



AGENDA

Municipal District No.124 Regular Council
Wednesday, February 11, 2026 - 10:00 AM - MD Council Chambers

Page

CALL TO ORDER

ANNOUNCEMENTS / OPENING REMARKS

ADOPTION OF THE AGENDA

- 3.1 February 11, 2026, Regular Meeting of Council Agenda

Proposed Motion: Move to adopt the February 11, 2026, Regular Meeting of Council Agenda as presented.

ADOPTION OF MINUTES

- 4.1 January 28, 2026, Regular Meeting of Council Minutes & Schedule A - Public Hearing Minutes 4 - 11

Proposed Motion: Move to adopt the January 28, 2026, Regular Meeting of Council minutes and Schedule A Public Hearing Minutes as presented.

[01282026 - DRAFT MINUTES - Regular Meeting amended](#)
[SCH A DRAFT PH Minutes 01282026 -Bylaw 2025-13](#)

DELEGATION

- 5.1 Lesser Slave Regional Fire Services - Station 1 - Michael Bissell, Regional Fire Chief @ 10:00 a.m. 12 - 13

Proposed Motion: Move that Council accept the Fire Truck Disposal report as information and direct administration to research and bring back options to sell the unit #521 by either auction or consignment to a future meeting.

[Request for Decision - Fire Truck Disposal](#)

- 5.2 Basin Environmental Services @ 10:30 a.m.

Proposed Motion: Move to accept the presentation from Basin Environmental Services as information.

REQUESTS FOR DECISION

- 6.1 Marten River Fish Study 14 - 15

Proposed Motion: Move to accept the Marten Beach Fish Study as information.

[Council Briefing - Marten Beach Fish Study](#)

- 6.2 Appointment for Chief Administrative Officer 16 - 17

	<i>Proposed Motion: Move that Council appoint Kevin Gannon as 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 February 9, 2026.</i>	
	<u>Request for Decision - CAO Appointment February 2026</u>	
6.3	Rescinding of Interim Chief Administrative Officer	18 - 19
	<i>Proposed Motion: Move that council rescinds the appointment of Doug Baird, as Interim Chief Administrative Officer following, effective upon the commencement of appointment of duties by the permanent CAO.</i>	
	<u>Request for Decision - Interim CAO Removal February 2026</u>	
6.4	Appointment for Planning & Development	20 - 26
	<i>Proposed Motion: Move that Council appoint Kevin Gannon, Chief Administrative Officer as Municipal Planning Commission Signing Authority and that all previous MPC Signing Authority appointments be rescinded.</i>	
	<u>Request for Decision - Planning Development CAO February 2026</u>	
	<u>2024-01 Establish a Development Authority, Subdivision Authority & MPC</u>	
6.5	Appointment of Designated Emergency Managers (DEMs)	27 - 28
	<i>Proposed Motion: Move that Council appoint Kevin Gannon as Director of Emergency Management for the Municipal District of Lesser Slave River No. 124 and that all previous Director of DEM appointments be rescinded.</i>	
	<i>Proposed Motion: Move that Council appoint Mike Bissell as Deputy Director of Emergency Management and Sara Coutts as alternate Deputy Director of Emergency Management for the Municipal District of Lesser Slave River No. 124 and that all previous Deputy Director of DEM appointments be rescinded.</i>	
	<u>Request for Decision - Removal of DEM February 2026</u>	
6.6	Appointment for Finance	29 - 30
	<i>Proposed Motion: Move that Council designate Murray Kerik (Reeve) or Norm Seatter (Deputy Reeve) AND Kevin Gannon (Chief Administrative Officer) or Kristen Schalin (Director of Finance) as authorized signing authorities for the Municipal District of Lesser Slave River No. 124 and that all previous signing authority appointments be rescinded.</i>	
	<i>Proposed Motion: Move that Council appoint Kevin Gannon (Chief Administrative Officer) as the Municipal District of Lesser Slave River No. 124 authorized representative for the Canada Revenue Agency (CRA) for legal representation and signing authority for Business ID 139737175 - MDLSR in accordance with CRA requirements and that all previous signing authority appointments be rescinded.</i>	
	<u>Request for Decision - Finance CAO February 2026</u>	
6.7	Appointment of Bylaw Enforcement Officer	31 - 32
	<i>Proposed Motion: Move that Council acknowledge the appointment of Gwen Halfe as Bylaw Enforcement Officer by Kevin Gannon, CAO for information and further confirm that Ms. Halfe has taken the official oath as prescribed by the Oaths of Office Act.</i>	
	<u>RFD - Bylaw Appointment Gwen Halfe</u>	
	<u>Bylaw Enforcement Officer - Official Oath</u>	
6.8	2026 Assessment Review Board Appointments	33 - 34

Proposed Motion: Move to appoint Gerryl Amarin as the Local and Composite Assessment Review Board(s) Clerk and Designated Officer for the Municipal District of Lesser Slave River No. 124 to December 31, 2026.

Proposed Motion: Move to appoint Local and Composite Assessment Review Board(s) Panelists; Darlene Chartrand, Sheryl Exley, Tina Groszko, Richard Knowles, Marcel LeBlanc, Roland Merkosky and Raymond Ralph for the Munciiipal District of Lesser Slave River No. 124 to December 31, 2026.

Proposed Motion: Move to appoint Raymond Ralph as the Chairman of the Local and Composite Assessment Review Board(s) for the Municipal District of Lesser Slave River No. 124 to December 31, 2026.

[20260211- RFD - ARB Appointments](#)

NEW BUSINESS

- 7.1 RCMP meeting at 2026 Spring Rural Municipalities of Alberta Convention

35

Proposed Motion: Move to accept the discussion of the RCMP meeting at the 2026 Spring RMA Convention as information.

[Fw Upcoming RMA Convention in Edmonton](#)

7.2

7.3

COMMUNITY ASSISTANCE BOARD

- 8.1 Community Assistance Board @ 1:00 p.m.

See Attached Agenda

Proposed Motion: Move to recess the Regular Meeting of Council to hold the Community Assistance Board Meeting at _____ p.m.

Proposed Motion: Move to reconvene the Regular Meeting of Council at _____ p.m.

CONFIDENTIAL ITEMS - CLOSED SESSION

- 9.1 Closed Session as per the following Sections 20, 21, 22, and 29 of the Access To Information Act (ATIA)

Section 20 - Disclosure harmful to business interest of a third party

Section 21 - Disclosure harmful to individual or public safety

Section 29 - Advice from Officials

- Intermunicipal Discussions

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

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

NOTICE OF MOTION

ADJOURNMENT

MINUTES

**Regular Meeting of Council
Municipal District of Lesser Slave River No. 124
January 28, 2026
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 Doug Baird - Interim CAO, MDLSR
Kristen Schalin - Director of Finance, MDLSR
Kierstin Dubitz - Agricultural Fieldman, MDLSR
Ann Holden - Planning & Development Officer, MDLSR
Shari Spencer - Director of Field Services, MDLSR
Jeremy Dumaresque - Assistant Director of Utilities, MDLSR
Pearl Lorentzen - Lakeside Leader
Lana McCann - Municipal Clerk, MDLSR
Marilyn Gladue - Recording Secretary, MD LSR

CALL TO ORDER Reeve Kerik called the meeting to order at 10:02 a.m.

ADOPTION OF AGENDA **January 28, 2026, Regular Meeting Agenda**
MOTION 026-26
Moved by Councillor Pearson to accept January 28, 2026, Regular Meeting Agenda as amended:

Add: - Canyon Creek Recreation
- - Water Bill/Meter Discussion

CARRIED

ADOPTION OF MINUTES **January 14, 2026, Regular Meeting of Council Minutes**
MOTION 027-26
Moved by Councillor Melzer to adopt January 14, 2026, Regular Meeting of Council Minutes as presented.

CARRIED

REQUEST FOR DECISION **2026 Subsistence and Travel Expense Rates**
MOTION 028-26
Moved by Deputy Reeve Seatter to approve the 2026 Subsistence and Travel Expense rates as per Canada Revenue Agency and in accordance with Policy ADM-12-41 Subsistence & Travel Expenses as presented.

CARRIED

Dubitz/Spencer entered at 10:18 a.m.
Dumaresque entered at 10:23 a.m.
Borris entered at 10:24 a.m.
Dumaresque/Schalin exited at 10:31 a.m.

Finance Monthly Report

MOTION 029-26

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

CARRIED

Agricultural Services Business Plan 2025-2026

MOTION 030-26

Moved by Councillor Melzer to accept the Agricultural Services Business Plan 2025-2029 as presented until the next Agricultural Services Board grant intake cycle.

CARRIED

Heartland Training & Support Hub (Formerly Safety Centre)

MOTION 031-26

Moved by Deputy Reeve Seatter to approve the funding amount of \$1000.00 to assist with Safety Smarts programming for 2026.

CARRIED

Maintenance and Access along Southshore Drainage Ditch

MOTION 032-26

Moved by Councillor Pearson that Council direct Administration to place speed limit signage along the Southshore Estates Drainage Ditch and incorporate mowing into their 2026 landscape program.

CARRIED

Dubitz exited at 10:39 a.m.

Sand Bagging Attachment

MOTION 033-26

Moved by Councillor Melzer that Council direct Administration to purchase a sandbagging attachment as per the presented proposal up to a maximum of \$25,000 to be funded out of the Marten Beach Flood Mitigation Project.

CARRIED

Letter of Support – Athabasca Recreation al Trails Association

MOTION 034-26

Moved by Councillor Vanhill that Council provides the Athabasca Recreational Trails Association with a Letter of Support for its grant and volunteer funding applications

CARRIED

Honorable Minister Dreeschen, Transportation and Economic Corridors meeting invite

MOTION 035-26

Moved by Councillor Melzer to accept Honorable Minister Dreeschen meeting invite for the 2026 Spring Rural Municipalities of Alberta Conference as information and to provide the Minister's Office with the topics for discussion being Smith Bridge, Highway 88 and Strategic Transportation Infrastructure Program (STIP) for discussion.

CARRIED

BRIEFINGS

2026 Spring Rural Municipalities of Alberta (RMA) Convention March 16 – 18, 2026

MOTION 036-26

Moved by Councillor Pearson to accept the 2026 Spring RMA briefing as information and approve the following Councillors Melzer, Pearson, Snowden, Vanhill and Reeve Kerik to attend the 2026 RMA Convention on March 16 – 18, 2026, in Edmonton, AB.

CARRIED

Federation of Canadian Municipalities (FCM) 2026

MOTION 037-26

Moved by Councillor Seatter that Council accepts the FCM briefing as information and approves the following Councillors Melzer, Snowden, Vanhill, Pearson, Deputy Reeve Seatter and Reeve Kerik to attend the 2026 FCM Conference and Tradeshow on June 4 -7, 2026, in Edmonton, AB.

CARRIED

NEW BUSINESS

Business on the Lake Conference – February 12, 2026, at Northern Lakes

MOTION 038-26

Moved by Deputy Reeve Seatter to accept the discussion on Business on the Lake as information and to support two staff to attend.

CARRIED

CLOSED SESSION

MOTION 039-26

Moved by Councillor Melzer to go into Closed Session at 11:30 a.m. as per the following sections of the Access To Information Act (ATIA) with Interim CAO Baird, Assistant Director Dumaresque, Municipal Clerk McCann and Recording Secretary, Gladue in attendance.

- Section 20 Disclosure harmful to personal privacy
- Section 21 Disclosure harmful to individual or public safety
- Section 22 Confidential Evaluations
- Section 29 Advice from Officials

- Slave Lake Regional Library
- IT Systems
- Mitsue Industrial Plan
- Land Sales

CARRIED

MOTION 040-26

Moved by Councillor Pearson to return to Open Session at 12:58 p.m.

CARRIED

MOTION 041-26

Moved by Councillor Melzer to recess Regular Meeting of Council to hold the Public Hearing for the above noted at 1:00 p.m.

CARRIED

PUBLIC HEARING

Public Hearing for Bylaw 2025-13 at 1:00 p.m.

MOTION 042-26

Moved by Deputy Reeve Seatter to reconvene the Regular Meeting of Council at 2:13 p.m.

CARRIED

Public Hearing Minutes attached as Schedule A

BYLAW

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

MOTION 043-26

Moved by Councillor Melzer that Council gives Second Reading to Bylaw 2025-13 being a Land Use Bylaw Amendment #1 to redesignate a portion of the parcel legally describes as 1125738; 1; 1 from Residential Un-Serviced to (RUS) to Commercial (C).

Recorded Vote:

4 in favor
Reeve Kerik
Deputy Reeve Seatter
Councillor Melzer
Councillor VanhillL

3 opposed
Councillor Pearson
Councillor Colborne
Councillor Snowden

CARRIED

CLOSED SESSION

MOTION 044-26

Moved by Councillor Snowden to go into Closed Session at 2:46 p.m. as per the following sections of the Access To Information Act (ATIA) with Interim CAO Baird, Municipal Clerk McCann and Recording Secretary, Gladue in attendance.

- Section 20 Disclosure harmful to personal privacy
- Section 21 Disclosure harmful to individual or public safety
- Section 22 Confidential Evaluations
- Section 29 Advice from Officials

- Slave Lake Regional Library
- IT Systems Audit
- Land Sales
- Mitsue Industrial Outline Plan

Dumaresque/Spencer entered at 2:47 p.m.
van Deventer/Gatwich entered at 3:00 p.m.
van Deventer/Gatwich exited at 3:29 p.m.

CARRIED

MOTION 045-26

Moved by Councillor Snowden to return to Open Session at 3:50 p.m.

CARRIED

Slave Lake Regional Library

MOTION 046-26

Moved by Councillor Pearson that Council approve payment for the 2026 MD Library Contribution to the Slave Lake Regional Library in the amount of \$204,583.00 towards the MD of LSR contribution (excluding capital contribution for Smith and Flatbush Libraries) and accepts the Slave Lake Regional Library Board 2026 Budget as information.

CARRIED

MOTION 047-26

Moved by Councillor Pearson that the Slave Lake Regional Library Agreement be added to the Inter-Municipal Agenda for the February 23, 2026, meeting.

CARRIED

ADJOURNMENT

MOTION 048-26

Moved by Councillor Snowden to adjourn at 4:02 p.m.

CARRIED

Chief Administrative Officer

Reeve

Schedule A
MINUTES

Public Hearing
Municipal District of Lesser Slave River No. 124
Bylaw 2025-13 Land Use Bylaw Amendment #1 (Poplar Lane)
January 28, 2026
MD Council Chambers

-
- MEMBERS PRESENT** Murray Kerik - Reeve
Norm Seatter - Deputy Reeve
Sandra Melzer - Division 1
Brad Pearson - Division 2
Lester Vanhill - Division 1
Richard Colborne - Division 1
Thomas Snowden - Division 2
- IN ATTENDANCE** Doug Baird - Interim Chief Administrative Officer, MDLSR
Ann Holden - Planning & Development Officer, MDLSR
Paul Mulholland - Senior Peace Officer, MDLSR
Lana McCann - Municipal Clerk, MDLSR
Pearl Lorentzen - Lakeside Leader
Marilyn Gladue - Recording Secretary, MDLSR
- PUBLIC ATTENDANCE** Donna Packolyk
Murray Packolyk
Murray Chomokovski
Karen Cuthbert
Brad Gable
Stacey Carter
Trevor Lebsack
Jule Asterisk
Brett Sloat
Ronnie Lukan
Vanessa Bjornson
D. LaFoy Caissie
- CALL TO ORDER** Reeve Kerik called the meeting to order at 1:00 p.m.
- INTRODUCTIONS** Council Introductions were made.
- BACKGROUND** Bylaw 2025-13 Land Use Bylaw Amendment #1 (Poplar Lane)
Planning & Development Officer, Holden did the following
- Bylaw 2025-13 is presented for public hearing to amend the Land Use Bylaw 2025-07 to change the present zoning of the western portion of 1125738;1;1; from Residential Un-Serviced (RUS) to Commercial (C).
 - Bylaw 2025-13 was given for first reading on December 10, 2025.
- A Comparison of permitted and discretionary use and their definitions.
- Bylaw 2025-13 Land Use Bylaw Amendment #1 (Poplar Lane)
- The Public Hearing was published in the Lakeside Leader in two consecutive issues dated January 14, 2026, and January 21, 2026.
- WRITTEN SUBMISSIONS**
AGAINST Against Proposed Bylaw 2025-13:
- o Ken Cassie – Published with Agenda (Pages 10 – 113)
 - o Ray Nikitiuk – emailed January 28, 2026, and read into the record.

**VERBAL SUBMISSIONS
AGAINST**

Against Proposed Bylaw 2025-13:

Deb Lafoy Caissie

- Negative Environmental/Social Impact
- Location – impact on entire subdivision during emergencies
- Has been a 20 year resident – likes quiet community
- Increase with Industrial growth
- Was Healthier place to be
- Negative Environment changes
- Developers will do as they please
- Lack of enforcement
- No Area Structure Plan for area
- Walking, Social, Biking activities will decrease with the increased traffic
- Increased Noise from the Highway/wetland/construction
- More dust during construction
- Loss of wetland has increased water levels and algae
- Impact on wildlife, fewer sightings
- Asking Council NOT to approve

-

Murray Packolyk

- Increased Construction Noise
- All for growth at the same time sustainable development
- Not able to appeal permitted (Permitted/discretionary)
- Land costs – taxes (increase or decrease)?
- Increased Truck/people traffic
- Mitigate noise concerns
- Businesses with different types of people
- Responsible development
- Has to be dialogue
- Opposed as it is presented

Jules Asterisk

- Concerns about process
- Is the Water act permit being adhered to – Government of Alberta
- Concerns about type of fill that was brought illegally/waste allegations
- 3rd party consultant
- Storm water planning
- Surface watch drainage plan

Ron Lukan

- Interrupting a residential area
- Empty lots in town for this of development
- No Areas Structure Plan
- Was a Quiet community in the country.
- Lifestyle being disrupted
- Going backward on development spot development
- No sewer in area
- 10's of millions in residential
- Devalue property in the area
- Lifespan goes past intent of today
- No restrictive covenants
- Increase light impact from businesses
- Spot zoning

**VIRTUAL SUBMISSIONS
AGAINST**

Against Proposed Bylaw 2025-13:

- None

**COMMENTS
IN FAVOUR**

In Favour of Proposed Bylaw 2025-13:

- Written – None
- Verbal – None

MINUTES
Municipal District of Lesser Slave River No. 124 – Public Hearing Bylaw 2025-13 Land
Use Bylaw Amendment #1 (Poplar Lane) January 28, 2026

Page 3

- Virtual – None

**QUESTIONS FROM
COUNCIL**

Councillor Pearson – Why is this only for 2nd reading?
Ann Holden – Subdivision is at Municipal Planning Commission for approval prior to 3rd
reading.

ADJOURNMENT

MOTION:
Moved by Councillor Pearson to adjourn the Public Hearing for Bylaw 2025-13 Land
Use Bylaw Amendment #1 (Poplar Lane) at 2:12 p.m.

CARRIED



Lesser Slave River

Request for Decision

Title:	Fire Truck Disposal
Date:	February 11, 2026
Presented By:	Shari Spencer, Director of Field Services
Attachments:	

Proposed Motion	<i>Move that council accept the Fire Truck Disposal report as information and direct administration to research and bring back options to sell the unit #521 by either auction or consignment to a future meeting.</i>
Administration's Recommendation(s)	As proposed.

BACKGROUND:

In 2023 the MD purchased a fire truck from Acres Emergency Vehicles for \$819,800.00 plus GST. This truck was to replace unit #521 (by shuffling units around the fire halls), which is almost twenty years old. Now that the new truck has been delivered, Administration needs council direction on how to dispose of the old truck.

ALTERNATIVE OPTIONS:

Under MDLSR Policy ADM-12-15 Asset Disposal, assets valued over \$5,000 can be disposed of by:

- a) Sale by sealed tender to the public
- b) Sale through an auction mart
- c) Sale by consignment
- d) Donation

Acres Emergency Vehicles has offered to take the old truck on trade for the new one. They are offering \$20,000.

BENEFIT/RISKS:

Trading the truck in is very convenient, as representatives from Acres would drive the truck back when they are delivering the new one. However, the amount they are only offering two percent of the value of the new truck, which is quite low.

Administration feels that they could obtain a higher sale amount through an auction mart or consignment sale, however more time is needed to research the best option.

STRATEGIC ALIGNMENT:

Council has a responsibility to be frugal with public funds and maximize resale value wherever possible, to ensure sustainable spending amounts.

FINANCIAL IMPLICATION:

The purchase of the new truck was approved in 2023, and reserve dollars have already been allocated for it. The trade in would reduce the overall price of the truck, by \$20,000. If the truck is sold by auction or consignment, those proceeds would replenish the reserve fund they were pulled from.

[https://mdlsr.sharepoint.com/sites/wip/wip/11-council/2026 council briefings-reports/02112026 reg/added sl fire services/request for decision - fire truck disposal.docx](https://mdlsr.sharepoint.com/sites/wip/wip/11-council/2026%20council%20briefings-reports/02112026%20reg/added%20sl%20fire%20services/request%20for%20decision%20-%20fire%20truck%20disposal.docx)

OTHER CONSIDERATIONS:

N/A.

COMMUNICATION STRATEGY:

Administration will bring alternative options to a future meeting with a communication strategy that aligns with the recommended option.

Prepared By: Shari Spencer, Director of Field Services

Reviewed By: Marilyn Gladue, Executive Assistant

Approved By: Doug Baird, Interim CAO

[https://mdlsr.sharepoint.com/sites/wip/wip/11-council/2026 council briefings-reports/02112026 reg/added sl fire services/request for decision - fire truck disposal.docx](https://mdlsr.sharepoint.com/sites/wip/wip/11-council/2026%20council%20briefings-reports/02112026%20reg/added%20sl%20fire%20services/request%20for%20decision%20-%20fire%20truck%20disposal.docx)



Lesser Slave River

Council Briefing

Title:	Marten Beach Fish Study
Date:	February 11, 2026
Presented By:	Shari Spencer, Director of Field Services
Attachments:	DRAFT Marten Beach Fish Study

Proposed Motion:	<i>To accept the Marten Beach Fish Study as information.</i>
Administrations Recommendation(s):	As proposed.

Background

In the 2025 Capital Budget, funds were allocated to flood mitigation at Marten Beach. One of the objectives was to obtain a fish study that could be used to support future grant applications or permitting. In the Fall of 2025, Basin Environmental (Whom the MD has an agreement to provide environmental advice and support); was engaged to complete the study.

Issues

The study did not identify an unforeseen species at risk, however arctic grayling has been present in Marten Creek in the past and it is considered a "Species at Risk". No invasive species were found, and the channel is typical of creeks in Northern Alberta.

Multiple woody debris jams were documented within the active channel and along the banks, particularly in locations where the creek meanders near residential properties. These accumulations of large woody material and associated sediment have the potential to alter flow patterns, create localized scour, and reduce fish passage during high-flow periods.

Within the assessed area, no artificial or natural barriers were found that would inhibit fish movement. Evidence of beaver activity was noted, but did not appear to have an effect on fish habitat or movement.

Interests

There is a need to balance human interests in flood mitigation and protecting the hamlet, and protecting fish habitat. The catch is that many conditions such as the presence of woody debris in the channel, that support healthy fish populations, also exacerbates flooding potential. While the woody debris is good for fish in normal conditions, the fallout of flood events such as channel instability, scours, and altered flow patterns are not good for fish.

Alternatives

The report suggests that the large woody material within the hamlet be removed, as the frequent flooding in the area that is partially caused by this environment is not good for the fish or humans in the area. Consultation with a fisheries biologist should be undertaken prior to any mitigation work, to evaluate the impact of the work on fish habitat.

[https://mdlsr.sharepoint.com/sites/wip/wip/11-council/2026 council briefings-reports/02112026 reg/marten river fish study - shari/council briefing - marten beach fish study.docx](https://mdlsr.sharepoint.com/sites/wip/wip/11-council/2026%20council%20briefings-reports/02112026%20reg/marten%20river%20fish%20study%20-%20shari/council%20briefing%20-%20marten%20beach%20fish%20study.docx)

Analysis

The report provides a baseline for planning of future work, and identifies how regulatory approvals could be navigated if work is done in the future.

Next Steps

Once council has reviewed the report, it will be shared with the public through the municipal website. It will also be shared with the Marten Beach Cottagers Association, to support their grant application efforts.

Prepared by: Shari Spencer, Director of Field Services
Reviewed by: Marilyn Gladue, Executive Assistant
Approved by: Doug Baird, Interim CAO

[https://mdlsr.sharepoint.com/sites/wip/wip/11-council/2026 council briefings-reports/02112026 reg/marten river fish study - shari/council briefing - marten beach fish study.docx](https://mdlsr.sharepoint.com/sites/wip/wip/11-council/2026%20council%20briefings-reports/02112026%20reg/marten%20river%20fish%20study%20-%20shari/council%20briefing%20-%20marten%20beach%20fish%20study.docx)



Lesser Slave River

Request for Decision

Title:	Chief Administrative Officer Appointment
Date:	February 11, 2026
Presented By:	Nicky van Deventer – Director of Human Resources & Corporate Services
Attachments:	None

Proposed Motion(s)	<i>Move that Council appoint Kevin Gannon as 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 February 9, 2026.</i>
Administration's Recommendation(s)	As proposed

BACKGROUND:

Following the conclusion of the recruitment and selection process for the Chief Administrative Officer position, Council has identified Kevin Gannon as the preferred candidate to assume the role of Chief Administrative Officer for the MD.

The CAO position is a statutory appointment under the Municipal Government Act, and Council is responsible for ensuring the municipality has strong administrative leadership to support effective governance, operational oversight, and strategic direction.

Kevin brings relevant senior leadership experience, demonstrated knowledge of municipal operations, and a leadership approach aligned with Council's priorities and organizational values. Throughout the recruitment and interview process, Kevin demonstrated the competencies required to effectively lead the administration, support

Council decision-making, and ensure compliance with legislative and policy requirements. Appointing a permanent Chief Administrative Officer provides organizational stability, supports continuity in administration, and allows Council and administration to move forward with a clear leadership structure.

ALTERNATIVE OPTIONS:

- 1) None

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
- Noncompliance with the Municipal Government Act
- Administration may lack clear leadership and decision-making authority
- Financial risk

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:

- The appointment will be funded within the approved operating budget.

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:	Removal of Interim Chief Administrative Officer
Date:	February 11, 2026
Presented By:	Nicky van Deventer – Director of Human Resources & Corporate Services
Attachments:	None

Proposed Motion(s)	<i>Move that Council rescinds the appointment of Doug Baird, as Interim Chief Administrative Officer following, effective upon the commencement of appointment of duties by the permanent CAO.</i>
Administration's Recommendation(s)	As proposed

BACKGROUND:

In accordance with section 205(1) of the *Municipal Government Act (MGA)*, Council had to appoint one or more persons by resolution to carry out the powers, duties, and functions of the Chief Administrative Officer (CAO). The interim CAO appointment was temporary and contingent upon the starting date of the new permanent CAO. To ensure a smooth transition, the interim CAO, Doug Baird, will assist with the handover until February 20th, 2026. Council may formally rescind the interim CAO appointment to allow the new CAO to assume full authority as per the CAO bylaws and administrative policies.

ALTERNATIVE OPTIONS:

- 1) Rescind the motion after the handover.

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
- 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:

- Ending the Interim CAO appointment upon the start of the permanent CAO ensures the municipality will not incur overlapping of compensation for both positions.

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:	Removal and Appointment for Planning & Development
Date:	February 11, 2026
Presented By:	Nicky van Deventer – Director of Human Resources & Corporate Services
Attachments:	Bylaw 2024-01

Proposed Motion(s)	<i>Move that Council appoint Kevin Gannon, Chief Administrative Officer as Municipal Planning Commission Signing Authority and that all previous MPC Signing Authority appointments be rescinded.</i>
Administration’s Recommendation(s)	As proposed

BACKGROUND:

Under Bylaw 2024-01 for the purpose of establishing a Development Authority, Subdivision Authority and Municipal Planning Commission:

4.4 The position of Designated Officer for the limited purpose of carrying out the function of Signing Authority to the Municipal Planning Commission is hereby established (“Municipal Planning Commission Signing Authority”)

4.5 Municipal Planning Commission Signing Authority shall be appointed by resolution of the Council and shall not be a Member of the Municipal Planning Commission.

ALTERNATIVE OPTIONS:

- 1) None recommended

BENEFIT/RISKS:

Benefits:

- Ensures compliance with the Municipal Government Act and alignment with Municipal Bylaws

Risks:

- None.

FINANCIAL IMPLICATION:

- There are no direct financial implications associated with this RFD.

OTHER CONSIDERATIONS:

N/A

COMMUNICATION STRATEGY:

Updates to the website under the Planning & Development section. Any other communications as necessary.

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



BYLAW 2024-01

A BYLAW OF THE MUNICIPAL DISTRICT OF LESSER SLAVE RIVER NO.124 IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING A DEVELOPMENT AUTHORITY, SUBDIVISION AUTHORITY AND MUNICIPAL PLANNING COMMISSION BYLAW.

WHEREAS the *Municipal Government Act*, Revised Statutes of Alberta 2000 Chapter M-26, as amended, pursuant to Section 623, requires the municipality to adopt a bylaw to establish a municipal Subdivision Authority; and

WHEREAS the *Municipal Government Act*, Revised Statutes of Alberta 2000 Chapter M-26, as amended, pursuant to Section 623, requires the municipality to adopt a bylaw to establish a municipal Development Authority; and

WHEREAS the *Municipal Government Act*, Revised Statutes of Alberta 2000 Chapter M-26, as amended, pursuant to Section 625, allows for a municipality to adopt a bylaw to establish a Municipal Planning Commission; and

WHEREAS the Municipal Planning Commission is authorized to make decisions on applications for subdivision and development approval in accordance with the administrative procedures, land uses, and schedules established in the municipal Land Use Bylaw;

WHEREAS this bylaw may be cited as the Municipal District of Lesser Slave River No.124 Subdivision and Development Authority Bylaw; and

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

1.0 TITLE

1.1 This Bylaw may be cited as the Municipal District of Lesser Slave River No.124 Establishment of Subdivision Authority, Development Authority and Municipal Planning Commission Bylaw 2024-01.

2.0 DEFINITIONS

2.1 **Act** means the *Municipal Government Act*, Revised Statutes of Alberta 2000 Chapter M-26, as amended.

2.2 **Bias** means a situation where a Member's personal or private interests may or may be perceived as influencing the Member on a matter before the Board including but not limited to direct or indirect Pecuniary Interest, pre-judgement, closed mindedness, undue influence, relationship with any of the parties involved in the matter including family members, close friends, and business associates.

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

2.4 **Designated officer** means a person or persons authorized to act as the designated officer for the municipality as established by bylaw pursuant to Section 210 of the Act.

2.5 **Development Authority** means the person or persons appointed, by resolution of Council, to exercise the powers and perform duties of the development authority as are specified:

2.5.1 in the Act; or

2.5.2 in the Municipal District of Lesser Slave River Land Use Bylaw; or

2.5.3 in this bylaw; or

2.5.4 by resolution of council.

2.6 **Development Permit** means a document authorizing development issued in accordance with the Land Use Bylaw of the MD of Lesser Slave River.

2.7 **Land Use Bylaw** means the Municipal District of Lesser Slave River No. 124 Land Use Bylaw, pursuant to the Act.

2.8 **Member** means a member of the Municipal Planning Commission.

2.9 **Municipal Planning Commission ("MPC")** means the Municipal Planning Commission of the Municipal District of Lesser Slave River No.124 as established by this Bylaw.



BYLAW 2024-01

- 2.10 Municipality** means the Municipal District of Lesser Slave River No.124 in the Province of Alberta.
- 2.11 Pecuniary Interest** means a pecuniary interest as defined in s. 170 of the Act.
- 2.12 Statutory Plan** means:
- 2.12.1** Intermunicipal Development Plan; or
 - 2.12.2** Area Structure Plan; or
 - 2.12.3** Area Redevelopment Plan; or
 - 2.12.4** Municipal Development Plan.
- 2.13 Subdivision Authority** means the person or persons appointed, by resolution of Council, to exercise subdivision powers and duties on behalf of the municipality.
- 2.14** All other terms used in this Bylaw shall have the meaning as is assigned to them in the Act, as amended from time to time.
- 2.15** Words importing male persons include female persons; words importing female persons include male persons and words importing either sex include corporations pursuant to Section 26 *Interpretation Act*, R.S.A. 2000, c. I-8.

3.0 DEVELOPMENT AUTHORITY ESTABLISHMENT

- 3.1** The Development Authority for the Municipality is hereby established and shall consist of the Planning & Development Officer, which shall be one (1) or more persons appointed by resolution of the Council and the Municipal Planning Commission.
- 3.2** If the appointed person or persons shall die, retire, or resign, another person shall be appointed by resolution by Council.
- 3.3** Council may remove the appointed person or persons from the position of Planning & Development Officer by resolution at any time.
- 3.4** The Development Authority has those powers and duties as set out in the Act, the Land Use Bylaw, this Bylaw, and any regulations made thereunder.
- 3.5** The Planning & Development Officer is authorized to approve a development permit application for a permitted use under the Land Use Bylaw that complies with the requirements and regulations set out in the Land Use Bylaw.
- 3.6** The Planning & Development Officer is permitted to approve a development permit application for a permitted use under the Land Use Bylaw that complies with the requirements and regulations set out in the Land Use Bylaw with a variance not in excess of 10 percent of a measurable standard, or any other waiver as specifically authorized for the Planning & Development Officer in the Land Use Bylaw.
- 3.7** The Municipal Planning Commission will be the Development Authority when the development permit application is for:
- 3.7.1** a discretionary use under the Land Use Bylaw; or
 - 3.7.2** a permitted use under the Land Use Bylaw which does not otherwise comply with the requirements and regulations as set out in the Land Use Bylaw, except where the Planning & Development Officer is authorized as per subsection 3.6.
- 3.8** Notwithstanding subsections 3.5 and 3.6, the Planning & Development Officer may forward any development permit application for approval to the Municipal Planning Commission for a decision.
- 3.9** Notwithstanding subsections 3.4 – 3.7, Council shall act as the Development Authority and make decisions with respect to lands designated under the Land Use Bylaw as Direct Control District.

4.0 SUBDIVISION AUTHORITY ESTABLISHMENT



BYLAW 2024-01

- 4.1 The Subdivision Authority for the Municipality is hereby established and is the Municipal Planning Commission for all applications for subdivision approval.
- 4.2 Notwithstanding Subsection 4.1, Council shall act as the Subdivision Authority for lands designated under the Land Use Bylaw as Direct Control District.
- 4.3 The Subdivision Authority has those powers and duties as set out in the Act and any regulation thereunder, the Land Use Bylaw and this Bylaw.
- 4.4 The position of Designated Officer for the limited purpose of carrying out the function of Signing Authority to the Municipal Planning Commission is hereby established ("Municipal Planning Commission Signing Authority").
- 4.5 The Municipal Planning Commission Signing Authority shall be appointed by resolution of the Council and shall not be a Member of the Municipal Planning Commission.
- 4.6 When a registerable instrument is submitted for endorsement, the Municipal Planning Commission Signing Authority is authorized to accept minor modifications (e.g., to make the proposed parcel comply with private sewer standards) from that approved by the Subdivision Authority provided:
 - 4.6.1 there is no increase to the number of parcels;
 - 4.6.2 municipal, school, or environmental reserves are not compromised;
 - 4.6.3 municipal roads and standards are not compromised;
 - 4.6.4 conditions from referral agencies are not compromised; and
 - 4.6.5 changes comply with municipal bylaws, with the exception that minor changes to the Land Use Bylaw standards may be included as provided in Section 654(2) of the Act.
- 5.0 **MUNICIPAL PLANNING COMMISSION**
- 5.1 A commission known as the Municipal Planning Commission of the Municipal District of Lesser Slave River No.124, is hereby established.
- 5.2 The Municipal Planning Commission will be composed of seven Members as follows:
 - 5.2.1 four Members from Council; and
 - 5.2.2 three Members from the public at large.
- 5.3 The Municipal Planning Commission Members will be appointed annually by resolution of Council at the annual Organizational Meeting of Council.
- 5.4 No person who is an administrative staff member or a member of the Subdivision and Development Appeal Board shall be appointed to act as a Member of the Municipal Planning Commission.
- 5.5 Where a member of Council is appointed as a Member of the Municipal Planning Commission, their appointment shall terminate upon his ceasing to be a member of Council.
- 5.6 In the event a vacancy occurs on the Municipal Planning Commission, Council shall fill the vacancy within sixty (60) days.
- 5.7 All Members shall adhere to the Municipal District's Code of Conduct and pecuniary interest provision of Part 5, Division 6 of the Act, as applicable.
- 5.8 No Member shall discuss, debate nor be involved in the decision making of a matter before the Municipal Planning Commission where the Member has a Bias or Pecuniary Interest in relation to that matter. The Member shall declare his/her Bias or Pecuniary Interest before any discussion of the matter and shall remove him or herself from the Meeting for the discussion, debate and decision of the matter and his/her declaration shall be recorded in the Meeting minutes.
- 5.9 Under extraordinary circumstances, such as when a large number of Members of the Municipal Planning Commission have a potential Bias or Pecuniary Interest, the Council may appoint additional Members of the



BYLAW 2024-01

Municipal Planning Commission for a specific, short period of time, as the Council deems necessary, in order to ensure that the Municipal Planning Commission will have quorum for a meeting or hearing.

- 5.10** Council may remove any Member of the Municipal Planning Commission from office if:
- 5.10.1** in the opinion of the Council, a Member is not performing their duties satisfactorily,
 - 5.10.2** a Member is absent for more than three (3) consecutive meetings of the Municipal Planning Commission without reasonable cause, or
 - 5.10.3** a member fails to disclose Bias or Pecuniary Interest.
- 5.11** In the event of actions occurring in subsection 5.10.1, 5.10.2, 5.10.3, the chairperson of the Municipal Planning Commission shall report the circumstances warranting removal of any Member from office to the Council who shall:
- 5.11.1** make a decision thereon, and
 - 5.11.2** advise the Member concerned of the decision in writing stating the reasons, therefore.
- 5.12** Annually at the first meeting following the Organizational Meeting of Council, the Municipal Planning Commission shall elect a Chairperson and a Vice-Chairperson from its members to preside for a term of one year from the date of election.
- 5.13** The position of Chairperson and Vice-Chairperson must be members of Council
- 5.14** In the absence of the Chairperson or Vice-Chairperson, the Municipal Planning Commission Members present shall elect a member of Council to act as Chairperson at the meeting.
- 5.15** The position of Designated Officer for the limited purpose of carrying out the function of Secretary to the Municipal Planning Commission is hereby established ("Municipal Planning Commission Secretary").
- 5.16** The Municipal Planning Commission Secretary shall be appointed by resolution of Council and shall not be a Member of the Municipal Planning Commission.
- 5.17** The Municipal Planning Commission Secretary shall have the following responsibilities and functions:
- 5.17.1** make and keeps a record of the Municipal Planning Commission proceedings which may be in the form of a summary of the evidence presented at a hearing;
 - 5.17.2** compile and provide Agenda and meeting packages to Members and makes same available to the public; and
 - 5.17.3** sign orders, decisions, approvals, notices, and other items given by the Municipal Planning Commission on its behalf.
- 5.18** Four (4) or more Members shall constitute a quorum for the making of all decisions and performing any action required or permitted to be done by the Municipal Planning Commission.
- 5.19** Only Members present at a Municipal Planning Commission meeting shall have a vote on any matters before it.
- 5.20** The Municipal Planning Commission shall hold meetings monthly or as required, and undertake such actions as are necessary to fulfill the powers and duties of the Municipal Planning Commission.
- 5.21** A Member of the Municipal Planning Commission who is for any reason unable to attend the whole or part of the deliberations on a particular application, shall not participate in the continued deliberations or in the decision of the Municipal Planning Commission on that application.
- 5.22** The decision of the majority of the Members present at a meeting duly convened shall be deemed the decision of the whole Municipal Planning Commission.
- 5.23** In the event of a tie vote, any motion of the Municipal Planning Commission shall be deemed defeated.



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- 5.24 The Municipal Planning Commission has the following functions and duties:
 - 5.24.1 upon request of Council, to advise Council with respect to achieving the orderly, economical, and beneficial development, use of land and pattern of settlement in the Municipality;
 - 5.24.2 to serve as a Subdivision Authority pursuant to Part 17 of the Act, the Land Use Bylaw, and this Bylaw; and
 - 5.24.3 to serve as a Development Authority pursuant to Part 17 of the Act, the Land Use Bylaw, and this Bylaw.
- 5.25 Applications for subdivision approval shall be considered by the Municipal Planning Commission and either approved, with or without conditions, or refused, in accordance with the Land Use Bylaw, any relevant statutory plans, and Part 17 of the Act and any regulations made thereunder.
- 5.26 Development permit applications referred to the Municipal Planning Commission shall be considered and either approved, with or without conditions, or refused, in accordance with the Land Use Bylaw, any relevant statutory plan, and Part 17 of the Act and any regulations made thereunder.
- 5.27 A decision of the Municipal Planning Commission is not considered final until notification of the decision is given in writing.
- 5.28 The Members of the Municipal Planning Commission shall be entitled to such remuneration, travelling and other expenses adjusted time to time by Council.
- 6.0 **SEVERABILITY**
- 6.1 If any clause in this Bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole Bylaw.
- 7.0 **REPEAL**
- 7.1 Bylaw 2021-18, being the former Establishing a Development Authority, Subdivision Authority and MPC bylaw, is hereby repealed.
- 8.0 **EFFECTIVE DATE**
- 8.1 This Bylaw takes effect immediately after third reading and upon being signed.

READ for a first time this 24th day of January 2024.

READ for a second time this 24 day of January, 2024.

APPROVED UNANIMOUSLY to proceed to third reading this 24th day of January, 2024

READ for a third and final time this 24th day of January, 2024.

"Original Signed"

Murray Kerik, Reeve

"Original Signed"

Barry Kolenosky, Chief Administrative Officer



Lesser Slave River

Request for Decision

Title:	Removal and Appointment of Designated Emergency Managers (DEMs)
Date:	February 11, 2026
Presented By:	Nicky van Deventer – Director of Human Resources & Corporate Services
Attachments:	None

Proposed Motion(s)	<p><i>Move that Council appoint Kevin Gannon as Director of Emergency Management for the Municipal District of Lesser Slave River No. 124 and that all previous Director of DEM appointments be rescinded.</i></p> <p><i>Move that Council appoint Mike Bissell as Deputy Director of Emergency Management and Sara Coutts as alternate Deputy Director of Emergency Management for the Municipal District of Lesser Slave River No. 124. and that all previous Deputy Director of DEM appointments be rescinded.</i></p>
Administration's Recommendation(s)	As proposed

BACKGROUND:

Under the Emergency Management Act, municipalities are required to appoint one or more Designated Emergency Managers (DEMs) who are responsible for coordinating emergency management activities, including but not restricted to planning, response, recovery and mitigation due to fires, floods and other natural disasters.

Under Bylaw 202-04 Emergency Management Framework Section 7 Council will appoint the Director and Deputy Director(s) of Emergency Management.

Currently the following individuals are appointed as DEM's

- Alex Pavcek, Director
- Barry Kolenosky, Deputy Director
- Brian Vance, Deputy Director
-

Due to resignations, retirement and availability it is recommended that the above appointments be rescinded and new appointments be made to ensure continuity of emergency management operations. It is recommended that council rescind the appointment of these individuals as DEMs and to appoint the following individuals as DEM's for the MD. Effective immediately the following are recommended to be the DEMs for our Municipality.

- Kevin Gannon,(CAO), Director
- Mike Bissell (Fire Chief for Lesser Slave Lake) – Deputy Director
- Sara Coutts (FireSmart Coordinator) – Deputy Director

ALTERNATIVE OPTIONS:

- 1) Defer changes pending further assessment

BENEFIT/RISKS:

Benefits:

- Ensures compliance with the Emergency Management Act
- Maintains effective and up to date emergency management and an emergency management plan within the municipality
- Clear direction & stability in the case of emergency

Risks:

- None

FINANCIAL IMPLICATION:

- The training of employees provided by AEMA is free to municipalities – therefore no cost.

OTHER CONSIDERATIONS:

N/a

COMMUNICATION STRATEGY:

Upcoming meetings with the Fire Department will be held as well as appointments by the DEMs for each role within the MD Emergency plan.

Training sessions like ICS 100, 200 & 300 as well as BEM training through AEMA.

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:	Removal and Appointment for Finance.
Date:	February 11, 2026
Presented By:	Nicky van Deventer – Director of Human Resources & Corporate Services
Attachments:	None

Proposed Motion(s)	<p><i>Move that Council designate Murray Kerik (Reeve) or Norm Seatter (Deputy Reeve) AND Kevin Gannon (Chief Administrative Officer) or Kristen Schalin (Director of Finance) as authorized signing authorities for the Municipal District of Lesser Slave River No. 124 and that all previous signing authority appointments be rescinded.</i></p> <p><i>Move that Council appoint Kevin Gannon (Chief Administrative Officer) as the Municipal District of Lesser Slave River No. 124 authorized representative for the Canada Revenue Agency (CRA) for legal representation and signing authority for Business ID 139737175 – MDLSR in accordance with CRA requirements and that all previous signing authority appointments be rescinded.</i></p>
Administration's Recommendation(s)	As proposed

BACKGROUND:

With the appointment of a new Chief Administrative Officer, it is necessary to rescind the prior motions and update all applicable authorizations to reflect the current CAO in order to ensure continuity of operations, compliance, and proper governance.

Signing Authorities:

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 Officer (CAO), or the Director of Rural Services or Director of Finance if the CAO is absent,
- second whom shall be the Council Reeve or the Deputy Reeve in his/her absence

CRA Authorized Representative:

The Canada Revenue Agency (CRA) requires accurate and current organizational authority information before granting access to business accounts (e.g. GST, payroll, T4 filing, and other official correspondence.

Council previously appointed former CAO, Barry Kolenosky as the Municipality's authorized representative for the CRA representative signing authority for Business ID 139737175- MDLSR in accordance with CRA requirements.

ALTERNATIVE OPTIONS:

1) Delay appointment of the current CAO until completion of the probationary period.

BENEFIT/RISKS:

Benefits:

- Ensures governance and administrative authority aligns with the current organization structure.
- Maintains uninterrupted access to CRA accounts, legal services and other financial operations.
- Supports legislative compliance and operational efficiency.

Risks:

- Non identified

FINANCIAL IMPLICATION:

- There are no direct financial implications associated with this RFD.

OTHER CONSIDERATIONS:

Maintain existing authorizations

COMMUNICATION STRATEGY:

Proper communication to all external stakeholders will be made. This includes but are not limited to banks, credit unions, investment managers and other institutions, including CRA.

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	Appointment of Bylaw Enforcement Officer
Date	2/11/2026
Presented By:	Paul Mulholland
Attachments	N/A

Proposed Motion	Move that Council acknowledge the appointment of Gwen Halfe as Bylaw Enforcement Officer by Kevin Gannon, CAO for information and further confirm that Ms. Halfe has taken the official oath as prescribed by the Oaths of Office Act.
Administrations Recommendation(s)	As Proposed

BACKGROUND

An additional Bylaw Enforcement Officer (Gwen Halfe), has been hired to assist the Senior Peace Officer in executing the duties and responsibilities of Peace Officers within the Municipality. Gwen has completed her Community Peace Officer Induction Program and her appointment as Peace Officer has been applied for, which historically has taken 6-8 weeks. Gwen comes to us as a recent graduate of the Law Enforcement training Center in Lac La Biche, partnered with Portage College. A twelve-week program that covers Provincial Legislation, Use of Force, Emergency Vehicle Operation, Radar / Lidar Operation and Firearm Safety.

Section 555(2) of the *Municipal Government Act* states that Bylaw Enforcement Officers must take the official oath prescribed by the *Oaths of Office Act* before starting their duties. It is Administration's recommendation that this occur in front of Council as they are deemed Commissioners of Oath by virtue of their positions.

ALTERNATIVE OPTIONS

Not to appoint Gwen Halfe as Bylaw Enforcement Officer.

BENEFIT/RISKS

The benefit of having another Community Peace Officer is the increase of Public Safety in our hamlets and on our highways, increase of fine revenue, and an increase of timely Bylaw Enforcement.

STRATEGIC ALIGNMENT

Aligns with the *Municipal Government Act* and MDLSR Priorities.

FINANCIAL IMPLICATION

Financial implications have already been managed within the budget. Council should expect an increase in fine revenue.

Prepared By: Paul Mulholland, Peace Officer
 Reviewed By: Marlyn Gladue, Executive Assistant
 Approved By: Doug Baird, Interim CAO



OFFICIAL OATH

I, **Gwen Halfe**, do swear that I will diligently, faithfully and to the best of my ability execute according to law, the office of **Bylaw Enforcement Officer**.

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

So help me God.

SWORN before me at the **Town**

of **Slave Lake**

in the province of **Alberta**, this **11th**

day of February A.D. **2026**.

Commissioner for Oaths
My Commission Expires _____ 20____



Lesser Slave River

Request for Decision

Title:	2026 Assessment Review Board Appointments
Date:	February 11, 2026
Presented By:	Mercedi Mohler, Grant, Budget & Taxation Administrator
Attachments:	None.

Proposed Motion	<ol style="list-style-type: none"> 1. <i>Move to appoint Geryl Amarin as the Local and Composite Assessment Review Board(s) Clerk and Designated Officer for the Municipal District of Lesser Slave River No. 124 to December 31, 2026.</i> 2. <i>Move to appoint Local and Composite Assessment Review Board(s) Panelists; Darlene Chartrand, Sheryl Exley, Tina Groszko, Richard Knowles, Marcel LeBlanc, Roland Merkosky and Raymond Ralph for the Municipal District of Lesser Slave River No. 124 to December 31, 2026.</i> 3. <i>Move to appoint Raymond Ralph as the Chairman of the Local and Composite Assessment Review Board(s) for the Municipal District of Lesser Slave River No. 124 to December 31, 2026.</i>
Administration's Recommendation(s)	As proposed.

BACKGROUND:

The Municipal District entered into an agreement with Capital Regional Assessment Services Commission for a three year term (2025-2027) to provide ARB administrative services.

A regional commission promotes efficiency and cooperation, the *Municipal Government Act* permits municipalities to establish a regional assessment review board (ARB) to oversee complaints that are within the scope of local assessment review boards (LARB) or composite assessment review boards (CARB).

Regional ARBs are advantageous as they eliminate the need for every municipal government to create and train its own ARB. Instead, one ARB serves multiple municipalities, reducing overall training and ARB hearing costs.

In 2019, Ministerial Order MSL 024/19 was signed, granting the Capital Region Assessment Services Commission (CRASC) authority to provide ARB services to MDLSR.

In accordance with 2018-08 Bylaw - Appointments of Board Members, Chair and Assessment Clerk – “Annually, Council will appoint the list of Commission panelists, the name of the Chair of the LARB and CARB and the name of the Assessment Clerk being provided to the Municipal District by the Commission.”.

ALTERNATIVE OPTIONS:

No alternative options at this time.

BENEFIT/RISKS:

ARB members and clerks are required by Matters Relating to Assessment Complaints Regulation (AR 201/2017) and Ministerial Order M:001/14 to complete Assessment Complaints Training Programs. Certified members and clerks must complete a 'refresher' training program every three years to maintain their ARB certification.

STRATEGIC ALIGNMENT:

Aligns with Bylaw 2018-08 – Appointment of Boards, Chair and Assessment Clerk Bylaw.

FINANCIAL IMPLICATION:

The agreement with CRASC for ARB services includes a core fee of \$900 plus a fee of \$0.35 per parcel plus associated hearing fees.

OTHER CONSIDERATIONS:

None.

COMMUNICATION STRATEGY:

Notice of appointments will be provided to:

- Capital Region Assessment Services Commission
- MD Taxation Department

Prepared By: Lana McCann, Municipal Clerk, MDLSR
Reviewed By: Marilyn Gladue, Executive Assistant, MDLSR
Approved By: Doug Baird, Interim Chief Administrative Officer

From: [Murray Kerik](#)
To: [Doug Baird](#); [Marilyn Gladue](#)
Subject: Fw: Upcoming RMA Convention in Edmonton
Date: Thursday, February 5, 2026 4:39:24 PM

Murray

From: Bruyns, Casey (RCMP/GRC) <casey.bruyns@rcmp-grc.gc.ca>
Sent: Thursday, February 5, 2026 2:45:25 PM
To: Murray Kerik <Murray.Kerik@mdlsr.ca>
Cc: Doug Baird <Doug.baird@mdlsr.ca>
Subject: Upcoming RMA Convention in Edmonton

Good Afternoon Murray/Doug,

I am reaching out to ask if the MD of Lesser Slave River would like an audience with the CO (Commanding Officer) and other RCMP Senior Executives at the upcoming Rural Municipalities of Alberta Convention in Edmonton in March, and if so, a list of any questions/topics so that I may pass it along to the CO and his team in advance so they have all the necessary information.

Please let me know at your earliest convenience, I need to send the information for a possible audience and any questions along by Feb 18th on my end so the sooner the better.

If you have any questions on this please feel free to give me a call / send me an email.

Thanks,

Casey

S/Sgt. Casey BRUYNS
Detachment Commander
Slave Lake RCMP
1005 6 Ave SE
Slave Lake AB, T0G 2A3
P: 780-849-3999
F:780-849-2133