A G E N D A

Municipal District No.124 Regular Council

Wednesday, January 14, 2026 - 10:00 AM - MD Council Chambers

Page

CALL TO ORDER

ANNOUNCEMENTS / OPENING REMARKS

ADOPTION OF THE AGENDA

3.1 January 14, 2026, Regular Meeting of Council Agenda

Proposed Motion: Move to adopt the January 14, 2026, Regular Meeting of Council Agenda as presented.

ADOPTION OF MINUTES

4.1 December 18, 2025, Regular Meeting of Council Minutes 4 - 9

Proposed Motion: Move to adopt the December 18, 2025, Regular Meeting of Council Minutes as presented.

12172025 - DRAFT MINUTES - Regular Meeting amended

DELEGATIONS

5.1 MD Resident - Ronald Potts 10 - 12

Proposed Motion: Move to accept the delegate Ronald Potts as information.

Delegation Form_Potts, Ron_Redacted

CONFIDENTIAL ITEMS - CLOSED SESSION

6.1 Closed Session as per the following Sections 20, 21, 22, 29 of the Access To Information Act (AITA).
Section 20 - Disclosure harmful to business interest of a third party
Section 21 - Disclosure harmful to individual or public safety
Section 22 - Confidential Evaluations
Section 29 - Advice from Officials

- Utility Line Extension

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

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

REQUESTS FOR DECISION

7.1 Interim Chief Administrative Officer Appointment 13 - 14

Proposed Motion: Move that Council appoint Doug Baird as Interim Chief Administrative Officer (CAO) to assume the duties, powers, and functions of the position in accordance with Bylaw 2020-12 for the Municipal District of Lesser Slave River No. 124, effective January 5, 2026, to March 6, 2026.

Request for Decision - Interim CEO Jan 2026

7.2 Designated Signing Authorities 15 - 16

Proposed Motion: Move that Council remove Barry Kolenosky as an authorized signing authority for the Municipal District of Lesser Slave River No. 124 upon his retirement, effective January 5, 2026.

Request for Decision - Designated Signing Authorities - Jan 2026

7.3 2026 Tax Sale Reserve Bids and Conditions 17 - 20

Proposed Motion: Move to approve the reserve bid amounts and terms and conditions of the Property Tax sale of March 27, 2026, as stated in Schedules 'A' and 'B' and attached here to.

2026 Request for Decision - Reserve Bids and Conditions - Final

7.4 2026 Tax Sale Date 21 - 22

Proposed Motion: Moved by Council to schedule the Tax Recovery Sale for March 17, 2026, at 10:00 a.m. at the Municipal District of Lesser Slave River No. 124 Council Chambers.

2026 Request for Decision - Tax Sale Date- Final

7.5 Council and Board Member Remuneration 23 - 32

Proposed Motion: Move to Amend CL-11-06 Council Remuneration as presented.

Proposed Motion: Move Amend CL-11-07 Council Appointed Board Member at Large Remuneration as presented.

RFD Council Remuneration 2026

2026 Renumeration Schedule A and B

CL-11-07 2026 Council Appointed Board Member Honorarium - PC

7.6 Membership for Community Planning Association of Alberta (CPAA) 33 - 37

Proposed Motion: Move that the MD purchase a group membership for the Community Planning Association of Alberta (CPAA) for $350.00.

Proposed Motion: Move that Council approves _____, _____, and _____ to attend the Community Planning Association (CPAA) Conference scheduled for April 27-29, 2026, in Red Deer, Alberta.

CPAA conference and membership

CPAA Schedule 2026

BYLAWS

8.1 Bylaw 2026-01 Land Use Bylaw Amendment to Bylaw 2025-07 Amendment #2 38 - 41

Proposed Motion: Move that Council gives First Reading to Bylaw 2026-01 to amend Land Use Bylaw 2025-07 Amendment #2.

RFD Bylaw 2026-01 1st reading

Bylaw 2025-14 - Land Use Bylaw Amendments

REPORTS

9.1 Smith Subdivision 42 - 44

Proposed Motion: Move to accept the Smith Subdivision as information.
2025 01 14 Report to Council
2026 01 14 Concept Plan

9.2 Council Board Reports

Proposed Motion: Move to accept the verbal Council Board reports as information.

NEW BUSINESS

10.1 Meeting Request with Minister Williams Spring RMA March 2026 45 - 46

Proposed Motion: Move to accept the Minister Williams meeting request as information.
Mtg Request Williams
2026 RMA Meeting Template

NOTICE OF MOTION

ADJOURNMENT

MINUTES

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

MEMBERS PRESENT	Murray Kerik	- Reeve
	Sandra Melzer	- Division 1
	Brad Pearson	- Division 2
	Norm Seatter	- Division 2
	Lester Vanhill	- Division 1
	Richard Colborne	- Division 1
	Thomas Snowden	- Division 2
IN ATTENDANCE	Barry Kolenosky	- CAO, MD LSR
	Shari Spencer	- Director of Field Services, MDLSR
	Cody Borris	- Manager of Transportation, MDLSR
	Nicky van Deventer	- Director of Human Resources, MDLSR
	Kristen Schalin	- Director of Finance, MDLSR
	Ann Holden	- Planning & Development Officer, MDLSR
	Kierstin Dubitz	- Agricultural Fieldman, MDLSR (via Teams)
	Paul Mulholland	- Senior Peace Officer, MDLSR
	Jeremy Dumaresque	- Assistance Director/Utilities Manager, MDLSR
	Glenda Farnden	- STARS
	S/Sgt. Sehn	- Westlock RCMP (via Teams)
	Dale Giroux	- Canyon Creek Recreation Association
	S/Sgt. Bruyns	- Slave Lake RCMP
	Pearl Lorentzen	- Lakeside Leader
	Marilyn Gladue	- Recording Secretary, MD LSR

CALL TO ORDER

Reeve Kerik called the meeting to order at 10:07 a.m.

ADOPTION OF AGENDA

December 18, 2025, Regular Meeting Agenda

MOTION 564-25
Moved by Councillor Pearson to accept December 18, 2025, Regular Meeting Agenda as amended:

Add: - Planning & Development Direct Report
- - GIC Investment Report
- - 11.1 Slave Lake Regional Tourism

CARRIED

ADOPTION OF MINUTES

December 3, 2025, Regular Meeting of Council Minutes

MOTION 565-25
Moved by Councillor Melzer to adopt December 3, 2025, Regular Meeting of Council Minutes as amended:

- Correct Motion #554-25 to Deputy Reeve Seatter

CARRIED

DRAFT

December 11, 2025, Committee of the Whole Meeting Minutes

MOTION 566-25
Moved by Deputy Reeve Spencer to adopt December 11, 2025, Committee of the Whole Meeting Minutes as presented.

CARRIED

December 12, 2025, Special Meeting of Council Minutes

MOTION 567-25
Moved by Councillor Pearson to accept the December 12, 2025, Special Meeting of Council Minutes as presented.

CARRIED

DELEGATION

STARS – Glenda Farnden

MOTION 568-25
Moved by Councillor Melzer to accept the presentation from STARS as information.

CARRIED

Farnden exited at 10:25 a.m.

Westlock RCMP -S/Sgt. Sehn

MOTION 569-25
Moved by Councillor Pearson to accept the presentation from Westlock RCMP as information.

CARRIED

S/Sgt. Sehn exited at 10:50 a.m.
Lorentzen exited at 10:53 a.m.

CLOSED SESSION

MOTION 570-25
Moved by Deputy Reeve Seatter to go into Closed Session at 10:59 a.m. as per the following sections of the Access To Information Act (ATIA) with CAO Kolenosky, Senior Peace Officer, Mulholland, and Recording Secretary, Gladue in attendance.

- Section 19 Disclosure harmful to a business interest of a third party
- Section 20 Disclosure harmful to personal privacy
- Section 22 Confidential Evaluations
- Section 29 Advice from Officials
- Section 30 Disclosure harmful to economic and other interests of a public body
- Section 32 Privileged Information

- Canyon Creek Recreation Association

MOTION 571-24
Moved by Councillor Pearson to return to Open Session at 11:43 a.m.

CARRIED

Lorentzen/Holden entered at 11:45 a.m.

BYLAWS

2025-13 Land Use Bylaw Amendment #1 (Poplar Lane)

MOTION 572-25
Moved by Councillor Melzer that Council gives 1st Reading to 2025-13 Land Use Bylaw Amendment #1 (Poplar Lane) to redesignate a portion of the parcel legally described as 1125738:1:1 from Residential Un-serviced (RUS) to Commercial (C).

CARRIED

Holden exited at 11:55 a.m.

RECESS 12:00 p.m.
RECONVENE 1:00 p.m.

DELEGATION Slave Lake RCMP – S/Sgt. Bruyns

MOTION 573-25
Moved by Councillor Melzer to accept the presentation from Slave Lake RCMP as information.

CARRIED

Dumaresque/Spencer/Schalin entered at 1:10 p.m.

REQUEST FOR DECISION Smith Subdivision Concept Plan

MOTION 574-25
Moved by Councillor Colborne that Council give Administration authority to proceed with the Smith Subdivision Concept Plan as presented in the Attachment (2025-12-03 – smith Subdivision & Lot Concept)

CARRIED

Smith & Canyon Creek Water Treatment Plan Upgrade Plans

MOTION 575-25
Moved by Councillor Vanhill that Council directs administration to proceed with the Smith Water Treatment Plant Pre-treatment Upgrade project. Engineering to continue as scheduled and proceed with procurement of the long lead equipment immediately and then tendering of the construction scope of work in early 2026, for a total revised estimated project cost from $4,293,000 to $6,293,000. The source of the additional funds will be determined once the outcome of the AMWWP Grant Application is known.

CARRIED

MOTION 576-25
Moved by Councillor Pearson that Council directs administration to proceed with the Canyon Creek Water Treatment Plant project upgrade and continue with the source of the funds will be determined once the outcome of the AMWWP Grant Application is known.

CARRIED

Borris/Mulholland/van Deventer entered at 1:25 p.m.
Holden entered at 1:30 p.m.
Councillor Seatter exited at 1:31 p.m.
Borris/Spencer exited at 1:39 p.m.
Van Deventer exited at 1:50 p.m.
Holden exited at 2:10 p.m.
Dumaresque exited at 2:28 p.m.

REPORTS Direct Reports

MOTION 577-25
Moved by Councillor Pearson to accept the Direct Reports as information.

CARRIED

FINANCIAL Financial Monthly Reports

MOTION 578-25
Moved by Councillor Pearson to accept the Municipal District of Lesser Slave River No. 124 – Statement of Operations as of October 31, 2025.

CARRIED

MOTION 579-25
Moved by Councillor Pearson to accept the Municipal District of Lesser Slave River No. 124 – Statement of Operations as of November 30, 2025.

CARRIED

NEW BUSINESS

Slave Lake Region Tourism Support Request

MOTION 580-25
Moved by Councillor Melzer that Council approves the Support for the Slave Lake Region Tourism to attend the 2026 Tourism Advocacy Summit and to provide a contribution of $400.00 Regional Cost Sharing.

CARRIED

CLOSED SESSION

MOTION 581-25
Moved by Councillor Melzer to go into Closed Session at 2:46 p.m. as per the following sections of the Access To Information Act (ATIA) with CAO Kolenosky, and Recording Secretary, Gladue in attendance.

CARRIED

- Section 19 Disclosure harmful to a business interest of a third party
- Section 20 Disclosure harmful to personal privacy
- Section 21 Disclosure harmful to individual or public safety
- Section 22 Confidential Evaluations
- Section 25 Disclosure and Complaints
- Section 26 Disclosure harmful to intergovernmental relations
- Section 29 Advice from Officials
- Section 30 Disclosure harmful to economic and other interests of a public body
- Section 32 Privileged Information
- Section 34 Information that is or will be available to the public

- Canyon Creek Recreation Association – Memo of Understanding & Contract Review
- Visitor Information Centre
- MD Land Sales
- MD 2025 Write Offs
- Smith Waterline Break Update
- Landfill Financial Sustainability Status

OPEN SESSION

MOTION 582-25
Moved by Councillor Melzer to return to Open Session at 3:43 p.m.

CARRIED

Canyon Creek Recreation Association Agreement

MOTION 583-25
Moved by Councillor Melzer to direct Administration to bring the Canyon Creek Recreation Association Agreements to a future Committee of the Whole Meeting for review and further direction.

CARRIED

Visitor Information Centre

MOTION 584-25
Moved by Councillor Melzer to accept as information and to bring forward to the next Inter-Municipal Meeting for review and direction.

CARRIED

Land Sales

MOTION 585-25
Moved by Councillor Colborne that Council approve the offer to purchase Plan 4867NY, Block 10, Lot 5 in Smith as per offer presented for $10,000.

CARRIED

Finance Write Off

MOTION 586-25
Moved by Councillor Melzer that Council approve the write off of the remaining 2025 property tax balance of $33,797.65 for oil and gas properties and an application be submitted to Alberta Municipal Affairs for $5,725.00 – comprised of $5,585.80 under PERC Program and $139.20 under DIRC Program.

CARRIED

MOTION 587-25
Moved by Councillor Pearson that Council approve the January 1, 2026, penalty imposed in the amount of $2,601.30 be reversed as a result of the write off of the 2025 property tax balances for oil and gas properties as part of the PERC and DIRC programs.

CARRIED

MOTION 588-25
Moved by Councillor Vanhill that Council approve the write-off of inactive tax accounts in the amount of $9,631.02, consisting of $3,303.17 in penalties and $6,600.85 in levy.

CARRIED

MOTION 589-25
Moved by Councillor Pearson that Council approve the write off to utilities inactive accounts as per the listing totaling $14,636.67

CARRIED

MOTION 590-25
Moved by Councillor Melzer that Council approve the write off of accounts receivables uncollectable accounts as per the listing totaling $17,912.86.

CARRIED

Disposal of Lands

MOTION 591-25
Moved by Councillor Melzer that Council approve the disposal of a portion of SE-23-71-1 W5M as described as Lot 2 in Smith Sketch (0.5 Acres or 21,780 sq. ft more or less.) for $1 to the Resident.

CARRIED

MOTION 592-25
Moved by Councillor Pearson that Council direct Administration to enter into a Licence to Occupy with the Resident commencing February 1, 2026, until June 30, 2026.

CARRIED

MOTION 593-25
Moved by Councillor Vanhill that Council direct Administration to have Lot 2 Smith Sketch surveyed by contracted license surveyor.

CARRIED

MOTION 594-25
Moved by Councillor Pearson that Council direct Administration to execute Settlement Agreement and Release with the Resident of 5221HW, Blk 2 Lot 7.

CARRIED

MOTION 595-25
Moved by Councillor Melzer that Council direct Administration complete advertisement of "Proposed Sale of Municipal Land" for two consecutive weeks (January 7, 2026, and January 14, 2026) as per Bylaw 2020-06 – Lakeside Leader, MD Official Website, posting on bulletin board at the SL Administration Building.

CARRIED

Lesser Slave Lake Waste Management Service Sustainability Status

MOTION 596-25
Moved by Councillor Pearson that Council approves the LSLWMS Sustainability Status briefing as information and supports Option B draft funding agreement as presented.

CARRIED

ADJOURNMENT

MOTION 597-25
Moved by Councillor Melzer to adjourn at 3:48 p.m.

CARRIED

_____
Chief Administrative Officer

_____
Reeve

Lesser Slave River

Administration

APPEARING BEFORE COUNCIL AS A DELEGATION

GUIDELINES

- Council meetings are held every second and fourth Wednesdays.
  Please refer to the Council calendar posted on the MD website (www.md124.ca) for the dates.
- There is a limit of two delegations per meeting; therefore, we advise that delegations book well in advance of the desired date.
- Delegations shall be dealt with at their pre-arranged hour. Please contact the Executive Assistant at 780.849.4888 ext. 211 for details.
- Delegations will only be received with prior arrangements made with the Administration Office at least one week before the next meeting of Council.
- Anyone wishing to appear before Council as a delegation must submit the DELEGATION REQUEST TO APPEAR BEFORE COUNCIL form with written reasons/issues in which they wish to address council and any other pertinent information.
- Delegations are restricted to a Maximum time limit of 15 minutes for their presentation and question period. Anyone requiring more time requires the prior approval of Administration and the Reeve. Council may ask questions after the presentation form clarification.
- If you will be providing supporting documentation, such as a PowerPoint presentation, you are required to submit the documents no later than 4:30 pm on the Wednesday prior to the meeting. PowerPoint presentations are limited to a maximum of ten slides.
- In order to schedule a date to appear before Council, delegations must provide the information on the attached form. This information will be included in the agenda. The provision of this information clarifies the purpose of the delegation for Council and allows Council Members to become familiar with your topic and obtain any necessary background information.
- Your address will be included with your delegation information and circulated to Council; if you do not wish your address to be included in the public agenda, please advise the Executive Assistant.

LEGISLATION: Bylaw 2021-12

DELEGATION REQUEST TO APPEAR BEFORE COUNCIL

This form is mandatory before any request is considered.

NAME OF PERSON & ASSOCIATE OR ORGANIZATION

Ronald Potts

TOPIC OF DISCUSSION

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

See Last Page

PURPOSE OF PRESENTATION

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

See Last Page

ACTIVITIES TO DATE RELEVANT TO THIS MATTER

Attach additional information if required.

See Last Page

Lesser Slave River

Administration

MUNICIPAL DISTRICT of LESSER SLAVE RIVER no. 124

ADDRESS	PHONE	EMAIL
[redacted]		

SIGNATURE	DATE	COUNCIL MEETING DAY REQUESTED
	Dec 19 2025	next available

DELEGATION REQUEST TO APPEAR BEFORE COUNCIL

REQUIREMENTS

- If you will be providing supporting documentation such as a PowerPoint presentation, you are required to submit the presentation no later than 4:30 pm on the Wednesday prior to the meeting on a CD, DVD, or a flash drive/memory stick.
- PowerPoint presentations are limited to a maximum of ten slides.
- If your software requirements are not compatible with the municipality's software, you will be unable to use an electronic presentation.

TO FACILITATE CONSTRUCTIVE AND EFFECTIVE PUBLIC ENGAGEMENT, THE FOLLOWING INFORMATION IS PROVIDED

1. A ten-minute time limit is necessary regardless of how many people will speak. PowerPoint presentations are limited to a maximum of ten slides. Try to leave time for questions.
2. The name of the person and/or group will be published in the agenda and minutes (available to the public and on the internet).
3. If your material is not published in the agenda, bring sufficient handouts for the Council members (15 copies minimum). The Municipal District will not provide photocopying services.
4. Direct your presentation to Municipal District Council.
5. Participate with integrity. A collaborative and respectful approach is appreciated.
6. Be concise.
7. Do not expect an immediate answer. Your issue may be referred to staff for more information or to another meeting for further consideration.
8. Delegations with regard to any aspect of Community Plans or a Zoning application are prohibited between the conclusion of the Public Hearing and the Adoption of the By-law.
9. All communication and petitions intended to be presented to Council shall be legibly written, typed, or printed; signed by at least one person; dated; and include a contact phone number or address before being accepted.
10. Your presentation may not be on the date requested due to prior commitments or staff resources.
11. Your delegation is not confirmed until you are contacted by Municipal staff to confirm your place on the agenda; all requests are authorized by the CAO.

HELPFUL SUGGESTIONS

- Arrive 15 minutes in advance of the meeting start time.
- Turn off cell phones.
- Be prepared.
- Speak clearly.
- Keep your presentation brief and to the point.
- Allow for extra time at the end of the presentation for a question and answer period.
- Provide the Recording Secretary with any relevant notes if they have not been handed out or published in the agenda.

Lesser Slave River

[redacted]

1. Topic of Discussion

Servicing status and wastewater options for [redacted] **(Southshore Estates Drive)**.
The lot was created through subdivision but does not currently have access to a municipal sanitary sewer. We are seeking Council direction on whether the lot is intended to be municipally serviced or unserviced, and on the appropriate path forward.

2. Purpose of Presentation

To request Council direction and a decision on wastewater servicing for the subject property, including consideration of options identified by Administration:

1. extension of the municipal sewer line, or
2. rezoning the lot to Residential Un-Serviced with confirmation regarding future sewer connection requirements.

3. Activities to Date Relevant to This Matter

- Purchased subdivided parcel identified as [redacted]
- Confirmed with MD Administration that the lot does not currently have sewer access.
- Discussed servicing options with Planning and Utilities Departments.
- Advised by Administration to appear before Council as a delegation to determine direction.

Lesser Slave River

Request for Decision

Title:	Interim Chief Administrative Officer Appointment
Date:	January 14, 2026
Presented By:	Nicky van Deventer – Director of Human Resources & Corporate Services
Attachments:	None

Proposed Motion(s)	*Move that Council appoint Doug Baird as Interim Chief Administrative Officer (CAO) to assume the duties, powers, and functions of the position in accordance with Bylaw 2020-12 for the Municipal District of Lesser Slave River No. 124, effective January 5, 2026, to March 6, 2026.*
Administration's Recommendation(s)	As proposed

BACKGROUND:

In accordance with section 205(1) of the *Municipal Government Act (MGA)*, Council must appoint one or more persons by resolution to carry out the powers, duties, and functions of the Chief Administrative Officer (CAO). To ensure continuity of municipal operations and ongoing statutory compliance until the permanent CAO commences employment in March, Council has recruited Doug Baird to assume the position on an interim basis.
Legislative authority is, in most cases, tied to the office of the CAO. Mr. Baird has demonstrated the knowledge, experience, and capacity required to act in this role and to fulfill the legislated responsibilities of a CAO. Upon appointment, he will be authorized to act in all legislated capacities as Interim CAO.
Effective January 5, 2026, Barry Kolenosky will be removed from any CAO-related authorities, permissions, and delegations.

ALTERNATIVE OPTIONS:

1) Appoint interim CAO

BENEFIT/RISKS:

Benefits:
- Ensures compliance with MGA s.205 requirement for CAO
- Maintains continuity of operations & decision-making authority
- Supports Council with objective advice during transitional period
- Previous knowledge of MD

Risks:
- Possible staff uncertainty or morale impacts
- No long-term longevity in planning and future impacts of decisions made as interim CAO

STRATEGIC ALIGNMENT:

- Governance & Stability: Ensures effective administration and legislative compliance
- Service Continuity: Maintains uninterrupted municipal services
- Risk Management: Reduces operational and legal risk during transition

FINANCIAL IMPLICATION:

- Contract cost for interim position
- No severance or long-term benefit obligations

OTHER CONSIDERATIONS:

N/a

COMMUNICATION STRATEGY:

Administration has completed internal staff communications clarifying reporting structure and authority, while emphasizing organizational stability and continuity. Administration will also communicate with key external partners, reinforcing Council's commitment to ensuring continuity and stability of municipal operations.

Prepared By: *Nicky van Deventer, Director of Human Resources & Corporate Ser*
Reviewed By: *Marilyn Gladue, Executive Assistant*
Approved By: *Lana McCann, Municipal Clerk*

Lesser Slave River

Request for Decision

Title:	Designated Signing Authorities
Date:	January 14, 2026
Presented By:	Kristen Schalin, CPA, Director of Finance
Attachments:	n/a

Proposed Motion(s)	*Move that Council remove Barry Kolenosky as an authorized signing authority for the Municipal District of Lesser Slave River No. 124 upon his retirement, effective January 5, 2026.*
Administration's Recommendation(s)	As proposed

BACKGROUND:

In accordance with Bank Account Policy, ADM-12-12, all cheques must be signed by two individuals, one of whom shall be the Municipal District Chief Administrative Office (CAO), or the Director of Finance if the CAO is absent, and second whom shall be the Council Reeve or the Deputy Reeve in his/her absence.

Upon the retirement of Barry Kolenosky in the Chief Administrative Officer position, he should be removed as designated signing authority on all MD bank accounts. Administration recommends that, due to the extensive procedures and time required to add a signing authority, the MD proceed with three authorized signors for the interim period. These signatories currently are Murray Kerik (Reeve), Norm Seatter (Deputy Reeve), and Kristen Schalin (Director of Finance) effective until the permanent CAO starts in early March. Council may pass a motion in February to initiate the process of adding the new CAO, ensuring all signing authorities are established at the earliest possible opportunity.

ALTERNATIVE OPTIONS:

1. Approve the proposed update to signing authorities.
2. Council may decide not to approve (not recommended)

BENEFIT/RISKS:

N/a

STRATEGIC ALIGNMENT:

N/a

FINANCIAL IMPLICATION:

No financial implication.

OTHER CONSIDERATIONS:

N/a

COMMUNICATION STRATEGY:

Following Council approval, administration will have the authorized signors updated with RBC, Servus, ATB, and CIBC.

Prepared By: *Kristen Schalin, Director of Finance*
Reviewed By: Marilyn Gladue, Executive Assistant
Approved By: Doug Baird, Interim Chief Administrative Officer

Lesser Slave River

Request for Decision

Title:	2026 Tax Sale Reserve Bids and Conditions
Date:	1/14/2026
Presented By:	Kristen Schalin, Director of Finance
Attachments:	Schedule A – Reserve Bids Schedule B – Conditions of Sale

Proposed Motion	*Move to approve the reserve bid amounts and terms and conditions of the Property Tax sale of March 27, 2026, as stated in Schedules 'A' and 'B'. and attached here to.*
Administration's Recommendation(s)	Administration recommends Council approve the reserve bids and terms and conditions of sale as stated in Schedules 'A' and 'B'.

BACKGROUND:

The Tax Recovery Sale is scheduled for March 27th at 10:00 a.m.

Section 419 of the *Municipal Government Act* (MGA) states "The council must set

(a) For each parcel of land to be offered for sale at a public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel, and

(b) Any conditions that apply to the sale

Properties listed in Schedule 'A' will be available for sale provided the property owners have not made payment or entered into a tax arrears agreement with the municipality prior to the sale date. Schedule 'A' lists the assessed value, the recommended reserve price along with a legal description and some general information about the property.

All properties have been physically inspected by our assessors and reserve figures have been provided by them. As these assessment amounts are audited by Alberta Municipal Affairs, we are confident that the values are a reasonable approximation of fair market value.

The Terms and conditions of the sale are listed in Schedule B. These standards outline what the municipality will accept in terms of payment, how the property will be sold (as is, where is), and other relevant information.

The conditions of the sale must be established and clearly communicated so that the sale process is transparent, consistent and fair to all that are interested in these properties.

ALTERNATIVE OPTIONS:

There are no alternatives to setting reserve bid or conditions of sale.

As per the MGA, this sale must take place prior to March 31 of every year. Failure to set reserve prices and conditions or hold the auction before this deadline will result in the Municipal District starting the process all over again.

BENEFIT/RISKS:

Benefits:

- Establishing reserve bid amounts and conditions of sale enables the Municipality to proceed with the Tax Recovery Sale in compliance with the Municipal Government Act.
- The process supports the recovery of outstanding tax arrears, reducing the municipality's financial exposure and ensuring fairness to taxpayers who meet their obligations.

Risks:

- There is a risk that properties may not sell if reserve bids are not met, resulting in continued municipal administration and monitoring of the parcels.
- The process may have significant impacts on affected property owners; however, these risks are mitigated by extensive notice requirements and opportunities to enter into tax arrears agreements prior to the sale.

STRATEGIC ALIGNMENT:

The Tax Recovery Sale aligns with Council's responsibility to ensure fiscal accountability and responsible stewardship of municipal resources. Proceeding with the sale supports sound financial management by addressing outstanding tax arrears in a consistent and legislated manner.

FINANCIAL IMPLICATION:

The reserve bids must be established as close to fair market value as possible as outlined in the MGA. This limits the likelihood of unreasonably low bids and ensures, at the very least, that any outstanding amounts (taxes, etc.) owing on the land are cleared up with the purchase amount.

In the event of a sale, proceeds less property taxes due are distributed to the property owner and/or those with interest on title, as outlined within the MGA.

OTHER CONSIDERATIONS:

Proceeding with this sale will have an obvious impact on the affected property owner, as they will relinquish their rights to their property once the auction commences however every opportunity is provided to the title holder to enter into a tax arrears agreement and prevent continuation of the parcel being offered up for sale at the public auction.

The general public has the right to bid on the property with exception to those stated in section 429 of the MGA which restricts the auctioneer, Councillors, the Chief Administrative Officer and the employees of the municipality from bidding on, or acting as an agent in buying any property. However, a designated officer or employee can be directed to bid for or buy a parcel of land for the municipality if it wishes to become the immediate, outright owner of the property.

COMMUNICATION STRATEGY:

The MGA requires specific advertising and notification steps including advertising in the Alberta Gazette and the Lakeside Leader. All advertising requirements for the sale will be followed to ensure we are following the proper protocol.

Prepared By: Mercede Mohler, Budget, Grant and Taxation Administrator
Reviewed By: Debbie Conrad, Finance Manager
Kristen Schalin, Director of Finance
Approved By: Doug Baird, Interim Chief Administrative Officer

SCHEDULE "A"

Legal Description	*Location*	*Recommended Reserve Bid*	*2025 Assessment*
1.			
Plan 4867NY, Block 11, Lot 10	*SMITH*	*$ 65,000*	*$ 67,760*
The outstanding taxes are $ 739.67			

SCHEDULE "B"

TERMS:	*(a) Cash or certified cheque*
	(b) 10% deposit at time of sale and balance within 30 days of Public Auction date
	(c) GST and Land Title Registration Fees will apply on lands sold at the Public Auction.
CONDITIONS:	*(a) Each parcel will be offered for sale subject to a reserve bid, and to the reservations and conditions contained in the existing certificate of title.*
	(b) No bid will be accepted, where the bidder attempts to attach conditions precedent to the sale of any parcel. The land is being offered for sale on an "as is, where is" basis and the MD makes no representation and gives no warranty whatsoever, as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environmental contamination, or the developability of the subject land for any intended use by the purchaser.
	(c) MD 124 may, after the public auction, become the owner of any parcel of land that is not sold at the public auction.
	(d) Redemption may be affected by payment of all arrears of taxes and costs at any time prior to the sale.
	(e) No terms and conditions will be considered, other than those specified by MD 124.
	(f) Failure to pay deposit on day of sale will result in disqualification

Lesser Slave River

Request for Decision

Title:	2026 Tax Sale Date
Date:	1/14/2026
Presented By:	Kristen Schalin, Director of Finance
Attachments:	No Attachments

Proposed Motion	*Moved by Council to schedule the Tax Recovery Sale for March 27, 2026, at 10:00 a.m. at the Municipal District of Lesser Slave River No. 124 Council Chambers.*
Administration's Recommendation(s)	Administration recommends Council proceed with establishing the date of the tax sale as stated above.

BACKGROUND:
As part of the tax recovery process under the *Municipal Government Act*, properties with a tax caveat registered against them must be offered for public auction one year after the date of the tax caveat is registered.

Administration is ready to begin the process for a Tax Recovery Sale. The first step is to schedule the sale. Once this is done, reserve bids and conditions can be approved by Council. The tax sale can then be advertised in the Alberta Gazette.

Currently there are 2 properties to be advertized and scheduled for tax sale. Administration is working with the property owners to have the taxes paid. *The Municipal Government Act* states that all arrears must be paid in full prior to the tax sale, or a tax arrears agreement must be in place.

ALTERNATIVE OPTIONS:
There are no viable alternative options available at this time. The Municipal Government Act requires that a tax recovery sale be held within prescribed timelines and prior to March 31, 2026.

If Council does not approve the tax sale date, Administration would be unable to proceed with the required advertising, reserve bid approvals, and sale preparations. Failure to hold the tax recovery sale within the legislated timeframe would require the removal of the existing tax notification caveats from the Certificates of Title, the registration of new caveats, and the restart of the tax recovery process.

BENEFIT/RISKS:
Benefits:

- Approving the tax sale date allows the Municipality to proceed with the tax recovery process in compliance with the Municipal Government Act and legislated timelines.
- Scheduling the sale encourages property owners with outstanding tax arrears to bring their accounts into compliance prior to the sale, either through full payment or by entering into a tax arrears agreement.
- Advancing the tax recovery process supports improved cash flow, reduces long-term taxes receivable, and limits administrative costs associated with prolonged collection efforts.

Risks:

- Proceeding with the tax sale may have significant financial and emotional impacts on affected property owners; however, these risks are mitigated through extensive notification requirements and opportunities to resolve arrears prior to the sale.
- If the sale does not proceed on or before March 31, 2026, the existing tax notification caveat would need to be removed and re-registered, resulting in additional administrative effort, costs, and delays in recovering outstanding taxes.

STRATEGIC ALIGNMENT:
Approving the tax sale date aligns with Council's obligation to administer municipal affairs in accordance with the Municipal Government Act. Scheduling the sale ensures legislated timelines are met and supports effective governance and regulatory compliance.

This action supports sound financial management by advancing the tax recovery process, encouraging payment of outstanding arrears, and protecting the integrity of the municipal tax base. Establishing the sale date also promotes transparency and procedural fairness by providing clear timelines for property owners and the public.

FINANCIAL IMPLICATION:
Approving the tax sale date supports the recovery of outstanding tax arrears and helps reduce the Municipality's Taxes Receivable balance. Successful payment of arrears through full payment prior to the sale or through proceeds generated at public auction improves municipal cash flow and limits long term exposure to uncollectible accounts.

OTHER CONSIDERATIONS:
Section 429 of the Municipal Government Act restricts the auctioneer, councilors, the Chief Administrative Officer, and the employees of the municipality from bidding on, or acting as an agent in buying the property. However, a designated officer or employee can be directed to bid for or buy a parcel of land for the municipality if it wishes to become the owner of the property.

COMMUNICATION STRATEGY:
Upon Council approval of the tax sale date, Administration will proceed with the legislated notification and advertising requirements as outlined in the Municipal Government Act. This includes advertising the sale in the Alberta Gazette and providing required notice to affected property owners.

All communication will be completed in accordance with statutory timelines to ensure transparency, due process, and public awareness of the tax recovery sale.

Prepared By: Mercede Mohler, Grant, Budget and Taxation Administrator
Reviewed By: Debbie Conrad, Finance Manager
Kristen Schalin, Director of Finance
Approved By: Doug Baird, Interim Chief Administrative Officer

Lesser Slave River

Request For Decision

Title:	Council and Board Member Remuneration
Date:	January 14, 2026
Presented By:	Kristen Schalin, Director of Finance
Attachments:	2026 Renumeration Schedule A & B CL-11-07 Board Member at Large Honorarium 2026

Proposed Motion:	*Move to Amend CL-11-06 Council Remuneration as presented.* *and* *Move to Amend CL-11-07 Council Appointed Board Member at Large Remuneration*
Administrations Recommendation(s):	As Proposed

BACKGROUND:

MD Council has two policies regarding compensation for serving Public Boards and Committees. Both policies require that Council review annually to determine any appropriate changes. With the passing of the Interim 2026 Operational Budget on October 15, 2025, which includes a Cost-of-Living Allowance (COLA) increase, Administration recommends that Council approve the increase to the remuneration rates in the policies.

Meeting Day Rate for Reeve, Deputy Reeve, and Councilors

2025 Rate	3.96% COLA	Rounded Amount
$340.00	$353.46	$353.00

Monthly Stipend for Preparation Time

Position	2025 Rate	3.96% COLA	Rounded Amount
Reeve	$1,631.00	$1695.59	$1,696.00
Deputy Reeve	$1,155.00	$1,200.74	$1,201.00
Council	$1,020.00	$1,060.39	$1,060.00

Monthly Stipend for Communications for Reeve, Deputy Reeve, and Councilors

2025 Rate	3.96% COLA	Rounded Amount
$107.00	$111.24	$111.00

Meeting Day Rate for Member at Large

2025 Rate	3.96% COLA	Rounded Amount
$192.00	$199.60	$200.00

ALTERNATIVE OPTIONS:

N/A

STRATEGIC ALIGNMENT:

This policy aligns with ADM-12-25 Policy & Procedure Development.

FINANCIAL IMPLICATIONS:

The proposed rates have been included in the Interim 2026 Operational Budget, as passed by Motion # 485-25 on October 15, 2025

OTHER CONSIDERATIONS:

N/A

COMMUNICATIONS STRATEGY:

Once approved, Policy CL-11-06 and CL-11-07 will be posted to the website and made available for employee view on the internal Official Drive.

Prepared by:	Kristen Schalin, Director of Finance
Reviewed by:	
Approved by:	Doug Baird, Interim Chief Administrative Officer

CL-11-06

SCHEDULE 'A'

Part 1 – Monthly Honorarium

Elected Official shall receive the following monthly honorarium:

Reeve:	$1,696.00
Deputy Reeve:	$1,201.00
Council:	$1,060.00

Part 2 – Monthly Honorarium Criteria

The Elected Official shall receive the monthly Honorarium for:

- Work with the Municipality with residents and businesses including communicating with residents and business owners.
- Preparation for Council and Committee meetings, including travel time to the Municipal Office to pick up Council agenda packages.
- Informal meetings with the Chief Administrative Officer, or his or her designate, to discuss Municipal business.
- Attendance at social functions as dignitaries representing the Municipality. This would include Remembrance Day Ceremonies and grand openings within the Municipality.
- Meetings with the media. This includes press conferences, interviews and/or meetings.
- Attendance at functions for staff and Elected Officials, including staff barbecues, Christmas Parties, and farewell lunches/dinners.

Part 3 – Communications Allowance

The Elected Official shall receive a communication allowance in the amount of: $111.00

SCHEDULE 'B'

Part 1 – Daily Fee

Elected Officials (Reeve, Deputy Reeve, Councillors) shall receive the following meeting Daily Fee.

Daily Fee $329.00

In addition to the monthly honorarium as described in Schedule 'A;, Elected Officials shall be compensated a daily fee for meetings, conferences and official duties as listed:

- Attendance at Regular Council Meetings, Committee of the Whole, Special Council Meetings, and Organizational Meetings of Council.
- Attendance, as the Council representative, at all internal committee meetings of the Municipality.
- Attendance, as the Council representative, at all external committee meetings of the Municipality.
- Attendance at Council-approved Conferences.
- Zone/District meetings of the Alberta Municipalities (AM), and the Rural Municipalities of Alberta (RMA).
- Meetings with other municipalities, including Regional Mayor and Reeve meetings and joint council meetings.
- Meetings with other government agencies and businesses, including meetings with the Province, School Division, Regional Health Authority, and meetings with the Member of Parliament (MP) or Member of the Legislative Assembly (MLA).
- Public planning meetings, not held as part of the regular Council Meetings. This includes Town Hall Meetings and Open Houses.
- Training sessions, including orientation meetings prior to the Organizational Meeting, Assessment Review Board training, law seminars, etc.
- Attendance at community social events and celebrations, either within or outside the Municipality, if formally invited to deliver a presentation or speech, or attend in an official capacity.
- AM & RMA Ad Hoc committees, if no remuneration from AM or RMA.
- All other meetings, conferences and seminars as approved by the majority of Council.
- Elected Officials are allowed two (2) meeting days per year to use at their discretion without having Council approval.

Part 2 – Travel Expenses

Elected Officials are eligible to submit mileage claims for:

- Attendance at all meetings, conferences and seminars as listed in Schedule B Part 1 – Daily Fee (Per Revenue Canada rates annually).
- Mileage for traveling within the Municipality for the purposes of meeting with residents and businesses.
- Attendance at social functions and celebrations, whereby the Member has been invited by the organizing group to attend and represent the Municipality.
- Attendance at networking opportunities and community events while representing the Municipality.

MD of LESSER SLAVE RIVER

Policy

POLICY TITLE: COUNCIL APPOINTED BOARD MEMBER AT LARGE HONORARIUM	POLICY NO.: CL-11-07
RESOLUTION:	EFFECTIVE DATE: 2026-01-01
DEPARTMENT RESPONSIBLE: Council	NEXT REVIEW DATE: 2027-01-01

DRAFT

POLICY STATEMENT:

In recognition of valued service, Council appointed Members-at-Large will receive remuneration for performance of their duties for the Municipal District of Lesser Slave River No. 124 on boards, committees, commissions, or entities. Given the vast distances that can be travelled within the Municipal District and the corresponding time away from other endeavors, it is recognized that there can be significant costs for citizens of the Municipal District to participate on Council appointed boards.

DEFINITIONS:

"Administrative Representative" means the Municipal District of Lesser Slave River No. 124 employee responsible for the administrative aspect of a board, committee, commission, or entity;

"Board" means an internal or external board with Member-at-Large appointed by Council'

"Commission" means an internal or external commission with Member-at-Large appointed by Council and has the same meaning as board or committee for the purposes of this policy;

"Council" means the duly elected Council of the Municipal District of Lesser Slave River No. 124;

"Entity" means an organization or a business that has its own separate legal and financial existence.

"Member-at-Large" means an individual that is a resident of the Municipal District of Lesser Slave River No. 124 and appointed by Council to a board, committee, commission, or entity;

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

"Remuneration" means the flat rate of pay to account for the time each Member-at-Large appointed by Council spends representing the Municipal District of Lesser Slave River No. 124 on a board, committee, commission, or entity.

MD of LESSER SLAVE RIVER Policy

PRINCIPLE:

1. Remuneration Model

    a. The remuneration rate to be paid to a Member-at-Large shall be $200.00 per meeting or per day' the rate shall not exceed more than $200.00 per day.

    b. Established rate of remuneration will be adjusted for a cost-of-living allowance, at the same time, in the same manner, and for the same amount (if any) as the salary grid of the Municipal District of Lesser Slave River No. 124. All rates under this policy will be rounded to the closest dollar for ease of processing.

    c. In the event a Member-at-Large is appointed by Council to a board, committee, commission, or entity that has its own means of remuneration and reimbursement, that remuneration and reimbursement provided negates any claim under this policy.

2. Travel Expenses

    a. Travel expense claims are permitted for approved business of the board, committee, commission, or entity. All travel claims must detail the date, time, travel location and purpose of the event of activity. Lump-sum travel claims will not be approved.

    b. Use of personal vehicles shall be paid in accordance with the Subsistence and Travel Expenses Policy.

    c. Where travel authorized, the most direct, economical, and logical mode of travel shall be utilized.

    d. Where transportation is provided (for example, as part of convention registration), it is expected that the Member-at-Large will make use of the complimentary transportation services.

    e. Where a Member-at-Large chooses to use a mode of transportation other than the most economical method, reimbursement shall be as though the most economical method was used.

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f. A Member-at-Large may select a route or mode of transportation to combine personal activities with a board, committee, commission, or entity business, but reimbursement for travel expenses shall be paid on the basis of the expenses that would have been incurred had the trip been made using the prescribed route and/or mode.

g. Air travel shall not exceed regular economy class rates. If the Member-at-Large chooses other rates they will be personally responsible for the rates over and above the economy rates.

h. In the event of adverse weather conditions, the Member-at-Large shall be permitted to seek accommodation until safe travel can re resumed. Unexpected meals and accommodations expenses incurred as a result of the adverse weather shall be reimbursed as prescribed in Appendix A of the Subsistence and Travel Expenses Policy upon submission of all applicable receipts.

3. Meals and Accommodation

a. Where a Member-at-Large is required to travel on approved business for the board, committee, commission, or entity, the Member-at-Large may claim a meal allowance as prescribed in Appendix A of the Subsistence and Travel Expenses Policy.

b. The Municipal District of Lesser Slave River No. 124 will not provide reimbursement of alcoholic beverages.

c. Hotel accommodation will require a receipt in order to be reimbursed. It is expected that the Member-at-Large hotel accommodation be the most economical room available. Unnecessary or unreasonably excessive costs or hotel upgrades will be the financial responsibility of the Member-at-Large. Every effort must be made by Administrative Representative to book hotel accommodations for Member-at-Large, with charges billed directly to the Municipal District of Lesser Slave River No. 124.

d. The Municipal District of Lesser Slave River No. 124 will reimburse the Member-at-Large for private accommodation as prescribed in Appendix A of the Subsistence and Travel Expenses Policy except if the accommodation is a private dwelling of the Member-at-Large, in which no reimbursement will be paid.

4. Registrations

    a. Registration fees for duly authorized attendance at conventions, seminars, workshops, or other similar functions shall be paid by the Municipal District.

    b. All registrations are to be submitted to the Administrative Representative, who will submit registrations and make hotel accommodations on behalf of the Member-at-Large.

5. Signing Authority

    a. The Administrative Representative shall review, sign, and approve the payment all expense claims submitted under this policy.

    b. When remuneration or expenses requested are beyond those outlined in this policy, or if a conflict arises, the matter shall be referred to Council as a whole for resolution.

6. Administration

    a. Member-at-Large remuneration and expense budgets are approved in the annual budget.

    b. The Member-at-Large must submit their remuneration to the Administrative Representative by the 21st of each month.

    c. Expense claims must be submitted within two months following the end of the month in which the expenses were incurred. For example, expenses incurred in January must be submitted by March 31 of that year.

    d. Notwithstanding clause 6(c) above, the Member-at-Large must submit all outstanding remuneration and expense claims within one month of the closing of a budget year. This means that expenses incurred prior to December 31 or a given year, must be submitted by January 31 of the next year.

    e. Expense claims must be accompanied by all necessary receipts and/or documentation. Receipts must be detailed' a credit card statement will not be accepted for reimbursement.

    f. Compliance with this policy is the responsibility of each individual Member-at-Large in cooperation with the Administrative Representative of the board, committee, or commission.

g. The procedures of this policy apply to all expense claims that are submitted on or after the effective date of the policy.

h. The Administrative Representative will process claims for remuneration and expense reimbursement in a timely manner. Should there be a concern, the Member-at-Large and the Administrative Representative will meet to discuss and attempt to resolve the concern. Should there be continued disagreement on the interpretation of the policy, the matter will be referred to Council for its decision.

This Policy aligns with all other Municipal District of Lesser Slave River No. 124 Policies and Procedures.

_____ _____
Chief Administrative Officer Date

_____ _____
Reeve Date

RELATED DOCUMENTS: CL-11-07 (2024)

SPECIAL NOTES/CROSS-REFERENCE: N/A

AMENDMENT DATE: N/A

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Lesser Slave River

Request for Decision

Title:	Membership for Community Planning Association of Alberta (CPAA)
Date:	January 14, 2025
Presented By:	Ann Åsfrid Holden
Attachments:	Preliminary Conference Schedule

Proposed Motion	*That the MD purchase a group membership for the Community Planning Association of Alberta (CPAA) for $350.* *Council approves councillors _____, _____, and _____to attend the Community Planning Association (CPAA) Conference scheduled for April 27-29, 2026 in Red deer.*
Administration's Recommendation(s)	As proposed

BACKGROUND:
The Community Planning Association of Alberta is an organization dedicated to the promotion of community planning in the Province of Alberta. Through various means, the Association provides a forum for the discussion of community planning-related concepts, ideas and issues with a view towards solutions. While the other planning organization in Alberta is geared more towards city planning, the CPAA is geared primarily, though not exclusively to enhance the planning education and needs of staff and elected officials from rural and small urban municipalities. The conference is engaging and topics in the past has been valuable for people who work in rural areas.

The CPAA conference is scheduled for April 27-29, 2026. The theme for the conference this year is collaborative planning for Alberta's future.

ALTERNATIVE OPTIONS:
The conference is aimed at council members, planning professionals, and economic development professionals.
1. If council is not available or not interested in the conference, group membership is not needed.
2. If council is interested in going to the conference, registration should be completed prior to January 31, 2026 to take advantage of early bird registration fees.

	Prior to January 31, 2026	After January 31, 2026
Member	$650	$750
Non-member	$750	$850

BENEFIT/RISKS:
This is a low risk decision.

STRATEGIC ALIGNMENT:
The strategic Plans (Municipal Development Plan and Area Structure Plans) and the Land Use Bylaw.

FINANCIAL IMPLICATION:
- Group Membership cost: $350

- Conference cost: $650 per person for the conference (includes meals and snacks), council conference budget (honorarium, mileage, and accommodation).

OTHER CONSIDERATIONS:
The conference provides gives council an opportunity to engage with elected officials from other municipalities, planning experts, and to keep up to date on rural planning trends.

COMMUNICATION STRATEGY:
Not applicable.

Prepared By: Ann Åsfrid Holden, Planning & Development Officer
Reviewed By: Lana Spencer, Municipal Clerk
Approved By: Doug Baird, Interim Chief Administrative Officer

Daily Schedule

27 Monday

3:00 - 5:30 PM
Education Session

Incorporating Ecosystem Services into Municipal Land Use Planning to Manage Risk, Improve Drought Resiliency, and Reduce Infrastructure Cost
Location: Savona
Theo Charette, *CPP Environmental (a BBA Consulting Company)*
Jane Dauphinee, *Municipal Planning Services*
Moderator: Shawn Hipkiss

6:00 - 10:00 PM
Welcome Reception
Location: Marseille

28 Tuesday

7:15 - 5:00 PM
Registration Desk

7:30 - 8:45 AM
Hot Breakfast Buffet

8:45 - 8:50 AM
CPAA Intro Remarks
Geoff Tiffin
Moderator: Robert Nygaard

8:50 - 9:00 AM
Welcome Remarks
Red Deer Mayor Cindy Jefferies

9:00 - 10:00 AM
Roots to Results: Growing a Culture Where People Stay & Thrive
Dr. Laura Hambley
Moderator: Geoff Tiffin
Sponsor: ISL Engineering

10:00 - 10:10 AM
Break

10:10 - 11:00 AM
The Dirt on Development: Water, Waste & Building Code Realities
Brad Slater *with HCL*
Moderator: Charlyn Moore

Supporting Planning Education in Alberta
CPAA supports annual scholarships that go to planning students in Alberta and community projects. Charitable donation receipts are provided for donations over $25.00.
You may donate directly online to CPAA anytime: Donate to CPAA | CPA Alberta at
https://www.communityplanningalberta.com/awardsandscholarships/

11:10 - 11:15 AM	**Break**
11:15 - 11:45 AM	**AGM**
11:45 - 12:45 PM	**Lunch Buffet**
12:45 - 1:45	**PANEL: Ask the Bench: Planning & Development Legal Q&A** Daina Young *with RMRF* Gwendolyn J. Stewart Palmer *with Shores* Jardine Jeneane Grundberg *with Brownlee Law* Moderator: Sean Adams
1:45 - 1:55 PM	**Break**
1:55 - 2:55 PM	**Roles & Resources in the Economic Development Ecosystem** Lisa Ford, *REDS* Jennifer Hartigh, *REDS* Moderator: Kristen Harder
2:55 - 3:10 PM	**Break & Snacks**
3:10 - 4:00 PM	**Planning as a Non-Planner: Knowing When to Ask for Help** Jake Papineau Moderator: Celina Newberry
4:00 - 4:05 PM	**Break**
4:10 - 5:00 PM	**What does a balanced budget mean and how does it tie to the tax byaw** Rob Beaupertuis Moderator: Dnyanesh Deshpande

6:00 PM	**Silent Auction Opens**
6:00 - 6:30 PM	**Banquet Cocktails**
6:30 - 6:45 PM	**Welcome to Banquet**
6:30 - 7:30 PM	**Dinner**
7:30 - 8:00 PM	**Community Awards**
8:00 - 10:00 PM	**Banger Bingo**
10:00 PM	**Silent Auction Closes**
10:00 - 12:00 AM	**Banger Bingo** Music DJ

Daily Schedule

29 Wednesday

7:30 - 12:00 PM **Registration Desk**

8:00 - 9:00 AM **Hot Breakfast Buffet**

9:00 - 9:55 AM **Regional Framework for Planning and Economic Development**
Max Baxter
Moderator: Molly Fyten

9:50 - 10:00 AM **Break**

10:00 - 11:00 AM **Is Your Community Ready for the Green Revolution?**
Jim Hole
Moderator: Bob Chrenek

11:00 - 11:15 AM **Break & Snacks**

11:15 - 12:15 PM **The Wonder Valley Blueprint: Growth, Innovation & Opportunity**
Carl Agren, *CEO O'Leary Ventures*
Paul Palandjian, *General Partner of O'Leary Ventures*
Moderator: Geoff Tiffin

12:15 - 12:30 PM **Closing Remarks/Draws**

12:45 - 2:00 PM **Board Meeting**

Lesser Slave River

Request for Decision

Title:	Bylaw 2026-01
Date:	January 14, 2026
Presented By:	Ann Åsfrid Holden
Attachments:	Bylaw 2026-01

Proposed Motion	*That Council gives First Reading to Bylaw 2026-01 to amend Land Use Bylaw 2025-07 Amendment #2.*
Administration's Recommendation(s)	As proposed

BACKGROUND:
When the land use bylaw was updated in 2025, 'seacans' was changed from being a *use* to being an accessory building. In the process, 'seacans' went from being a discretionary use to a permitted use in residential neighbourhoods.

The difference between a permitted and a discretionary use: For a "permitted use" that complies with all of the development standards of the bylaw, the development authority is obliged by the Act to issue a permit. Where the application is for a "discretionary use", the development authority may grant or refuse a permit, depending on the planning merits of the application.[1] Conditions that can be expected on a permitted development permit must be a regulation found in the land use bylaw.[2] For discretionary uses, it is implicit that, where a permit is granted, the power of the development authority to impose conditions is broader than the case of permitted use permits.[3] A condition that is not in the land use bylaw should not be put on a permitted permit (as it is easily appealed).

Section 10.13 Seacans
When 'seacans' was listed as a discretionary use in residential neighbourhoods, a condition about safety could be added to the permit. Adding language about the safety code and fire code to the land use bylaw, allows the development authority to add it to the permit.

Section 12.1 General Definitions
Adding a definition about Fire Authority to be consistent with section the added section 10.13.11.

Section 12.2 Use Definitions
Since 'seacas' is no longer listed as a use in the land use districts, it should not be listed as a use under the use definition.

ALTERNATIVE OPTIONS:
Defeat bylaw 2026-01.

[1] Planning Law and Practice in Alberta p. 2-30
[2] Discussed in length in 274099 Alberta Ltd. Vs. Sturgeon (Planning Law and Practice in Alberta p. 6-7, 6-8)
[3] Planning Law and Practice in Alberta p. 6-9

BENEFIT/RISKS:
The goal of adding section 10.13.11 to the land use bylaw is to reduce the risk as the municipality allows seacans to be placed in residential neighborhoods.

Removing 'seacans' from the use definition is to avoid confusion of what 'seacans' are. If 'seacans' remain in the use definition but are not listed in the uses of permitted or discretionary uses in the land use district, it can be interpreted to mean that it is neither a permitted nor a discretionary use.

STRATEGIC ALIGNMENT:
The objective of plans, bylaws and other planning instruments is to bring about the physical development of the community in accordance with the ideals set out in those instruments. One of those ideals is community safety. Allowing seacans in residential areas is a risk, and currently no conditions can be added to the development permit approval to mitigate against these risks.

FINANCIAL IMPLICATION:
Standard costs to process a change in land use bylaw (Planning & Development staff time, advertising) can be anticipated.

OTHER CONSIDERATIONS:
Reminder to Council of how the Land Use Amendment process works:
When redistricting is required, MDLSR needs a land use amendment (Three readings are required with a Public Hearing after the First Reading). The Second Reading happens after the Public Hearing. Third Reading can follow either when the subdivision is nearing completion or after the Second Reading.

COMMUNICATION STRATEGY:
Prior to the public hearing, adjacent jurisdictions will be notified via letter. The public hearing will also be advertised in the Lakeside Leader, the MD website, and the MD office.

Prepared By: Ann Åsfrid Holden, Planning & Development Officer
Reviewed By: Elizabeth Krumes, Administrative Assistant, Planning & Development & Protective Services
Approved By: Doug Baird, Interim Chief Administrative Officer

BYLAW 2026-01

A BYLAW OF THE MUNICIPAL DISTRICT OF LESSER SLAVE RIVER NO. 124 IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF AMENDING THE LAND USE BYLAW NO. 2025-07 AMENDMENT #2

WHEREAS, Section 640(1) of the Municipal Government Act, RSA 2000, and amendments thereto, requires that every Council of a municipality must adopt a Land Use Bylaw;

WHEREAS the Municipal District of Lesser Slave River No. 124 Council has adopted Bylaw 2025-07 Land Use Bylaw;

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

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

WHEREAS the Council for the Municipal District of Lesser Slave River No. 124 deems it appropriate and expedient to amend Bylaw 2025-07 Land Use Bylaw; and

NOW THEREFORE the Council of Municipal District of Lesser Slave River No. 124 in the Province of Alberta, duly assembled, hereby amends Bylaw 2025-07 Land Use Bylaw as follows:

1. THAT section 10.13 Seacans be amended to add subsection 10.13.11 A SEACAN shall not be used to store any material or equipment capable of releasing flammable or combustible vapours unless the APPLICANT demonstrates, to the satisfaction of the DEVELOPMENT AUTHORITY, that the SEACAN complies with the Alberta Fire Code, adopted under the Safety Codes Act, including requirements for ventilation, explosion relief, fuel- and vapour-control measures, and limitations on quantities of flammable or combustible liquids. The DEVELOPMENT AUTHORITY may require written confirmation of compliance with the Alberta Fire Code from the FIRE AUTHORITY as a condition of a DEVELOPMENT PERMIT.

2. THAT section 12.1 General Definitions be amended to add the following definition: FIRE AUTHORITY means the Municipal District of Lesser Slave River's fire service provider (including the Fire Chief or designate) and any Safety Codes Officer or other person authorized, appointed, or designated by the Municipal District of Lesser Slave River to administer or enforce the Alberta Fire Code and related legislation under the Safety Codes Act.

3. That section 12.2 Use Definition be amended to remove the following definition: SEACAN means a container, including a sea/land/rail shipping container, which is used as a storage vault. The standard size of a SEACAN is 29.73 m^2 (or 320 ft^2).

4. THAT Bylaw 2025-07 is hereby amended.

5. Bylaw 2026-01 Amendment #2 forms part of Bylaw 2025-07 Land Use Bylaw.

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

READ for a first time this _____ day of _____, 2026

ADVERTISED the first time this _____ day of _____, 2026

ADVERTISED a second time this _____ day of _____, 2026

PUBLIC HEARING held on _____ day of _____, 2026

BYLAW 2026-01

READ for a second time this _____ day of _____, 2026

READ for a third and final time this _____ day of _____, 2026

_____

Reeve

_____

Chief Administrative Officer

Lesser Slave River

Report to Council

Title:	Smith Subdivision
Date:	January 14, 2026
Presented By:	Ann Åsfrid Holden
Attachments:	Concept Plan, Cost estimate to be distributed at the meeting

Proposed Motion:	*Move to accept the Smith Subdivision as information.*
Administrations Recommendation(s):	As proposed

Background
Council gave the administration the authority to proceed with the Smith Subdivision plan on December 15, 2025. The subdivision was divided up into three phases, with phase 1 being lots 1,2,3,4, and 5.

Issues
For a speedy registration of lot 2, the first phase of the subdivision could be divided into phase 1A (lot 2) and 1B (lots 1,3, 4, and 5). For legal access to lot 2, an access right-of-way can be registered on title (remnant) until lots 1,3,4, and 5 and the new road location is completed.

To maintain good planning practices, both phase 1A and 1B can be presented to the Municipal Planning Commission simultaneously, but with one subdivision going to registration quicker. Phase 1A can be registered shortly after MPC approval, while phase 1B will require a construction season to be completed. The MD should aim to get the MPC approval as early as possible to get ready for sending out tenders for the road construction and getting the construction completed before the next winter season.

Interests
Increased residential demand for housing in the Smith area. The subdivision will increase availability of development.

Alternatives
Proceed with full phase 1 of the subdivision. Registration is expected at the end of the construction season in 2026.

Financial Implications
The budget for the Smith subdivision is currently around $13,000 and will require additional funding to proceed. Housing and lot sale will compensate for expenses.

Analysis
Council will be updated on the subdivision progress.

Next Steps
- A surveyor is hired to draw the site plan to scale with the location of buildings, the road way and the right-of way
- The MD Administration applies for the subdivision and the referrals are distributed to adjacent landowners and

referral agencies
- Once the subdivision has been approved by the MPC, agreements necessary for phase 1A can be completed and then endorsed
- Phase 1B of the subdivision is to be registered when the road construction is completed and a cc's to the vacant lot has been installed.
- when the full first phase of the subdivision has been registered, the right-of-way caveat from lot 2 is removed.

Prepared by:	*Ann Åsfrid Holden, Planning & Development Officer*
Reviewed by:	Doug Baird, Interim Chief Administrative Officer
Approved by:	Doug Baird, Interim Chief Administrative Officer

SMITH SUBDIVISION
7
Area - 2 acres
1A
2
Area - 0.49 acres
1B
1
Area - 0.42 acres
1B
3
Area - 0.53 acres
1B
4
Area - 0.47 acres
1B
5
Area - 0.45 acres
6
Area - 0.86 acres

From: MA Engagement Team <ma.engagement@gov.ab.ca>
Date: January 6, 2026 at 8:18:29 AM MST
To: MA Engagement Team <ma.engagement@gov.ab.ca>
Subject: Attached Request Form - Meeting request with Minister Williams – RMA Spring Convention 2026

Please find attached meeting request form to be completed. Please accept my appology for missing in first email.

Thank you,

Dear Chief Administrative Officer:

I am writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Dan Williams, Minister of Municipal Affairs, at the 2026 Rural Municipalities of Alberta (RMA) spring convention, scheduled to take place at the Edmonton Convention Centre from March 16-18, 2026. These meetings will be in person at the Edmonton Convention Centre [or the Alberta Legislature], as scheduling permits.

Should your council wish to meet with Minister Williams during the convention, please submit a request by email with up to three potential topics for discussion to ma.engagement@gov.ab.ca no later than **January 23, 2026.**

We generally receive more requests than can be reasonably accommodated over the course of the convention. Requests meeting the following criteria will be given priority for meetings during the convention:

1. Municipalities that identify up to three discussion topics related to policies or issues directly relevant to the Minister of Municipal Affairs and the department.
    1. Please ensure details on the discussion topics are provided.
2. Priority will be given to requests from municipalities at a distance from Edmonton and to municipalities that Minister Williams has not yet met with.

Meeting requests received after the deadline will not be considered for the convention.

All municipalities that submit meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative meeting opportunities throughout the remainder of the year for municipalities the Minister is unable to accommodate during the convention.

Engagement Team
Municipal Services Division
Municipal Affairs

Meeting Request:

Rural Municipalities Spring 2026 Convention

If you have questions, require support and to submit form, please email: ma.engagement@gov.ab.ca

Municipal Information

Municipality Name: _____

Meeting Topics

Please provide additional details about the topic for discussion

Topic 1	Topic 2	Topic 3

Meeting Participants

1 _____ Mayor/Reeve

2 _____ Chief Administrator

3 _____ Councillor

4 _____ Councillor

5 _____ Councillor

6 _____ Councillor

7 _____ Councillor

8 _____ Councillor

9 _____ Councillor

Classification: Protected A