta Building codes which requires a design loading of 100 pounds per square feet for a structure in this application. The screw pilings are specifically designed for the application as required by the Building Code.

Issues

There were many steps involved for a relatively simple structure due to its public use, riverside location, and ownership of the property.

- Initially it appeared that the cost of the deck would higher than the budget. However, the scope and construction were adjusted and the local contractors provided competitive pricing.
- Since it is near the water a permit was obtained from Alberta Environment.
- One of the reasons for the cantilever design rather than installing piling in the water was that this eliminated the need for permits from Fisheries and Oceans and Navigable Waters.
- Agreement on the type of structure and permission to build it on government property was obtained from Alberta Forestry and Parks.
- A Safety Code Permit was obtained from Superior Safety Codes

Costs

The budget for the project is \$106,000. The project costs are projected to be within that.

Competitive bids were obtained locally and from out of Town. Barracuda is supplying and installing the pilings. Rytrue is supplying the deck materials and constructing it.

Next Steps

The contracts have been awarded. The pilings have been designed and are being fabricated. It is expected that they will be installed in mid-October. The railings have a 6 week lead time and these have been ordered a couple of weeks ago. Construction should be completed in November.

Prepared by: Brian Vance

Approved by: Barry Kolenosky, Chief Administrative Officer

Lesser Slave Accessible Dock

Job No. 25045
3000 15th Ave. SE
Slave Lake, Alberta

| DRAWINGS LIST | |
|---------------|------------------------|
| SHEET NO. | TITLE |
| A1.0 | COVER PAGE |
| A2.0 | FOUNDATION LAYOUT PLAN |
| A3.0 | ELEVATION VIEWS |
| A4.0 | ELEVATION VIEWS |
| A5.0 | NOTES / DETAILS |

| AREA SCHEDULE | |
|---------------|--------------|
| Area | Area (sq ft) |
| Total Project | 4100 sq ft |

| Sheet No. | Rev. | Desc. | Revision Table | Approved By |
|-----------|------|-------|----------------|-------------|
| | | | | |

KEY PLAN
A1.0



ENGINEERING
FOR ILLUSTRATION ONLY

| | | | | | |
|---------------|------------------------------|------------|--------------|-------------|------------|
| Drawing Title | COVER PAGE | Scale | As Indicated | Project No. | 25045 |
| Project Title | Lesser Slave Accessible Dock | Sheet Size | 18" X 24" | Date | 2025-06-10 |
| Revision | | Revision | | Revision | |
| Drawn By | FR | Drawn By | FR | Drawing No. | A1.0 |

| | | | |
|------|--|----------|---|
| Rev. | Description | Date | Client |
| 0 | Issued for Client Review Preliminary Issued for Client Review Issued for Construction / Permit | 25.03.25 | Brian Vance 3000 15th Ave. SE Slave Lake, AB T0G 2A0 |

Project Engineer
PROJECT # 25-04-0000
WADDELL
ENGINEERING LTD.
REG. PROFESSIONAL ENGINEER
PROV. NO. 41927
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Francis Rivard
- Consulting & Design -
FRANCISRIVARD.COM | TEL: 250.246.4864
FRANCISRIVARD.COM | TEL: 250.246.4864

NOT FOR CONSTRUCTION



Lesser Slave River

Request for Decision

| | |
|---------------|--|
| Title: | Allocation LGFF Operating Grant |
| Date: | October 8 th , 2025 |
| Presented By: | Kristen Schalin, Director of Finance |
| Attachments: | 2025 LGFF Funding Letter |

| | |
|------------------------------------|--|
| Proposed Motion | <i>To allocate \$110,400 of 2025 LGFF Operating grant to fund the completion of the MDP and LUB alignment.</i> |
| Administration's Recommendation(s) | As Proposed |

BACKGROUND:

The Government of Alberta provides annual Local Government Fiscal Framework (LGFF) Operating funding to municipalities to support eligible activities in four categories: capacity building, municipal services, planning activities, and assistance to non-profit organizations. The LGFF operating grants have been earmarked by Administration for costs to update statutory documents. In the previous year funds were used to update the Open Spaces Master Plan.

Administration is recommending the 2025 LGFF Operating grant in the amount of \$110,400 be allocated to fund the costs of the completion of the MDP and LUB alignment for 2025.

ALTERNATIVE OPTIONS:

LGFF operating funding could be allocated to an alternate program.

BENEFIT/RISKS:

By allocating all the LGFF operating funds, we are promoting efficient use of grant funding. Additionally, by allocating LGFF operating funds to a single program, this increases the clarity of the affected expenses.

Potential risks include an overreliance on LGFF funding to support the operational costs, although this can be heavily mitigated through proper financial planning.

STRATEGIC ALIGNMENT:

- Supports the municipality's commitment to ensuring up to date statutory compliance.
- Ensures optimal use of provincial operating grants to reduce pressure on municipal tax dollars.

FINANCIAL IMPLICATION:

This allocation would fully allocate our 2025 LGFF operating funding.

OTHER CONSIDERATIONS:

N/A

COMMUNICATION STRATEGY:

Expenditures will be recorded in the Statement of Funding and Expenditures submitted to Municipal Affairs, as required.

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Prepared By: Erik Loken, Finance Intern
Reviewed By: Kristen Schalin, Director of Finance
Approved By: Barry Kolenosky, Chief Administrative Officer

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ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR118837

May 12, 2025

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

Dear Reeve Kerik:

I am pleased to provide correspondence for your record confirming the 2025 Local Government Fiscal Framework (LGFF) allocations for your community.

For the Municipal District of Lesser Slave River:

- The 2025 LGFF Capital allocation is \$949,865.
- The 2025 LGFF Operating allocation is \$110,400.

LGFF Capital is a legislated program aimed at providing local governments with substantial notice of their future infrastructure funding. As indicated on the program website, in 2026, your community will be eligible for \$928,648. Information on 2027 LGFF Capital allocations will be shared with local governments this fall, after growth in provincial revenues between 2023/24 and 2024/25 has been confirmed and used to calculate 2027 program funding.

Information on LGFF funding for all local governments is available on the LGFF website at www.alberta.ca/LGFF.

We look forward to our continued partnership through the LGFF program to build strong and prosperous communities across our province.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver".

Ric McIver
Minister

cc: Barry Kolenosky, Chief Administrative Officer, Municipal District of Lesser Slave River

Minister of Municipal Affairs Receives New Mandate Letter

- Posted on: September 26, 2025

The letter provides a series of directives for the Minister to pursue in areas related to land use planning and development, finance, governance, and local autonomy.

On September 22, Premier Danielle Smith **issued several mandate letters** to various ministers. Most notable for RMA was the **letter issued to Hon. Dan Williams, Minister of Municipal Affairs**. The letter includes 13 directives seeking potentially substantial changes to many components of municipal operations. Based on initial analysis, RMA has organized the directives into the following categories:

Land use planning and development

- Continue working with municipalities and local businesses to benchmark, measure and reduce the time it takes to approve permits to create a more attractive business investment environment.
- Review and engage on how the government can support urban development that meets young Albertans' goals of home ownership in safe, affordable, attractive, livable family-friendly communities that reflect Alberta's distinct values and heritage.
- Complete development of an 'Automatic Yes' permitting program which will set shortened approval timeframes for all permitting overseen by the Ministry of Municipal Affairs coupled with an automatic approval for applications that are not rejected prior to the lapse of the maximum allowable assessment period.
- Streamline approval processes and reduce impediments for all permitting overseen by the Ministry of Municipal Affairs to enable the timely development of affordable housing.

Municipal Finance

- In consultation with municipalities and the business community, explore and make recommendations for ways to limit excessive municipal property tax increases for businesses and residents.
- Develop and implement a strategy to protect Albertans from specialized municipal taxes directed at homes that are not a primary residence.

Municipal Governance

- Complete work on a universal code of conduct for elected municipal officials and senior municipal staff that strengthens decorum and protects the freedom of speech of elected members, while ensuring an elected member cannot be impeded from fulfilling their duties as an elected representative by their elected colleagues.
- Review and provide recommendations regarding how to strengthen the role of elected municipal officials as the key policy and decision makers and supervisors of unelected municipal officials in municipal governments.
- Conduct a review of compensation and benefits for municipal officials to ensure taxpayer dollars are being respected and compensation levels are commensurate with time commitment and responsibility, including through the establishment of a municipal salary disclosure.

Municipal Autonomy

- Work collaboratively with municipalities to eliminate conflicts between provincial policy and municipal bylaws and policy.
- Review and make recommendations to strengthen Alberta's municipalities to ensure all Albertans are served by strong viable communities with the appropriate capacity to efficiently and effectively deliver necessary services.

Other

- Maintain and build relationships of trust, partnership, and open dialogue with municipal leaders across the province and bring feedback and solutions from these discussions with municipal leaders to Caucus and Cabinet for timely consideration and action.
- In coordination with the Minister of Transportation and Economic Corridors, who is lead, and the Associate Minister of Water, accelerate the development of an integrated water program that facilitates increased water treatment and distribution for residential, industrial, and agricultural water use across Alberta.

RMA is currently in the process of analyzing the directives and seeking further details from Municipal Affairs. It is important to note that many of the directives are quite broad and open to interpretation. RMA will approach advocacy related to the directives through a lens that prioritizes local autonomy, access to adequate fiscal tools, and role clarity between elected and administrative municipal officials.

RMA will provide members with further information and analysis as it becomes available.

Jared Shaigec

Policy Advisor

825.319.2312

jared@rmalberta.com

Wyatt Skovron

General Manager of Policy & Advocacy

780.955.4096

wyatt@rmalberta.com

Site Tour and L.O.E request

October 3, 2025

Hello Marilyn!

I am reaching out today to invite the Council to come out to Timber Shores for a tour of the Retreat, as well as a BBQ lunch.

We would be happy to host the group, and are eager for them to see the progress we have made over the last 6 months of the project.
If Council is agreeable, please let me know when would be most convenient for the group.

Additionally, Travel Alberta has opened a new round of applications for The Product Development Fund.
This funding supports construction and development of new tourism-related products, experiences, and services and hoping to be approved for this funding.
Travel Alberta allows Letters of Endorsement from Local Governments and Municipalities to be considered in the application process.

We would like to ask, if Council is agreeable, to providing us with a Letter of Endorsement in support of the Timber Shores Retreat, to submit with our Application.

Thank you for your consideration in this matter, and we look forward to building a contribution to the community that we can be proud of!

Adventure Awaits,

Nicole Ward
Travelling Timbers Team
780-850-3953
<http://www.travellingtimbers.ca>

