

# MINUTES

**Council Meeting**  
**Municipal District of Lesser Slave River No. 124**  
**March 11, 2020**  
**MD Administration Building, Slave Lake, AB**

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<b>MEMBERS PRESENT</b>	Murray Kerik - Reeve Sandra Melzer - Division 1 Becky Peiffer - Division 1 Darcie Acton - Division 2 Brian Rosche - Division 2 Brad Pearson - Division 2 Robert Esau - Division 1
<b>IN ATTENDANCE</b>	Allan Winarski - Chief Administrative Officer, MD LSR Lana Spencer - Recording Secretary, MD LSR Ann Holden - Development Authority, MD LSR Peggy Laing - FCSS Coordinator Barry Kolenosky - Director of Special Projects, MD LSR Marvin Schneider - Transportation Foreman, MD LSR Troy Birtles - Accurate Assessment Group Ltd. Ray Fortin - Accurate Assessment Group Ltd. Kris Meadows - Accurate Assessment Group Ltd. Joe McWilliams - Lakeside Leader
<b>CALL TO ORDER</b>	Reeve Kerik called the meeting to order at 10:00 a.m.
<b>ADOPTION OF AGENDA</b>	<b><u>MOTION 088-20</u></b> Moved by Councillor Pearson to adopt the Agenda with the following additions: <ul style="list-style-type: none"><li>• Lesser Slave Lake Housing Authority Initiative</li><li>• Supplemental: Accurate Assessment Group Presentation</li><li>• Closed Session – As per Section 29 of the FOIP Act</li><li>• Councillor Cancellation from Attending RMA Conference</li><li>• Smith Bridge Hill Overlay</li><li>• Athabasca County Intermunicipal Development Plan Exemption</li><li>• Supplemental: Big Lakes County – Intermunicipal Collaboration Framework Agreement</li><li>• Town of Slave Lake Intermunicipal Collaboration Framework &amp; Intermunicipal Development Plan Exemption</li><li>• Supplemental: Equipment Registration Policy</li><li>• CAO Report</li></ul> <p style="text-align: right;"><b>CARRIED (7-0)</b></p>
<b>ADOPTION OF MINUTES</b>	<b><u>MOTION 089-20</u></b> Moved by Councillor Peiffer to adopt the <i>February 26, 2020, Council Meeting Minutes</i> as presented. <p style="text-align: right;"><b>CARRIED (7-0)</b></p>
<b>ADMINISTRATION</b>	<b>CAO UPDATE</b> <ul style="list-style-type: none"><li>• Human Resources (HR) opportunities being advertised: HR Maternity Leave, Director of Transportation and Infrastructure, Finance Intern, Rural Services Summer Supervisor, Summer Students</li><li>• Once Finance Year-End is complete with contracted help, Director of Finance Position and other Finance position(s) will be posted</li><li>• Barry Kolenosky will be attending RMA and Minister meetings with Council</li><li>• Finance WIP: Year-End, Disaster Recovery Plan Submission, Banking Arrangements, etc.</li><li>• Town of Slave Lake/MD CAO's discussion on joint initiatives (i.e.: utility cross training)</li><li>• Procurement and Operations initiatives</li></ul>

**MOTION 090-20**

Moved by Councillor Melzer to accept the CAO Update as information.

CARRIED (7-0)

**INTERMUNICIPAL COLLABORATION FRAMEWORK (ICF) AGREEMENTS –  
WESTLOCK COUNTY AND ATHABASCA COUNTY**

The Municipal Government Act outlines the method of creating an Intermunicipal Collaboration Framework (ICF). We are finalizing the requirement of the MGA whereby municipalities with common boundaries must adopt an ICF.

These Frameworks are intended to:

- provide for integrated and strategic planning, delivery and funding of Intermunicipal services
  - allocate scarce resources efficiently in providing local services
  - ensure municipalities contribute funding to services that benefit their residents.
- The agreement outlines respective services provided by each municipality and any funding agreements between the municipalities.

The Municipal District has in place ICF's with MD of Opportunity, Woodlands County and Northern Sunrise County. Remaining ICF agreements to be adopted between the MD are with the Town of Slave Lake, Athabasca County, Westlock County and Big Lakes County.

In 2019, the Province made changes to the requirements to streamline and simplify the ICF process.

**MOTION 091-20**

Moved by Councillor Pearson that Council adopt the Intermunicipal Collaboration Framework Agreement between Athabasca County and the Municipal District of Lesser Slave River No. 124.

CARRIED (7-0)

**MOTION 092-20**

Moved by Councillor Esau that Council adopt the Intermunicipal Collaboration Framework Agreement between Westlock County and the Municipal District of Lesser Slave River No. 124.

CARRIED (7-0)

**ATHABASCA COUNTY - INTERMUNICIPAL DEVELOPMENT PLAN (IDP)  
EXEMPTION**

The Province has made several amendments to the MGA with its passing of Bill 25. One of those amendments was in relation to the Intermunicipal Development Plans under s 631(2) which now reads:

Intermunicipal development plans

*(2) Subsection (1) does not require municipalities to adopt an intermunicipal development plan with each other if they agree that they do not require one, but any of the municipalities may revoke its agreement at any time by giving written notice to the other or others, and where that notice is given the municipalities must comply with subsection (1) within one year from the date of the notice unless an exemption is ordered under subsection (3).*

Subsequent to this change in the MGA, Athabasca made the follow resolution:

Moved by Councillor Wilcott to notify neighboring municipalities of the intent to not proceed with Intermunicipal Development Plans (IDP), with the exception of the Town of Athabasca.

**MOTION 093-20**

Moved by Councillor Melzer that Council provide a letter to Athabasca County as "official notice" that the Municipal District is in agreement to not proceed with an Intermunicipal Development Plan between the two municipalities.

CARRIED (7-0)

**INTERMUNICIPAL COLLABORATION FRAMEWORK AGREEMENT – BIG LAKES COUNTY**

**MOTION 094-20**

Moved by Councillor Acton to adopt the Intermunicipal Collaboration Framework Agreement between Big Lakes County and the Municipal District of Lesser Slave River No. 124.

**CARRIED (7-0)**

**BIG LAKES COUNTY - INTERMUNICIPAL DEVELOPMENT PLAN EXEMPTION**

The intent of an IDP is to outline a cooperative framework for the coordination of planning and development that is of a joint interest. It addresses land uses that occur in proximity to two different municipalities and sets forth criteria for how future growth and disputes should be managed.

As the Municipal District of Lesser Slave River and Big Lakes County do not share a high development boundary Council discussed if they felt that an IDP was necessary.

**MOTION 095-20**

Moved by Councillor Rosche that Council seek an Inter-Municipal Development Plan exemption, pursuant to the recently amended Municipal Government Act Section 631 (2) between the Municipal District of Lesser Slave River and Big Lakes County.

**CARRIED (7-0)**

**INTERMUNICIPAL COLLABORATION FRAMEWORK AGREEMENT & INTERMUNICIPAL DEVELOPMENT PLAN EXEMPTION - TOWN OF SLAVE LAKE**

**Intermunicipal Collaboration Framework:**

Slave Lake and Lesser Slave River are required to ensure the mandated Intermunicipal Collaboration Framework (ICF) Agreement is executed before April 1, 2020.

On December 2, 2019, at the last Intermunicipal Committee Meeting, a similar ICF draft agreement was presented. At that meeting, members had no objections to the directions of the agreement but asked that it acknowledge how the ICF agreement integrates with existing intermunicipal type agreements (e.g. Inter-Municipal Agreement, Regional Fire Service Agreement, Visitor Information Centre Agreement, etc.).

**Intermunicipal Development Plan:**

Because of the relatively recent passage of the Sawridge First Nation – Town of Slave Lake – Municipal District of Lesser Slave River No. 124 Tri-Council Regional Growth Plan, that includes a tri-partite Intermunicipal Development Plan (IDP), that was passed on January 28, 2015, it was felt by the Intermunicipal Committee that this IDP should be deemed as meeting the ICF - IDP requirement.

With a new provincial government in office, changes were made to the ICF process whereby "An IDP exemption is now available to all municipalities by mutual agreement." Thus, if Slave Lake and Lesser Slave River agree, instead of exempting the IDP, it can be acknowledged that the existing IDP is deemed to meet the requirement of the ICF process.

**MOTION 096-20**

Moved by Councillor Peiffer that the Tri-Council Regional Growth Plan – Intermunicipal Development Plan (IDP) adopted on January 28, 2015 is deemed to be the IDP that meets the requirements for IDP passage under the Intermunicipal Collaboration Framework (ICF) as the Municipal District of Lesser Slave River Council is exercising the exemption, subject to the Town of Slave Lake Council agreement, to doing a new IDP.

**CARRIED (7-0)**

**MOTION 097-20**

Moved by Councillor Metzger that Council adopt the Intermunicipal Collaboration Framework Agreement between the Town of Slave Lake and the Municipal District of Lesser Slave River.

CARRIED (7-0)

**MUTUAL AID FIRE CONTROL PLAN**

The Mutual Aide Fire Control Plan agreement covers the working relationship that the Municipal District Administration and its fire services have with the Department. This document has been a guide that outlines the interface that occurs between agencies and the wildland-urban fire services interface.

**MOTION 098-20**

Moved by Councillor Rosche that Council endorse the Mutual Aid Fire Control Plan 2018-2021.

CARRIED (7-0)

**LESSER SLAVE LAKE HOUSING AUTHORITY (LSLHA) INTIATIVE**

Councillor Pearson advised that the LSLHA would like to commemorate past board members with their names displayed on a plaque.

**MOTION 099-20**

Moved by Councillor Pearson to direct Administration to provide Councillor Pearson with a listing of board appointments to the Lesser Slave Lake Housing Authority from 1996 to 2009.

CARRIED (7-0)

**COUNCILLOR CANCELLATION FROM ATTENDING RMA CONFERENCE**

Councillor Rosche advised that two members of Remote Helicopters are in quarantine as a precaution due to attending a conference in Toronto. In order to ensure business operations, continue, Councillor Rosche advised he does not wish to put the company at risk by attending the RMA Conference.

Council discussed the Federal Governments change in Employment Insurance requirements due to the virus and questioned how municipal operations would continue in

Administration advised of Municipal District policy on sick leave, disability etc. and ability to have staff work from home, ability to contract services, etc.

**MOTION 100-20**

Moved by Councillor Pearson to accept the Councillor Cancellation from Attending RMA Conference as information.

CARRIED (7-0)

**AGRICULTURE**

**APPOINTMENT OF AGRICULTURE FIELDMAN**

The Agricultural Fieldman is responsible for the administration and enforcement of several Alberta Acts and their respective Regulations. The Agricultural Service Board Act is the initial guiding Act that outlines the Agricultural Fieldman's duties, responsibilities and the various acts that the position is responsible for. The Agricultural Service Board Act states that:

*If a council has established a board (ASB), the council, in consultation with the board, must appoint a qualified person as Agricultural Fieldman to implement agricultural policies and programs and to manage the agricultural resources of the municipality.*

*The Agricultural Fieldman shall act as a designated officer of the municipality in carrying out the functions, duties and powers of the municipality under any Act relating to agriculture, and in implementing projects respecting agriculture agreed on between the council and the Minister.*

*An Agricultural Fieldman is, in the municipality employing that Fieldman, a municipal inspector under the Weed Control Act, an inspector of the municipality under the Agricultural Pests Act, and a soil conservation officer of the municipality under the Soil Conservation Act.*

By making the appointment of Agricultural Fieldman, the Agricultural Fieldman is automatically authorized under the above four Acts

**MOTION 101-20**

Moved by Councillor Rosche that Council repeal Motion 287-18 appointing Barry Kolenosky as the Agricultural Fieldman.

CARRIED (7-0)

**MOTION 102-20**

Moved by Councillor Esau that Council appoint Russ Jassman as the Agricultural Fieldman for the Municipal District of Lesser Slave River effective immediately.

CARRIED (7-0)

**FINANCE**

**ATB BANKING ARRANGEMENTS**

ATB Online Business Banking allows the MD's finance employees to manage the day-to-day banking, has comprehensive control features and defines approval rules. Similar to RBC Express that was authorized at the February 26, 2020 Council Meeting, this ATB service allows the MD to work in real time and reduces red tape with respect to investments held at ATB. The CAO then authorizes users for the data.

**MOTION 103-20**

Moved by Councillor Pearson that Allan Winarski (Chief Administrative Officer) and Debbie Conrad (Taxation/Payroll Administrator) are designated ATB Online Business Banking Administrators for the Municipal District of Lesser Slave River No. 124.

CARRIED (7-0)

**CHEQUE REGISTERS**

**MOTION 104-20**

Moved by Councillor Esau to accept the Cheque Registers as information.

CARRIED (7-0)

**PLANNING & DEVELOPMENT**

**LAND USE BYLAW RFP RESULTS**

Administration provided the methodology of reviewing all (ten) proposals received for Land Use Bylaw review.

**RECESS**

12:24 p.m.

**RECONVENE**

1:00 p.m.

**LAND USE BYLAW RFP RESULTS (CONTINUED)**

**MOTION 105-20**

Moved by Councillor Esau to award the contract for the Land Use Bylaw Review to V3 Companies of Canada Ltd. in the amount of \$127,781 excluding GST.

CARRIED (7-0)

**PLANNING & DEVELOPMENT**

**BAYER ROAD NEIGHBOURHOOD WATCH SIGN**

An e-mail was received January 13, 2020 requesting MD approval for the installation of two Neighborhood Watch signs along Bayer Road. The applicant decided to include the residents on the Sawridge First Nation side of Bayer Road as part of the Neighborhood Watch group. A verbal confirmation consenting to the Neighborhood Watch sign was received on February 6, 2020 from Sawridge First Nation along with an e-mail. An e-mail from Alberta Transportation confirms that no roadside development permit is required for the neighborhood watch signs.

RURAL  
SERVICES

**MOTION 106-20**

Moved by Councillor Peiffer to approve two of the locations of the Bayer Road neighborhood watch signs within with the following conditions:

- The developer is responsible for ensuring that all relevant onsite utilities (water, sewer, telephone, gas, power, etc.) are secure before commencing excavation and construction.
- The sign must be maintained in proper repair.
- The sign must conform to Policy E.7 (attached).
- The developer is responsible for all costs associated with the sign installation and maintenance.

CARRIED (7-0)

**FCSS GRANT APPLICATIONS**

Three FCSS grants were reviewed:

1. Smith Early Childhood Intervention Association (Nursery School) - Operating Grant \$16,670
2. Gentle Ben Care Society - Operating Grant \$16,600
3. Flatbush Nursery School/Moms and Tots - Operational Grant \$6,590

**MOTION 107-20**

Moved by Councillor Rasche to approve FCSS funding to Smith Early Childhood Intervention Association (Nursery School) for operating costs in the amount of \$16,670

CARRIED (7-0)

**MOTION 108-20**

Moved by Councillor Melzer to approve FCSS funding to Gentle Ben Care Society for operating costs in the amount of \$16,600.

CARRIED (7-0)

**MOTION 109-20**

Moved by Councillor Esau to approve FCSS funding to Flatbush Nursery School/Moms and Tots for operating costs in the amount of \$6,590

CARRIED (7-0)

DELEGATION

**ACCURATE ASSESSMENT GROUP (AAG) LTD.**

AAG was in attendance to provide Council with a summary of the 2019 assessment:

Residential:

- 2018 Comparison to 2019 – Difference \$5,378,250
- Assessment Class History Comparison
- Assessment Total History Compare
- Taxable Assessment Change Compare by %
- Taxable Assessment Change Compare by \$
- New Roll numbers and Permit Comparison

Industrial:

- Designated Industrial Property (DIP)
- 2019 DIP Assessment
- Inspections & Re-inspection Cycle
- GIS for DIP
- Historical DIP Assessment Comparison
- New DIP Roll numbers vs New Wells Drilled
- Historical Natural Gas & Oil Production

**MOTION 110-20**

Moved by Councillor Pearson to accept the Accurate Assessment Group Ltd presentation as information.

CARRIED (7-0)

**TRANSPORTATION**

**SMITH BRIDGE HILL OIL PROJECT**

Council expressed their concerns to Administration on the deterioration of the road overlay (oil project) put on the Smith hill.

Administration advised Council that the mixture was not correct, and product did not cure properly. The contractor is going to come back and warranty the affected area.

**MOTION 111-20**

Moved by Councillor Esau to accept the Smith Bridge Hill Oil Project as information.

**CARRIED (7-0)**

**VENDOR & EQUIPMENT REGISTRY POLICY**

Administration presented Council with a revised Vendor and Equipment Registry Policy E. 13. Changes in the Policy included:

- Rates can be updated during the year
- Mobilization and demobilization charges
- Rate work performed by value, time, and quality

**MOTION 112-20**

Moved by Councillor Melzer to adopt the Vendor and Equipment Registry Policy E.13 as amended.

**CARRIED (7-0)**

**BOARD REPORTS**

**Community Futures – Lesser Slave Lake Region**

- Closed discussion

**Slave Lake Airport**

- Perimeter fencing – Committee formed to meet with homeowners going forward plan

**Homeland Housing**

- Level 4 – Brain Injury unit opening in June
- Budget analysis for a 75 assisted living unit in Westlock

**Slave Lake Regional Library**

- New flooring in Smith being quoted
- Report on activities/programs at the Library

**Emergency Training**

- Municipal Elected Officials training

**Alberta Care Conference**

- Ag-Plastic Recycling Tour Facility – Grain Bagger/Unloader
- Drone demonstration – measurement markers on cell elevations

**Northern Alberta Elected Leaders (NAEL)**

Reeve Kerik brought forward a request to Council to provide their vote to NAEL motions made to contract Alberta Counsel as per the proposal for services presented January 27, 2020. Some offered expertise in the proposal includes:

- Educating relevant decision-makers in the UCP Government about the issues that are unique to the northern municipalities, impacting the social and economic viability and establishing NAEL as a key stakeholder
- Ongoing political intelligence and the ability to respond quickly to emerging issues
- Communications and public relations support

**MOTION 113-20**

Moved by Councillor Esau that the Municipal District of Lesser Slave River No. 124 is in favour of the following two motions made by the Northern Alberta Elected Leaders (NAEL):

1. It is **MOVED** by Vern Lyburner **THAT** NAEL review and accept the Alberta Council proposal, as written, including the payment of \$10,000 plus GST from the NAEL account.
2. It is **MOVED** by Jim Rennie **THAT** the Secretariat survey NAEL members with the following two questions:  
Will your community pay increases for municipal staff in its 2020 budget?  
Will your community pay COLAS (cost of living) increases in its 2020 budget?  
**CARRIED (7-0)**

**FCM**

An invitation was given to Council to partner in an Alberta Focused Reception during the FCM Conference. The intent of the reception is to increase Alberta's presence at the FCM.

**Mayors and Reeves Caucus**

Reeve Kenk advised Council that he was invited by Don Iveson, Edmonton Mayor to attend the Northern Alberta Mayors' and Reeves' Caucus on March 16 in Edmonton from 8:00 a.m. to 1:00 p.m.

**MOTION 114-20**

Moved by Councillor Melzer to approve Reeve Kenk to attend the Northern Alberta Mayors' and Reeves' Caucus being held on March 16, 2020 in Edmonton.  
**CARRIED (7-0)**

**MOTION 115-20**

Moved by Councillor Peiffer to accept the Board Reports as information.  
**CARRIED (7-0)**

**CLOSED SESSION**

**MOTION 116-20**

Moved by Councillor Esau to go into Closed Session at 4:57 p.m. as per Sections 21 and 29 of the FOIP Act with Allan Winarski and Barry Kolenosky in attendance.  
**CARRIED (7-0)**

**OPEN SESSION**

**MOTION 117-20**

Moved by Councillor Pearson to return to Open Session at 5:56 p.m.  
**CARRIED (7-0)**

**ADJOURNMENT**

**MOTION 118-20**

Moved by Councillor Esau to adjourn the meeting at 5:57 p.m.  
**CARRIED (7-0)**

  
Chief Administrative Officer

  
Reeve