A G E N D A

Municipal District No.124 Regular Council

Wednesday, January 22, 2025 - 10:00 AM - MD Council Chambers

Page

CALL TO ORDER

ANNOUNCEMENTS / OPENING REMARKS

ADOPTION OF THE AGENDA

3.1 January 22, 2025, Regular Meeting of Council Agenda

Proposed Motion: Move to adopt the January 22, 2025, Regular Meeting of Council Agenda as presented.

ADOPTION OF MINUTES

4.1 January 14, 2025, Regular Meeting of Council Minutes 4 - 10

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

01142025 - DRAFT MINUTES - Regular Council

Schedule A and B - Reserve Bids

DELEGATIONS

5.1 Qube Investments - Wyatt Lynds, Associate Portfolio Manager 11 - 33

Proposed Motion: Move to accept the presentation from Qube Investments as information.

Delegation Form

Lesser Slave River Delegate Appearance

BYLAWS

6.1 Bylaw 2024-13 Land Use Amendment #17 34 - 41

Proposed Motion: Move that council gives Third Reading to Bylaw 2024-13 being a Land Use Bylaw Amendment #17 to redesignate a portion of the parcel legally described as SW 19-65-26-W4 from Agricultural (A) to Rural Un-Serviced (RUS) District.

1. RFD Third Reading Bylaw 2024-13

2. Bylaw 2024-13 LUA 17

3. LUA App - Redacted

4. Re-Zoning Map

5. Location_Map

REQUESTS FOR DECISION

7.1 2025 Budget Follow Up Motions 42 - 43

Proposed Motion: Move to evaluate the requests from the Canyon Creek Recreation Association and the Smith Hondo Agriculture and Recreation Association using the tool in the Municipal District's Recreation Master Plan and bring the results to a future Council meeting for review.
and
Move to have the Transportation Department conduct a site visit with the Woods and Water Recreational Trail Association representative to determine suitable Municipal Equipment to assist with Trail maintenance.
and
Move to decline the request to supply gravel and washed rock to the Woods and Water Recreational Trail Association due to high cost of transport, and limited amounts of nearby inventory.
and
Move to approve the Alberta CARE Fall Conference Sponsorship for $5,000 as a hosting municipality.
and
Move to approve the donation request from STARS Air Ambulance for $5,750.00.
RFD - Budget Follow Up

REPORTS

8.1 Department Reports 44 - 62

Proposed Motion: Move to accept the Direct Reports as information.
4th Quarter Agriculture & Environment 2024
4th Quarter Capital Project Report
4th Quarter Human Resources Report
4th Quarter Legislative Services
4th Quarter Protective Services 2024 Report to Council
4th Quarter Utilities Reporting_

FINANCIAL

9.1 Finance Monthly Report 63 - 69

Proposed Motion: Move to accept the Municipal District of Lesser Slave River No. 124 - Statement of Operations as of December 31, 2024, for information.
RFD - Motion as of December 31, 2024 - Statement of Operations
MDLSR as of December 31, 2024

NEW BUSINESS

ITEMS FOR DISCUSSION

11.1 Water Management in Alberta's Boreal 2025 - February 25 & 26, 2025 in Grande Prairie, AB 70 - 71

Proposed Motion:
Water Management Conference

CONFIDENTIAL ITEMS - CLOSED SESSION

NOTICE OF MOTION

ADJOURNMENT

MINUTES

Regular Meeting of Council
Municipal District of Lesser Slave River No. 124
January 14, 2025
Council Chambers

MEMBERS PRESENT	Murray Kerik	- Reeve
	Lana McCann	- Division2
	Darren Fulmore	- Division 1 (via Teams)
	Norm Seatter	- Division 2
	Brad Pearson	- Division 2
	Nancy Sand	- Division 1
	Sandra Melzer	- Division 1
IN ATTENDANCE	Barry Kolenosky	- Chief Administrative Officer, MDLSR
	Shari Spencer	- Assistant Director, Field Services & Document Conveyance Manager, MDLSR
	Heather DeAlexandra	- Administrative Assistant for Utilities, MDLSR
	Debbie Conrad	- Finance Service Manager, MDLSR
	Mercedes Mohler	- Grant, Budget/Taxation Administrator, MDLSR
	Sandra Rendle	- Associate Director, Legislative Services, MDLSR
	David Truckey	- Pembina Hills School Division
	Sherry Allen	- Pembina Hills School Division
	Joe McWilliams	- Lakeside Leader
	Marilyn Gladue	- Recording Secretary, MDLSR

CALL TO ORDER

Reeve Kerik called the meeting to order at 10:00 a.m.

Spencer/DeAlexandra entered at 10:00 a.m.
Spencer/DeAlexandra exited at 10:04 a.m.

INTRODUCTION

Heather DeAlexandra – Administrative Assistant for Utilities

ADOPTION OF AGENDA

January 14, 2025, Regular Meeting of Council Agenda

MOTION 001-25
Moved by Councillor Pearson to adopt the January 14, 2025, Regular Meeting of Council Agenda as amended:

Add:
- Library Signs
- 2 Closed Session items
  - Travelling Timbers Lease Agreement
  - CAO Assistance Position

CARRIED

ADOPTION OF MINUTES

December 18, 2024, Regular Meeting of Council

MOTION 002-25
Moved by Deputy Reeve Spencer to adopt the December 18, 2024, Regular Meeting of Council Minutes as amended:

- MOTION 705-24 – Add Amendment details

CARRIED

DELEGATION

Pembina Hills School Division – David Truckey and Sherry Allen

MOTION 003-25
Moved by Councillor Pearson to accept the presentation from the Pembina Hills School Division as information.

CARRIED

DRAFT

Councillor Seatter exited at 10:45 a.m.
Councillor Seatter returned at 10:47 a.m.
Conrad/Mohler entered at 10:46 a.m.
Conrad/Mohler exited at 11:02 a.m.

REQUEST FOR DECISION

Provincial Education Requisition Credit – PERC Program & Designated Industrial Requisition Credit – DIRC Program

MOTION 004-25
Moved by Councillor Pearson that Council approves the cancellation of the 2023 and 2024, total property tax balance for oil and gas properties in the amount of $84,845.69 and an application be made to Alberta Municipal Affairs for $15,434.50, of which $15,112.91 under PERC Program and $321.59 under DIRC Program. Furthermore, that the January 1, 2025, penalty imposed in the amount of $10,181.48 be cancelled as a result of the cancellation of the 2023 and 2024, property tax balances for oi and gas properties.

CARRIED

2025 Tax Sale Date

MOTION 005-25
Moved by Councillor Seatter that Council accepts the Tax Recovery Date of March 27, 2025, at 10:00 a.m. at the Municipal District of Lesser Slave River No.124 Council Chambers.

CARRIED

Spencer entered at 10:55 a.m.

2025 Tax Sale Reserve Bids and Conditions

MOTION 006-25
Moved by Deputy Reeve McCann that Council approves the reserve bid amounts and terms and conditions of the Property Tax Sale of March 27, 2025, as stated in Schedules “A” and “B” and attached hereto.

CARRIED

Assineau Bridge

MOTION 007-25
Moved by Councillor Pearson that Council direct Administration to re-open the Assineau Bridge (BF74107) with a reduced inspection cycle.

CARRIED

Spencer exited at 11:05 a.m.
Rendle entered at 11:05 a.m.

Appointment of Member to the Slave Lake Regional Subdivision and Development Appeal Board

MOTION 008-25
Moved by Deputy Reeve McCann that Council appoints Scott Weinrich as member to the Slave Lake Regional Subdivision and Development Appeal Board for a three-year term expiring December 31, 2027.

CARRIED

Councillor Seatter exited at 11:17 a.m.
Councillor Seatter returned at 11:20 a.m.
Rendle exited at 11:20 a.m.

DRAFT

Designated Signing Authorities

MOTION 009-25
Moved by Councillor Sand that Council designate Sandra Rendle (Legislative Services) as interim signing authority for the Municipal District of Lesser Slave River No.124.

CARRIED

2025 Subsistence and Travel Expense Rates

MOTION 010-25
Moved by Councillor Pearson to approve the 2025 Subsistence & Travel Expense Rates as per Canada Revenue and in accordance with Policy K20 Subsistence & Travel Expense as presented.

CARRIED

Council and Board Member Remuneration

MOTION 011-25
Moved by Councillor Seatter to amend CL-11-06 Council Remuneration as presented.

CARRIED

MOTION 012-25
Moved by Councillor Sand to amend CL-11-07 Council Appointed Board Member at Large Remuneration as presented.

CARRIED

Deputy Reeve McCann exited at 11:28 a.m.
Deputy Reeve McCann returned at 11:30 a.m.

ITEMS FOR DISCUSSION

Canyon Creek Potable Water Fill Station

MOTION 013-25
Moved by Councillor Pearson to accept the discussion on the Canyon Creek Potable Water Fill Station as information.

CARRIED

Federation of Canadian Municipalities (FCM)

MOTION 014-25
Moved by Councillor Melzer to accept the discussion on the Federation of Canadian Municipalities as information.

CARRIED

Big Lakes County Board Appointment

MOTION 015-25
Moved by Deputy Reeve McCann to accept the discussion for the Big Lakes County Board Appointment as information.

CARRIED

Regional Economic Development

MOTION 016-25
Moved by Councillor Sand to accept the discussion on the Regional Economic Development as information and have an Administration staff attend the group session.

CARRIED

DRAFT

Report a Concern

MOTION 017-25
Moved by Councillor Pearson to accept the discussion on Report a Concern as information.

CARRIED

Flatbush Library Signs

MOTION 018-25
Moved by Councillor Melzer to direct Administration to have an additional sign attached to the Flatbush Library existing signage.

CARRIED

RECESS 12:00 p.m.
RECONVENE 12:30 p.m.

REPORTS Board Reports

MOTION 019-25
Moved by Councillor Melzer to accept the verbal Board Reports from Council as information.

CARRIED

Chief Administrative Officer

MOTION 020-25
Moved by Deputy Reeve McCann to accept the Chief Administrative Officer report as information.

CARRIED

CLOSED SESSION

MOTION 021-25
Moved by Deputy Reeve McCann to go into Closed Session at 1:06 p.m. as per the following sections of the FOIP Act with CAO Kolenosky, Associate Director Rendle and Recording Secretary Gladue in attendance.

Section 16 – Disclosure harmful to a business interest of a third party
Section 17 – Disclosure harmful to personal privacy
Section 18 – Disclosure harmful to individual or public safety
Section 19 – Confidential Evaluations
Section 24 – Advice from Officials
Section 27 – Privileged information

Rendle entered at 1:10 p.m.

- Planning & Development document and process review
- Inter-Municipal Subdivision & Appeal Board Appointed Members
- Travelling Timbers Lease Agreement

Rendle exited at 2:10 p.m.

- Council Code of Conduct Review
- CAO Assistant Position

CARRIED

MOTION 022-25
Moved by Councillor Melzer to return to Open Session at 2:40 p.m.

CARRIED

DRAFT

MOTION 023-25
Moved by Deputy Reeve McCann to enter and approve the Travelling Timbers Lease Agreement as amended.

CARRIED

MOTION 024-25
Moved by Councillor Seatter to have Council form a Committee to investigate the validity and the Code of Conduct Complaint. Committee will consist of 5 Council members, excluding Councillor Pearson and Councillor Fulmore.

CARRIED

MOTION 025-25
Moved by Councillor Sand to direct Administration to review and create a New Council Code of Conduct Bylaw and Process.

CARRIED

ADJOURNMENT

MOTION 026-25
Moved by Councillor Fulmore to adjourn at 2:46 p.m.

CARRIED

_____
Chief Administrative Officer

_____
Reeve

DRAFT

Lesser Slave River

SCHEDULE "A"

Legal Description	*Location*	*Recommended Reserve Bid*	*2024 Assessment*
1.			
SE-18-73-8-5	*HWY 2*	*$ 235,000*	*$ 220,330*
The outstanding taxes are $3,268.75			
2.			
SW-18-73-8-5	*HWY 2*	*$ 480,000*	*$ 431,720*
The outstanding taxes are $ 3,780.66			
3.			
SW-22-72-5-5	*Gullion Road*	*$ 850,000*	*$ 823,840*
The outstanding taxes are $ 24,755.04			
4.			
SE-21-72-5-5	*Poplar Lane*	*$800,000*	*$ 825,580*
The outstanding taxes are $6,573.57			
5.			
NW-02-69-1-5	*HWY 44*	*$475,000*	*$364,670*
The outstanding taxes are $6,061.16			
6.			
SE-26-69-1-5	*HWY 44*	*$300,000*	*$198,330*
The outstanding taxes are $6,475.14			

W:\11-Council\2025 Council Briefings-Reports\01142025 Reg\ADDED Finance\Schedule A and B - Reserve Bids.docx

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

W:\11-Council\2025 Council Briefings-Reports\01142025 Reg\ADDED Finance\Schedule A and B - Reserve Bids.docx

Lesser Slave River

APPEARING BEFORE COUNCIL AS A DELEGATION

DELINES

uncil meetings are held every second and fourth Wednesdays.
ase refer to the Council calendar posted on the MD website (www.md124.ca) for the dates.
ere is a limit of two delegations per meeting; therefore, we advise that delegations book well in advance of the desired date.
legations shall be dealt with at their pre-arranged hour. Please contact the Executive Assistant at 780.849.4888 ext. 211 for details.
legations will only be received with prior arrangements made with the Administration Office at least one week before the
xt meeting of Council.
yone wishing to appear before Council as a delegation must submit the DELEGATION REQUEST TO APPEAR BEFORE COUNCIL
m with written reasons/issues in which they wish to address council and any other pertinent information.
legations are restricted to a Maximum time limit of 15 minutes for their presentation and question period. Anyone requiring more
e requires the prior approval of Administration and the Reeve. Council may ask questions after the presentation form clarification.
you will be providing supporting documentation, such as a PowerPoint presentation, you are required to submit the documents
later than 4:30 pm on the Wednesday prior to the meeting. PowerPoint presentations are limited to a maximum of ten slides.
order to schedule a date to appear before Council, delegations must provide the information on the attached form. This information will
included in the agenda. The provision of this information clarifies the purpose of the delegation for Council and allows Council Members
become familiar with your topic and obtain any necessary background information.
ur address will be included with your delegation information and circulated to Council; if you do not wish your address to be included

DELEGATION REQUEST TO APPEAR BEFORE COUNCIL
This form is mandatory before any request is considered.

NAME OF PERSON & ASSOCIATE OR ORGANIZATION

Wyatt Lynds, Associate Portfolio Manager, Qube Investment Management

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

Qube Investment Management is a registered Portfolio Manager in Alberta. We currently manage over $400Mn and serve individuals, municipalities, business and reserve funds. Our specialty lies in tailored investment management. Last year, we noticed that municipalities lacked investment options, thus, we launch an investment portfolio specifically for Albertan MDs and Towns. The portfolio focuses on safety, preservation of capital, and long-term competitive expected returns. We have been appearing as a delegate and/or meeting with CAOs/Directors of Corp Services over the last year to present our portfolio.

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

We would appreciate the opportunity to present a proposal which will allow you to compare against your current provider. Our utilization of MGA-approved securities allows us to maintain a low-risk profile while keeping a very competitive expected return for the long-term. Our current portfolio for Albertan municipalities is expected to yield 5.85% (as of November 18th, 2024).

ACTIVITIES TO DATE RELEVANT TO THIS MATTER
Attach additional information if required.

ADDRESS	PHONE	
9414 91 St Edmonton, AB	780-463-2688 Ext. 110	wyatt@qubeinvest.ca

ATURE	DATE	COUNCIL MEETING DAY REQUESTED
Wyatt Lynds	December 13, 2024	January 22, 2025

Lesser Slave River

Administration

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.

FOR OFFICE USE ONLY

✓ Approved Declined Other

BY (SIGNATURE)

APPEARANCE DATE (IF APPLICABLE)
Jan. 22/2025

APPLICANT INFORMED OF DECISION ON (DATE)
Jan 8/2025

DATE
Jan 8/2025

BY (SIGNATURE)
Marilyn Slashe

MUNICIPAL DISTRICT of LESSER SLAVE RIVER no 124 | BOX 722, SLAVE LAKE, AB T0G 2A0 tel 780.849.4889 toll free 1.866.449.4888 fax 780.849.4939

MD of Lesser Slave River No. 124

January 2024

INVESTMENTS

PORTFOLIO PROPOSAL

Wyatt Lynds | Associate Portfolio Manager | Qube Investment Management Inc.

Introduction to Qube

Registered Portfolio Manager

- Registered with the Alberta Securities Commission to provide discretionary investment management decisions
- Founded in 2000
  - Registered as a PM firm in 2012
- Over $400M in assets under management
- Manage portfolios for businesses, individual clients, foundations, endowments, and reserve funds
- Municipality Initiative

Qube Investment Management Inc.

— the team —

Objectives

- Protect the MD’s principal investment
- Outperform inflation to provide an increase in purchasing power
- Create a **tailored investment strategy** that reflects the MD’s risk tolerance, cash needs, and investment goals

Trusted Fiduciaries

- Provided investment advice across Western Canada for over 23 years
- Registered with the ASC
- Currently manage over $400Mn
- Custodian: National Bank Independent Network
  - National Bank is Canada's 6th largest bank by assets
  - Not beholden to NB
- Investments are covered by the Canadian Investor Protection Fund
- Qube can <u>only</u> transfer money to and from Lesser Slave River's bank account

Trusted Fiduciaries

- Council and administration can monitor investments (NDEX)
- Qube sends out statements quarterly
- Present performance annually
- No locked-in contract
- In-depth understanding of the MGA Section 250
- A dedicated research team with in-depth knowledge, experience, education and experience in portfolio management
- Crafting bond portfolios for over a decade
- Qube Steering Committee consists of 6 registered staff members

Sample Proposal

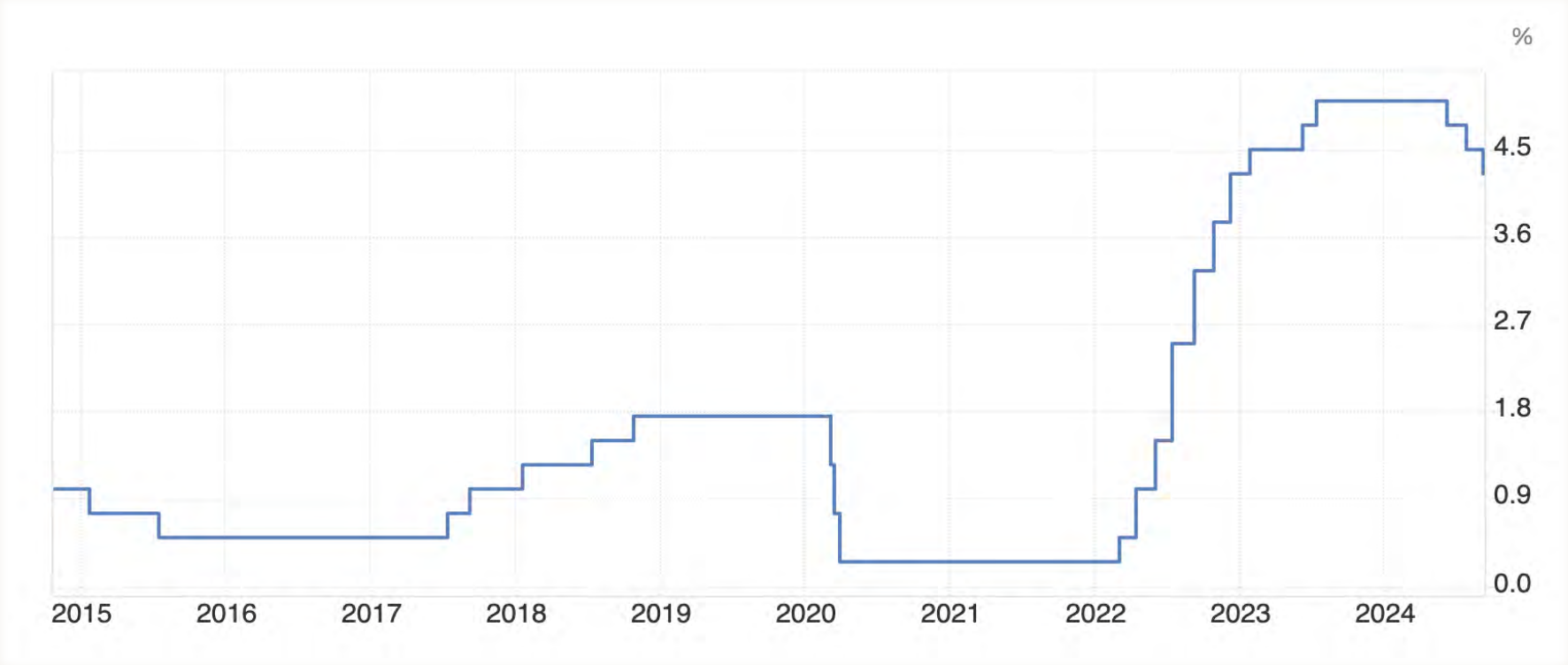
5 Main Classes

Weightings are dependent on Lesser Slave River's liquidity needs

1. High-Interest Savings Account
2. Government & Corporate Bonds
3. Auto-Callable Notes
4. Flex GICs
5. Market-Linked GICs

Mitigating Risks

1. Liquidity Risk
2. Reinvestment Risk
3. Low Return Risk



Liquidity Risk High-Interest Savings Account

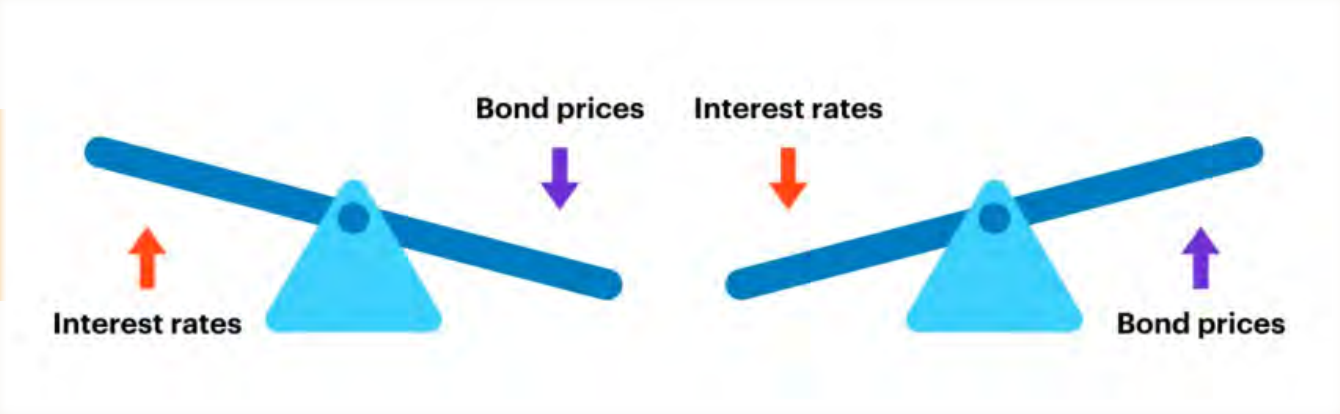
- Liquidity tool/emergency fund
- No risk of selling at a loss unlike bonds
- Not locked-in like a GIC

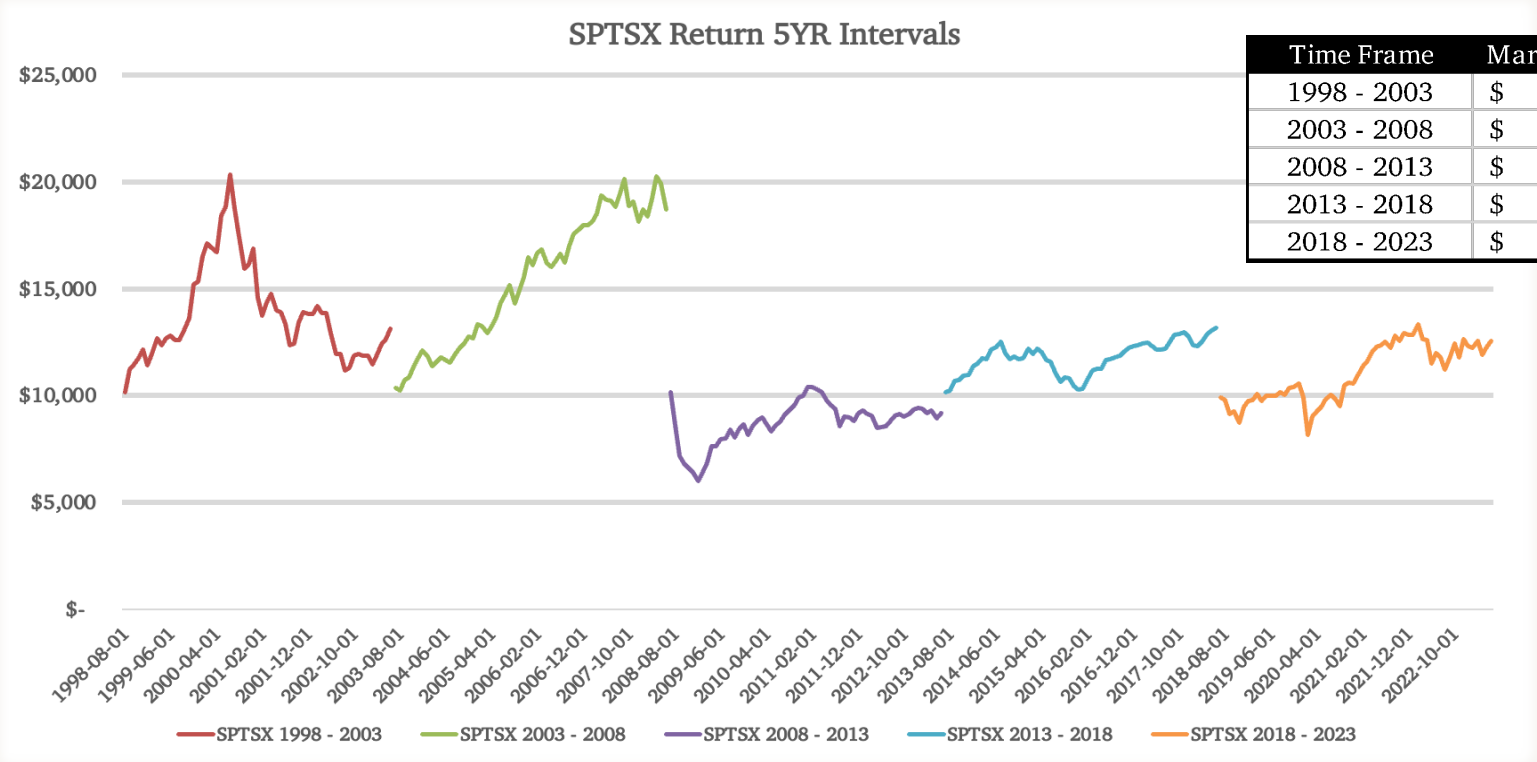
Reinvestment Risk

Long Term Bonds

—Lock in higher rates

- Rates were recently at decade highs
- Reserve of cash in case of 2008 or 2020 reoccurrence
  - If BoC continues its monetary policy to lower rates, Lesser Slave River would have already locked-in higher rates for the long-term

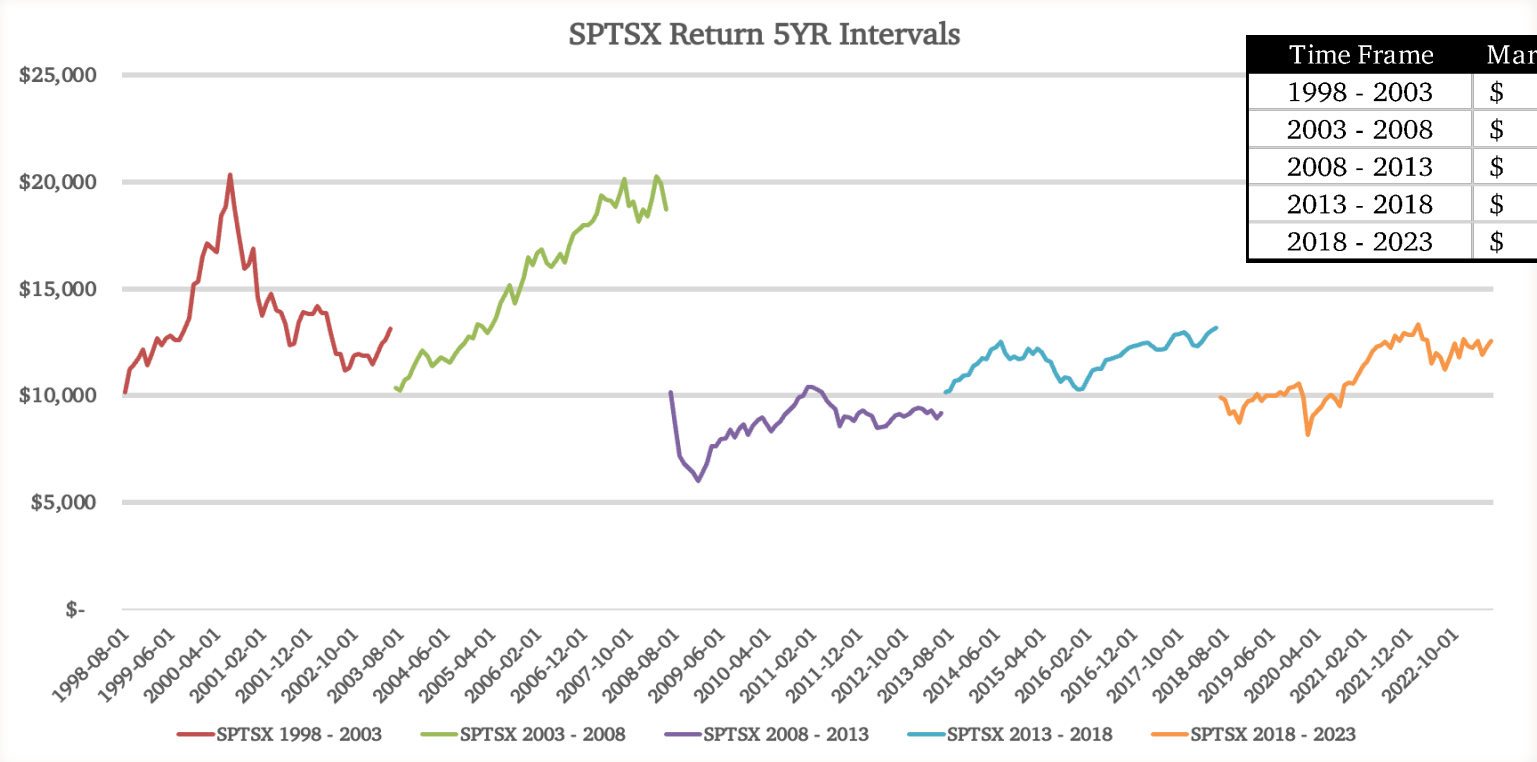




Time Frame	Market Value on $10,000	Return on PPN
1998 - 2003	$ 13,122.94	31%
2003 - 2008	$ 18,728.38	87%
2008 - 2013	$ 9,186.14	0%
2013 - 2018	$ 13,161.27	32%
2018 - 2023	$ 12,551.19	26%

Low Return Risk **Market-Linked GICs** —Higher expected returns

- MGA-approved but underutilized
- Custom-made for Lesser Slave River
- BoC is expected to continue cutting rates which should increase equity values



Time Frame	Market Value on $10,000	Return on PPN
1998 - 2003	$ 13,122.94	31%
2003 - 2008	$ 18,728.38	87%
2008 - 2013	$ 9,186.14	0%
2013 - 2018	$ 13,161.27	32%
2018 - 2023	$ 12,551.19	26%

Low Return Risk **Market-Linked GICs** —Higher expected returns

- Principal investment is guaranteed/protected (no downside)
- Partake in the equity market
- Expected return for ML-GICs we have access to varies from 4.45% - 8.79%

Low Return Risk **Auto-Callable Notes**

—Higher expected returns

- Access to National Bank Structured Solutions
  - 100% Principally Protected at Maturity
  - Linked to an underlying index
  - National Bank has option to exercise an early sale annually
    - Recent yields quoted for Qube are approximately 6.88% annually and are linked to a select group of large Canadian companies' stocks.

Low Return Risk Flex GIC

—Higher expected returns

- Access to National Bank Structured Solutions
  - 100% Principally Protected at Maturity
  - Combination of a GIC and an option
  - National Bank has option to exercise an early sale
    - Compensated with higher yields than bonds, GICs
    - Recent yields quoted for Qube are approximately 4.81%

5 Main Classes

Weightings are dependent on Lesser Slave River's liquidity needs

1. High-Interest Savings Account
2. Government & Corporate Bonds
3. Auto-Callable Notes
4. Flex GICs
5. Market-Linked GICs

Expected Return (as of November 18th, 2024)

Investment Class	Portfolio Weighting	Expected Return
Market-Linked GICs	35%	6.62%
Structured Fixed Income	10%	4.81%
Government & Corporate Bonds	20%	4.04%
High Interest Savings Account	5%	3.55%
Auto-Callable Notes	30%	6.88%

Portfolio Expected Return	5.85%

Expected returns are point-in-time estimates and are subject to change based on market conditions.

Management Fee

Assets Under Management	Fee	Custodial Fee
< $5,000,000	0.50%	0.05%
$5,000,000 - $10,000,000	0.40%	0.05%
$10,000,000 - $25,000,000	0.35%	0.05%
$25,000,000 +	0.30%	0.05%

What does Lesser Slave River receive?

- Tailored portfolio of investments that reflects the MD's risk tolerance, cash needs, and investment goals
- Crafted portfolio of safe, MGA approved securities
- Competitive expected return

Qube Investment Management Inc.

Contact | 780-463-2688 | info@qubeinvest.ca | www.qubeinvest.ca

Lesser Slave River

Request for Decision

Title:	Bylaw 2024-13 Land Use Amendment #17
Date:	1/22/2025
Presented By:	Ann Åsfrid Holden, Planning & Development Officer
Attachments:	Bylaw 2024-13, Application, Maps

Proposed Motion	*That Council gives Third Reading to Bylaw 2024-13 being a Land Use Bylaw Amendment to redesignate a portion of the parcel legally described as SW 19-65-26-W4 from Agricultural (A) to Rural Un-Serviced (RUS) District.*
Administration's Recommendation(s)	As proposed

BACKGROUND:
In the spring of 2024, the applicant applied for rezoning in conjunction with a 10-acre subdivision of the property. The property has a designation of Agricultural and the passing of this bylaw will redesignate the subdivided parcel to Rural Un-Serviced. Bylaw 2024-13 received first reading on June 12, 2024. The public hearing was held on July 10, 2024, after being advertised for the required two weeks. No concerns or negative comments were received from any of the referral parties. The Municipal Planning Commission approved the subdivision at their July 16th meeting. All conditions of subdivision have since been met, allowing for the final reading of the rezoning bylaw and the registration of the subdivision.

ALTERNATIVE OPTIONS:
1. Council may give second reading to Bylaw 2024-13
2. Council may refuse this application; however, Administration does not recommend this.

BENEFIT/RISKS:
There is no risk of proceeding with third reading.

STRATEGIC ALIGNMENT:

Land Use Bylaw 2021-17 requires that Agricultural be a minimum size of 24.7 acres. As the approved subdivision is for 10.0 acres, redistricting is good governance and key to the sustainable growth and development of this area.

Council reminder for the development process:
1. *Subdivision - to create additional parcels, land use amendment may be required prior to subdivision approval.*
2. *When rezoning is required, MDLSR needs a land use amendment (3 readings that requires PH after 1st reading).*
3. *Development process - development permit approval can be done by Planning after subdivision registration is completed, all discretionary development permits will go to MPC.*

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

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

COMMUNICATION STRATEGY:
Below is a timeline showing the progression of Bylaw 2024-13 Land Use Bylaw 2021-17 Amendment No. 17:

- June 12, 2024 – 1st reading of Bylaw 2024-10
- May 27, 2024 – written notification sent to the landowner, adjacent landowners, and referral agencies.
- June 12, 2024 – advertisement in the Lakeside Leader (week one)
- June 19, 2024 – advertisement in the Lakeside Leader (week two)
- June 20, 2024 – deadline for written submissions to be included in the agenda
- July 10, 2024 – Public Hearing (Council Chambers at 10:15 a.m.)
- July 10, 2024 – 2nd reading
- July 16, 2024 – Subdivision approved by Municipal Planning Commission.
- December 11, 2024 Conditions of subdivision were completed
- January 22, 2025 – Council decision on Bylaw 2024-10 (third reading)

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

BYLAW 2024-13

A BYLAW OF THE MUNICIPAL DISTRICT OF LESSER SLAVE RIVER NO. 124 IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF AMENDING BYLAW 2021-17 LAND USE BYLAW AMENDMENT #17

WHEREAS Section 640 of the *Municipal Government Act*, RSA 2000, and amendments thereto, empowers a Council to adopt a Land Use Bylaw within the Municipal District of Lesser Slave River No. 124;

WHEREAS the Municipal District of Lesser Slave River No. 124 Council has adopted Bylaw 2021-17 Land Use Bylaw;

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

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

WHEREAS the Council for the Municipal District of Lesser Slave River No. 124 deems it appropriate and expedient to amend Bylaw 2021-17 Land Use Bylaw; and

NOW THEREFORE the Council of Municipal District of Lesser Slave River No. 124 in the Province of Alberta, duly assembled, hereby amends Bylaw 2021-17 Land Use Bylaw as follows:

NOW THEREFORE the Council of Municipal District of Lesser Slave River No. 124 in the Province of Alberta, duly assembled, hereby amends Bylaw 2021-17 Land Use Bylaw as follows:

1. The land use district of SW-19-65-26-W4M changes from Agricultural (A) to Rural Un-Serviced (RUS) District, as shown on Schedule “A” which is attached hereto and forms part of this Bylaw.

2. Bylaw 2021-17 Land Use Bylaw is hereby amended.

3. Bylaw 2024-13 AMENDMENT #17 forms part of Bylaw 2021-17 Land Use Bylaw.

4. This Bylaw 2024-13 AMENDMENT #17 becomes effective upon the date of the final passing thereof.

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

READ for a first time this ___th day of June, 2024

PUBLIC HEARING held on _____ day of _____, 2024.

READ for a second time this ___th day of _____, 2024

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

BYLAW 2024-13

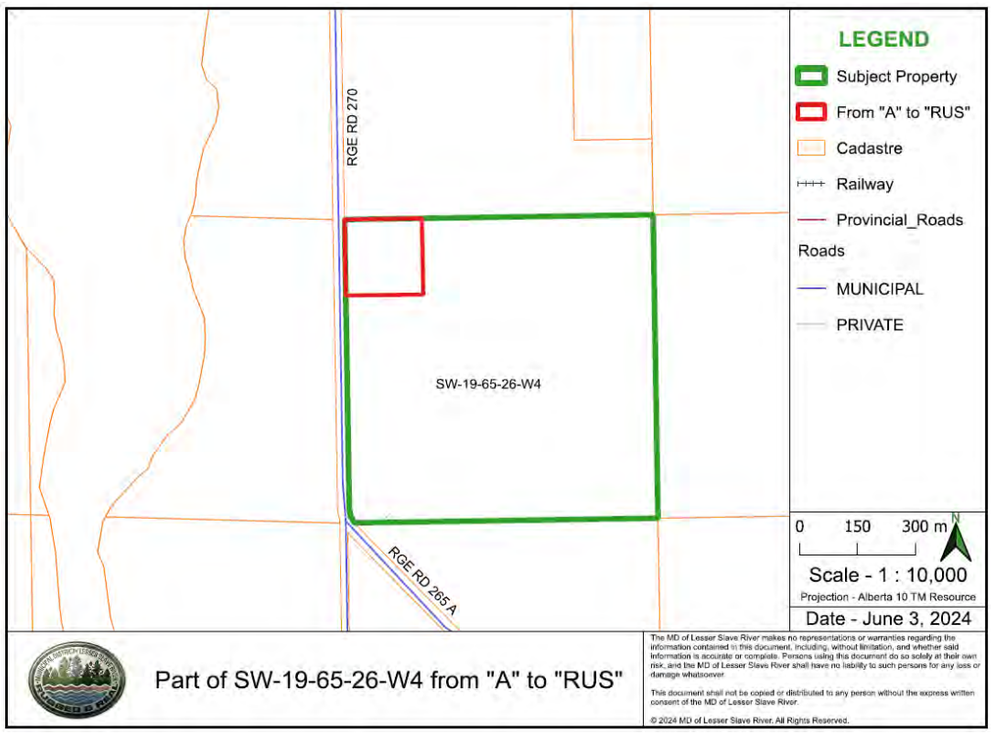
_____

Murray Kerik, Reeve

_____

Barry Kolenosky, Chief Administrative Officer

SCHEDULE "A"



Application no.:

Form Received:

Lesser Slave River
Planning & Development

LAND USE BYLAW AMENDMENT APPLICATION

This form is to be completed in full wherever applicable by the registered owner of the land that is subject of the application or by a person authorized to act on the registered owner's behalf.

APPLICANT NAME | HOME PHONE | MOBILE PHONE

MAILING ADDRESS | POSTAL CODE

EMAIL ADDRESS

Complete below if different from applicant:

REGISTERED LANDOWNER NAME | HOME PHONE | MOBILE PHONE

MAILING ADDRESS | POSTAL CODE

LAND LOCATION

Quarter	Section	Township	Range	Meridian	OR	Lot	Block	Plan
SW	19	65	26	W-4				

LAND USE CLASSIFICATION AMENDMENT PROPOSED

FROM: Ag. TO: RUS

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

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

Gravesite | Industrial Site | ✓ Oil/Gas | Landfill | Sewage: | Open Discharge | Lagoon

Storage of Hazardous Materials | Other

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

proposed subdivision

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF $____, AND HEREBY DECLARE THAT THE ABOVE INFORMATION IS, TO THE BEST OF MY/OUR KNOWLEDGE, FACTUAL AND CORRECT.
NOTE: *Registered owner's signature is required if different from applicant.*

APPLICANT SIGNATURE _____ **DATE** Apr. 1/5/24

_____ **DATE** April/5/24

MUNICIPAL DISTRICT of LESSER SLAVE RIVER no.124 | BOX 722, SLAVE LAKE AB T0G 2A0 | Tel 780.849.4888 | Toll-Free 1.866.449.4888 | Fax 780.849.4939

BOX 93, FLATBUSH AB T0G 0Z0 | Tel 780.681.3929 | Toll-Free 1.866.681.3929 | Fax 780.681.3936

Lesser Slave River
Planning & Development

LAND USE BYLAW AMENDMENT APPLICATION | RIGHT OF ENTRY

Please complete the following right-of-way form and include it with your Development Permit Application.

Right of Entry for an Authorized Person of the Municipal District of Lesser Slave River no. 124 for the purpose of a Site Inspection of the Land Affected by the Proposed Permit Application.

✓ I DO

I DO NOT

give consent for an authorized person of the Municipal District of Lesser Slave River no. 124 to enter upon the land that is subject to the application for the purposes of making a site inspection in order to evaluate the proposed application and monitor its compliance.

LAND LOCATION

Quarter	Section	Township	Range	Meridian	OR	Lot	Block	Plan
SW	19	65	26	W-4				

APPLICANT NAME (PLEASE PRINT)

DATE April 15/24

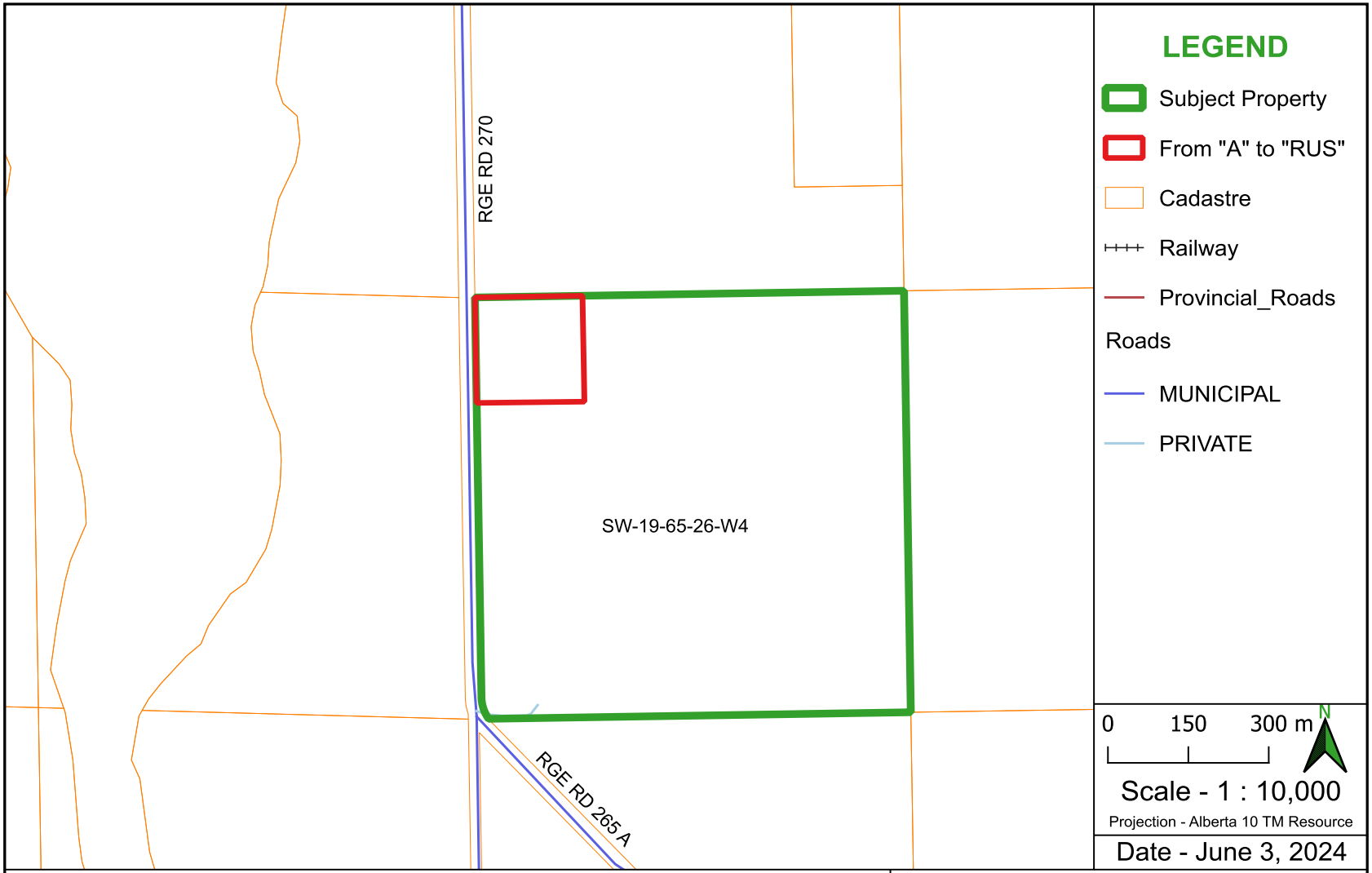
FOR ADMINISTRATIVE USE

FEE ENCLOSED: Yes No

AMOUNT:

RECEIPT NO.:

MUNICIPAL DISTRICT of LESSER SLAVE RIVER no.124 | BOX 722, SLAVE LAKE AB T0G 2A0 | Tel 780.849.4888 | Toll-Free 1.866.449.4888 | Fax 780.849.4939
BOX 93, FLATBUSH AB T0G 0Z0 | Tel 780.681.3929 | Toll-Free 1.866.681.3929 | Fax 780.681.3936



Part of SW-19-65-26-W4 from "A" to "RUS"

The MD of Lesser Slave River makes no representations or warranties regarding the information contained in this document, including, without limitation, and whether said information is accurate or complete. Persons using this document do so solely at their own risk, and the MD of Lesser Slave River shall have no liability to such persons for any loss or damage whatsoever.

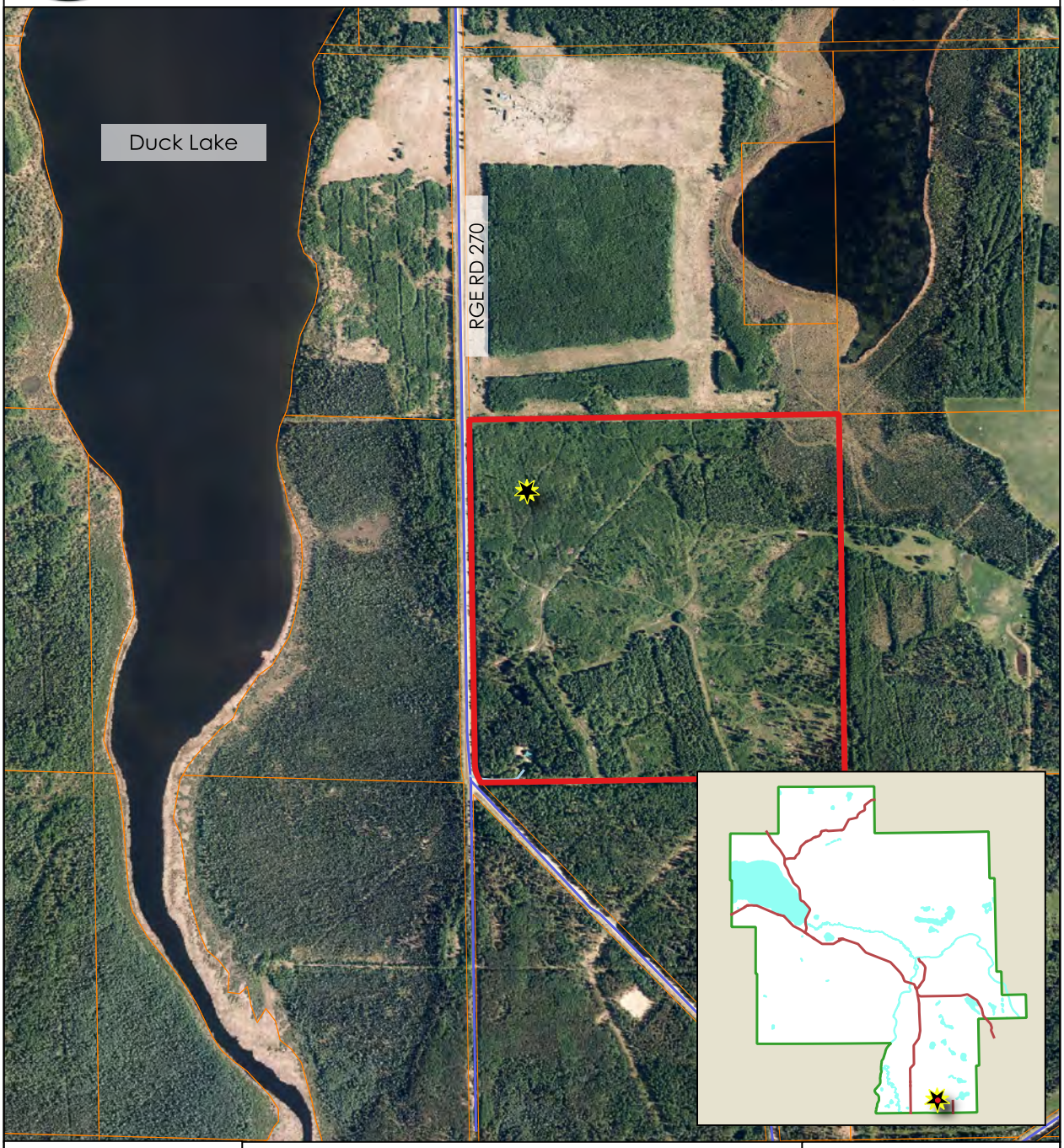
This document shall not be copied or distributed to any person without the express written consent of the MD of Lesser Slave River.

© 2024 MD of Lesser Slave River. All Rights Reserved.

Municipal District of
Lesser Slave River 124

Land Use Amendment

Location - SW-19-65-26-W4



LEGEND
- Subject Property
- Cadastre
- MD_Boundary

M.D. of Lesser Slave River 124 makes no representations or warranties regarding the information contained in this document, including, without limitation, whether said information is accurate or complete. Person using this document do so solely at their own risk and M.D. of Lesser Slave River 124 shall have no liability to such persons for any loss or damage whatsoever.
This document shall not be copied or distributed to any person without the express written consent of M.D. of Lesser Slave River 124.
©2024 M.D. of Lesser Slave River 124. All Rights Reserved.

0 150 300 m

Scale - 1 : 12,000

Map Print Date : June 3, 2024

Lesser Slave River

Request for Decision

Title:	**2025 Budget Follow Up Motions**
Date:	January 22, 2025
Presented By:	Shari Spencer, Document Conveyance Manager
Attachments:	N/A

Proposed Motion	*Move to evaluate the requests from the Canyon Creek Recreation Association and the Smith Hondo Agriculture and Recreation Association using the tool in the Municipal District's Recreation Master Plan and bring the results to a future council meeting for review.* *And* *Move to have the Transportation Department conduct a site visit with the Woods and Water Recreational Trail Association representative to determine suitable Municipal Equipment to assist with trail maintenance.* *And* *Move to decline the request to supply gravel and washed rock to the Woods and Water Recreational Trail Association due to high cost of transport, and limited amounts of nearby inventory.* *And* *Move to approve the Alberta CARE Fall Conference Sponsorship for $5,000 as a hosting municipality.* *And* *Move to approve the donation request from STARS Air Ambulance for $5,750.00*
Administration's Recommendation(s)	As proposed

BACKGROUND:

On December 18, 2024, Council passed the 2025 Interim Operational Budget in the amount of

$$27,970,749.00. As part of the budget deliberations, several community groups came forward with requests that require official decisions to be made through motions, that Administration would like to capture. Further there were several decision papers presented that need to be approved, these have been incorporated into the operating budget already based on verbal feedback from council.

ALTERNATIVE OPTIONS:

To wait until assessment is received and the budget is formally passed with the setting of the tax rate.

BENEFIT/RISKS:

Waiting to approve these motions would mean that many community groups are in limbo until a decision is made, which would be limiting especially when the decision may mean that they should seek other funding opportunities. It also pauses operations in some cases, as Administration cannot pursue contract opportunities etc. until the budget items are approved.

STRATEGIC ALIGNMENT:

Setting the interim budget was in line with the Municipal Government Act and ensures day to day operations continue uninterrupted.

FINANCIAL IMPLICATION:

There is no financial implication as these were already incorporated in the budget.

OTHER CONSIDERATIONS:

N/A

COMMUNICATION STRATEGY:

The Interim Operating budget will be posted to the MD's website and available in print to any member of the public who requests it.

Prepared By: Shari Spencer, Document Conveyance Manager
Reviewed By: Marilyn Gladue, Executive Assistant
Approved By: Barry Kolenosky, Chief Administrative Officer

Lesser Slave River

Report to Council

Title	Agriculture & Environmental Services 4th Quarter Report
Date	01/22/2025
Presented By:	Kendra Kozdroski. Agricultural Fieldman
Attachments	None

Proposed Motion	*Move to accept the Agriculture & Environmental Services 4rd Quarter Report as information.*
Administration's Recommendation(s)	As proposed.

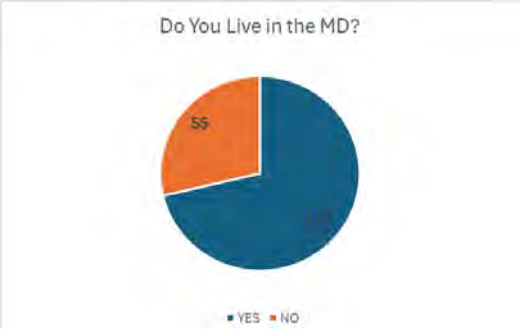
4th Quarter Report

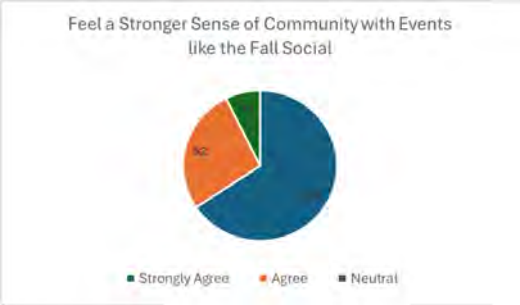
Capital

- *N/A*

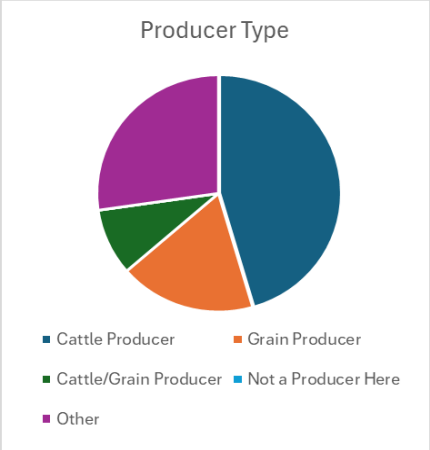
Operational

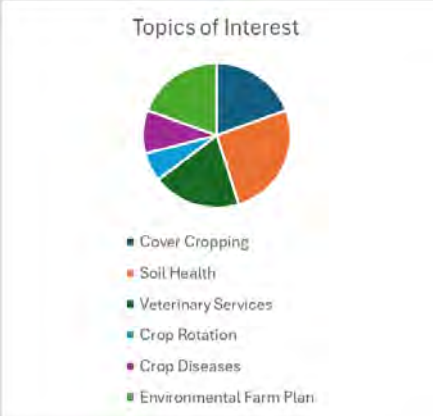
- *Fall Social-November 2nd, 2024 205 people attended event*

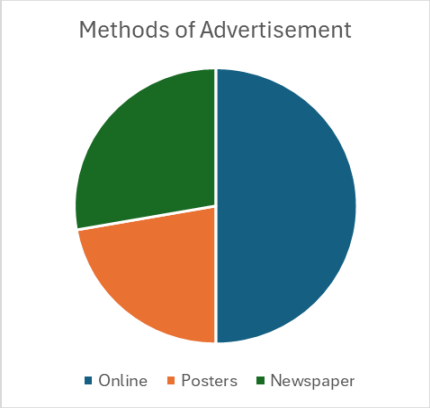




1







- Regional Agricultural Service Board Conference-Two Board Members Attended
- ASB Grant Program-Opened November 4th, 2024. Closes January 31, 2025.
- ASB ADM Townhall Meeting with ASB Chair.
- Submitted Phase II Grant Application.

Prepared by: Kendra Kozdroski, Agricultural Fieldman
Reviewed by: Marilyn Gladue, Executive Assistant
Approved by: Barry Kolenosky, Chief Administrative Officer

Lesser Slave River

Report to Council

Title	Capital/Operational Projects Quarterly Report
Date	January 22, 2025
Presented By:	Shari Spencer
Attachments	

Proposed Motion	*Move that Council accept the Capital/Operational Projects Q4 Quarterly Report as Information*
Administration's Recommendation(s)	As proposed

4th Quarter Report – *October - December*

Capital

Smith Subdivision
Preliminary discussions with council have been conducted. Administration is working with council to develop a Land Disposal policy and procedure. In the meantime, Administration is investigating to determine what work needs to be completed to subdivide the land.

Radios for Fleet
This project is complete.

Smith Pavement Rehabilitation

Extensive patching was completed in the summer months. A decision will need to be made on a longer-term solution in the near future.

Old Smith Highway Reroute
The road and crossings are nearly complete and are functional for the winter. There were many of issues to work through last fall. A section of the old road slide into and blocked the west creek. A gravel key was installed to prevent future slides on the new section of road. A flood on the east creek, due to a beaver dam release, washed out a section of the creek bed which was repaired and lined with rip rap.

Compaction testing will be done in the spring and those sections of the road that do not pass will be reworked. Funds have been held back from the contractor to cover the costs. This does have a slight benefit for the MD in that it allows a few months for settling, and the warranty on the road won't start until next year, giving us an extra season of warranty.

A parking and picnic area was built at the east creek since many people stop to fish there or launch their canoes. Left over materials were used so there was no additional cost. No cost over runs are expected on this project.

Smith Bridge Preliminary Design

Preliminary design is almost complete, the crew has started building the ice bridge required to complete the last of the instream geotechnical work. The Structural Alternatives Report was submitted to Alberta Transportation's Technical Standards Review Board in early December and feedback is expected in early January.

BF79260 Flatbush Creek Bridge Culvert Replacement
All environmental permitting was received in early December, and the Tender package was prepped to be posted first thing in January. Administration is working with the adjacent landowners to obtain the additional right of way needed in accordance to the procedures laid out in Policy *TR-32-05 Borrow & Right of Way Acquisition.*

Smith Bridge Repairs
Construction was completed in October and final inspection took place in November. This Construction Completion Certificate was issued in December, this project is complete.

Smith Raw Water Pump Chamber and Pipe Replacement
Final construction work, final testing and commissioning is being done this week. Expecting to be running on new system by January 17th, 2025. Construction execution has been carefully planned so the water supply to the Smith Water Treatment Plant will not be interrupted.

PLC Upgrades
The two PLC system upgrades at the Canyon Creek Water Treatment Plant are currently in the engineering and design phase. We are planning on shutting down the membrane filtration package on January 27 to 31 and upgrading the PLC equipment on this system. We will give this new system two to three weeks to stabilize and then we will be shutting down the conventional plant package on February 21 to 25 to replace this system PLC equipment. Both systems should be up and running on the new PLC equipment by the end of February.

Flatbush Raw Water
The re-purposed Marten Beach truck fill equipment was successfully installed and interconnected to some of the re-purposed equipment in the Flatbush Water Treatment Plant building and has been running well for a few months now. Unfortunately, the old raw water well piping and well pump was not in as good as condition as originally thought, so we ended up replacing the well pump and pump piping when it recently failed. The underground piping between the well and the Water Treatment Plant building also sprung two leaks, so we are now going to replace that fifty foot section of pipe this week. This should give us a reliable system going forward.

Ranch Road Culvert Replacement
MPA Engineering submitted permitting requests in November 2024, as of December 31st approvals were still pending. In the meantime, the tender package is being prepared and Administration is working on additional land acquisition for right of way.

Culvert Engineering & Permitting
Five culverts have had permitting submitted for remediation work. These culverts will not need to be upsized to bridge culverts and will be remediated instead of replaced as part of the 2025 operating budget. Once the DFO permitting is received, this project will be closed out.

SL River Boat Launch Upgrades Phase 2
Alberta Forestry and Parks supplied picnic tables, garbage and recycle containers, and materials to rebuild the outhouse, including a new holding tank. The MD completed repairs to the outhouse and installed the tank this fall. Also, the MD has landscaped and installed the tables adjacent to the fishing area. This project is complete.

SL Office Renovations & Expansion
The west office renovations are nearly complete. They will be painted soon. The file room area is being cleared out and the documents digitized. A wall and door will be installed to separate this area from the copy room area, enabling

this area to be used for temporary offices or a conference room. The reception desk is being redesigned for handicap access. The portable heater in the document storage shed was replaced with a thermostatically controlled electric furnace. The temperature will be maintained at a minimum for energy conservation, while protecting the documents.

Smith Firehall/Maintenance Shop Siteworks
Milestone Engineering is developing a basic site plan, which will be completed late Fall, weather permitting.

Fire Engine
Tender was issued in February and awarded in March to Acres Industries for $819,800. The deposit has been paid, and the build is in progress.

Rescue Stabilization Tools
The rescue stabilization tools have been delivered and this project is complete.

772 (or equivalent) Grader
This unit was delivered in October 2024, project is complete.

872 (or equivalent) Grader
This unit was delivered in December 2024, project is complete.

Used Water Truck
This unit has been fully deployed and the old unit was sold for $30,500 in October so the MD actually came out ahead with a newer, better truck.

Security Upgrades to Facilities
Administration is working with the utility department to determine how to best protect these buildings.

East Mitsue Pavement Repairs
This project was combined with the West Mitsue Paving Repairs and a Local Municipal Initiatives grant application was submitted in November 2024. The remaining funds in this project were reallocated to the Mitsue Paving Prep Project as part of the 2025 Capital Budget. This new project will focus on the preliminary design of the rehabilitation to ensure that the project is shovel ready if the LMI grant application is successful.

West Mitsue Re-Paving Prep Work
See Above.

Smith Water Treatment Plant Pretreatment Upgrade
The water treatment plant upgrade project has been approved to proceed. We are holding the 30% design review meeting early January. The next phase will be to begin ordering the long delivery major equipment and working in parallel to advance the design to 100%. We will be issuing the construction tender at the end of Q1, with construction award in Q2 and start the building addition construction in Q2/Q3. Proposed schedule shows project completion by the end of 2025 or early into 2026.

Smith Membrane Tank Relining
With the approval to proceed with the new Smith Water Treatment Plant pretreatment upgrade project, this work is no longer required as this tank will be taken out of service by the end of 2025.

Canyon Creek/Wagner Truck Fill Integration
The new Flow Point truck fill system at the Widewater Booster location was commissioned September 18th and is in service. The old Wagner keylock truck fill station has been permanently demolished and reclaimed. The old Canyon Creek water truck fill system has been shut down and isolated and is now awaiting management approval to permanently remove this system from service.

Waste Bin Revitalization
Bins have been delivered and this project is complete.

Operational

Municipal Development Plan & Land Use Bylaw Plan Alignment
Administration presented the public 'What We Heard Report' with Council during the two strategic sessions held November 12 and 15, 2024, along with potential options in response to the feedback, for Council review and direction. Two more strategic planning sessions are scheduled with Council for January 27 and 28, 2025 to discuss next steps with Council.

Municipal Servicing Standards
In progress with collaboration with the Town of Slave Lake.

Valve Maintenance Program
The tender closed with a single bid and will be brought forward to council for award in the new year.

Preventative Maintenance Program

This is being incorporated into the tender for the valve maintenance program, see above comments.

Flatbush Potable Water Truck Fill Keylock Upgrade
The potable water truck fill Flowpoint system has being upgraded and has been operational since October 18, 2024.

Back Sloping Program
This project is essentially complete, waiting for submission of costs from the final landowner.

Directional Road Signage
This project is complete.

IT System Audit
The purpose of this IT network audit is to go to all MD facilities and find out what type of network equipment is in place, determine if all the equipment is currently supported (or possibly obsolete), review the physical installation and determine if any re-work needs to be done to ensure the systems remain in good physical condition and are reliable. Another goal is to have the same type of infrastructure at all sites and to create a set of network drawings to properly show the overall system and the interconnections at each site.

Energy Audit
Energy Audit at MD office is complete, and final report is being prepared. The energy audit equipment has been installed at the Smith Community Complex and we have been gathering and analyzing data for about 1 month now. The Southshore Waste Water Treatment Plant audit will be the next one after Smith. The new waste heat recovery system at the South Shore Waste Water Treatment Plant was installed last week and is being commissioned this week (this system will greatly reduce the heating load requirement from the 2 large 30KW electric heaters in the screening room, thus reducing the power bills for the site). The list of other MD buildings requiring energy audits and the order in which they will be done is currently being developed.

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

Lesser Slave River

Report to Council

Title	Human Resources Quarterly Report
Date	January 22, 2025
Presented By:	Nicky van Deventer
Attachments	None

Proposed Motion	*Move that Council accept the Human Resources 4th Quarter Report for information*
Administration's Recommendation(s)	As proposed

Active Job Postings:
1 Director of Finance – Currently open for 2 weeks.
1 Assistant CAO – Interview Process.
1 IT Technician – Vacant since June 2024.
1 Custodian / Groundskeeper – Hired within two weeks after posting closed.
1 Administrative Assistant – Utilities – Hired within three weeks after posting closed.
1 Municipal Service Technician – Hired internally within two weeks.
1 Wastewater Operator Level III – Vacant since October 2024.
1 Transportation Labourer – Hired internally within two weeks.
1 Truck Driver – Hired within three weeks since posted.
1 Facilities Maintenance Technician – Hired within two weeks.
1 Landfill Attendant – Hired within two weeks.

New Hires 1 October – 31 December 2024
Facilities Maintenance Technician
Custodian / Groundskeeper
Administrative Assistant – Utilities
Municipal Service Technician
Transportation Labourer
Truck Driver

Departures 1 October – 31 December 2024
3 Seasonal Staff
Director of Finance
Director of Planning & Development
Administrative Assistant Utilities

Recruitment
- We are seeing a huge influx of resume's, some very good applicants;
- Some positions seem harder to fill than others;
- Ton of interviews lined up.

Other Items

Recruitment & Retention

Internal Job Postings: Continuing the successful practice of advertising roles internally before external postings, ensuring career advancement opportunities for current staff. This approach has maintained a 100% success rate, fostering employee engagement and retention.
External Recruitment: A total of 2 positions have been filled this quarter, which included the Administrative Assistant and the Truck Driver.

Training & Development

HRIS Implementation: Weekly training sessions for employees are underway to support the adoption of the new HR information system, which integrates time tracking, payroll, onboarding, and employee engagement. Feedback has been positive.
Workshops and Certifications: 9 Employees successfully completed their ICS 200 training.

Performance Management

Appraisals: Performance appraisals are scheduled to be completed by January 24th. Managers are working collaboratively with employees to set goals for the upcoming year, ensuring alignment with organizational priorities.
Key Outcomes: Feedback from last year's appraisals has been used to refine departmental strategies, including succession planning and targeted training programs.

Policy Updates

Revised and implemented updated workplace policies, including Harassment Prevention Directive. Currently working on directives like Training & Development, Succession Planning, Return to work and Remote work amongst others.

Workforce Metrics

Employee Turnover Rate: 2% this quarter.

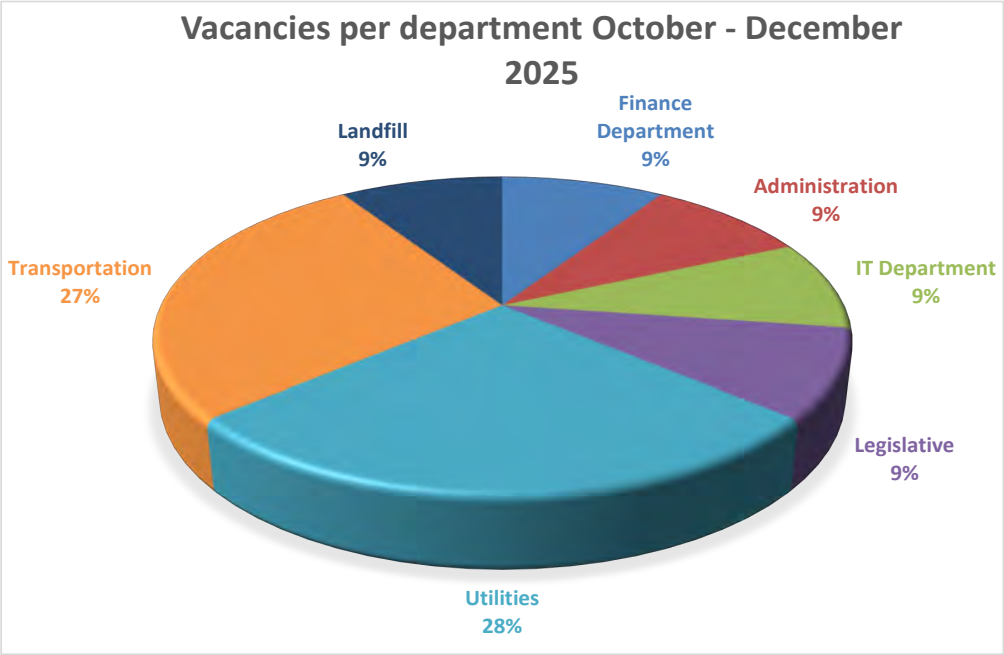
Vacancy Rate: 6% of positions are currently vacant, with ongoing recruitment and interview efforts.

Benefits Administration

We are currently evaluating and comparing our existing benefits consultant, HUB, with the RMA-preferred group CANOE as potential options for benefits consultation. The comparison focuses on pricing, capabilities, effectiveness, and availability offered to the HR Department. This is not about changing our provider but rather our intermediary. This includes dental, vision, and medical plans.

Team Building

This quarter featured a variety of events and team-building activities, some of which included participation from council, including the year end Christmas party, Halloween dress up and potlucks.



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

Lesser Slave River

Report to Council

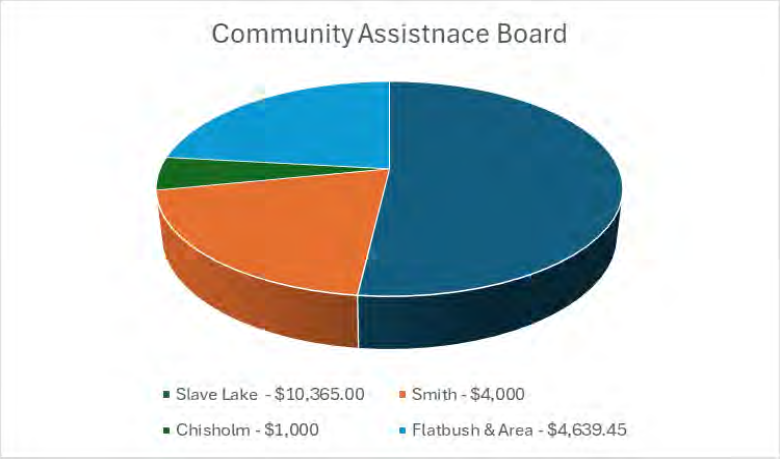
Title:	Legislative Services 4th Quarter Report
Date:	January 22, 2025
Presented By:	Sandra Rendle
Attachments:	None.

Proposed Motion:	*Move that Council accept the Legislative Services 4th quarter report as presented.*
Administrations Recommendation(s):	As proposed.

Community Services

- The Rugged and Real Dinners were a highlight in November, hosted in Widewater, Smith, and Flatbush. Each dinner was well attended, with catering provided and a short bingo game at every event to bring the community together in a fun and relaxed atmosphere.
- Rentals at the complex have slowed down as we transition into the winter months.
- We have hired a full-time Custodian/Groundskeeper for the Slave Lake office and general area.
- CAB and FCSS – total funded in 2024 per Community:

Community Assistance Board - Total funded in 2024 - $20,004.45



FCSS – Total funded in 2024 - $77,633.69

Legislative Services

- January 1, 2025, marked the first day for potential candidates to file their nomination papers for the 2025 Municipal Election. Leading up to this, our team developed a new election bylaw and prepared an updated nomination package to ensure everything was ready for release before the holiday break.

Communications

- The final touches were completed on the Stepping Stones document. It is now available as an interactive flipbook on our website. To extend its reach, sneak peek booklets will be included as an insert in the Lakeside Leader.
- Voyent Alert subscriptions continue to increase, 669 subscribers.

Safety

- With the arrival of our new HR Manager, responsibility for the Safety portfolio will return to the Human Resources department. In the meantime, our Contracted Safety Advisor is actively preparing for the Certificate of Recognition (CoR) Audit, scheduled for the first week of March 2025.

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

Lesser Slave River

Report to Council

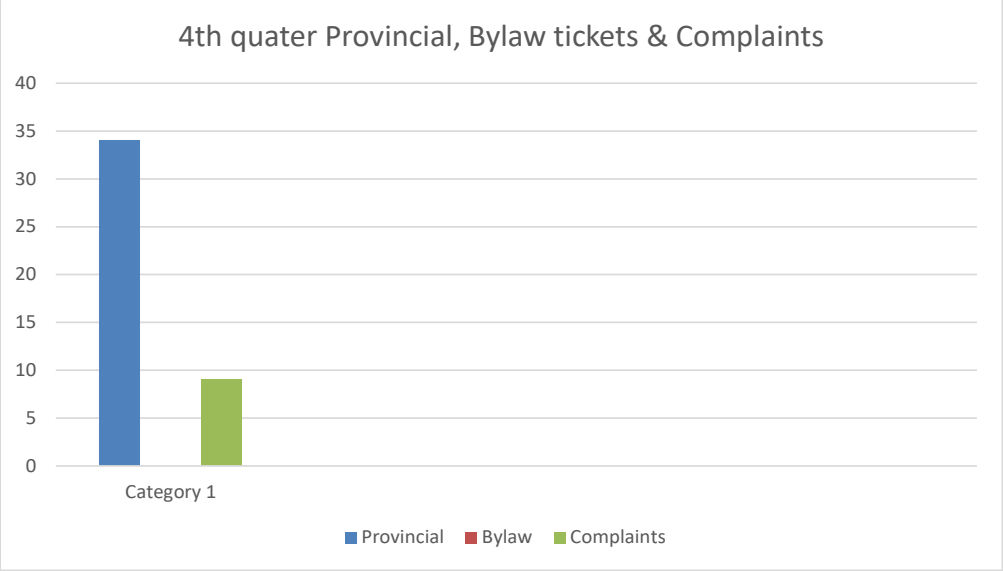
Title	Protective Services third (4TH) quarter report
Date	Jan 22, 2025
Presented By:	Paul Mulholland
Attachments	

Proposed Motion	MOVE to accept Protective Services Department quarterly (4th Quarter) report as information.
Administration's Recommendation(s)	As proposed.

4th Quarter Report – *October – December*

Tickets, Warnings and Agency assists this quarter,

- Provincial Tickets issued - 34
- Bylaw Tickets issued – 0
- Complaints Received – 9



Total face value of tickets written for 4th quarter 2024 is $8569.00

Fines payments received in 4th quarter are,

- OCT = $0

- NOV = $1,066.00
- DEC = $510.00

Enhancing Service Delivery

- ✓ MDLSR Peace Officers patrol an area of 10,000sq kl with approximately 660 kl of local roads, and 325kl of provincial highways.
- ✓ Peace Officer priorities are, Bylaw enforcement, infrastructure protection and traffic safety as well as Community Policing. The new Community Policing Plan is now posted on the MD new website.
- ✓ Working closely with other Municipal departments, time is spent accompanying the Planning Officer's on-site visits and monitoring speed through operations construction zones.

Identifying Key area of Enforcement

- Community patrols - carried out daily
- Using Mitsue industrial area as a center point, anything west and north we class as zone 1. Anything east and south we class as zone 2.
- Protective Services initiated a public awareness campaign using MDLSR website to advise residents that there would be a property clean-up initiative starting in the spring of 2024.
- Twenty plus (20+) properties where identifies as coming under the Community Standards Bylaw.

The following process of prioritizing these properties was created,

- Environmental impact
- Neighborhood impact
- Complaint

1. And used to triage the most egregious properties to start the initial contact.
2. Four (4) properties have been identified using the above criteria as priority files.

Forecasting for the Future

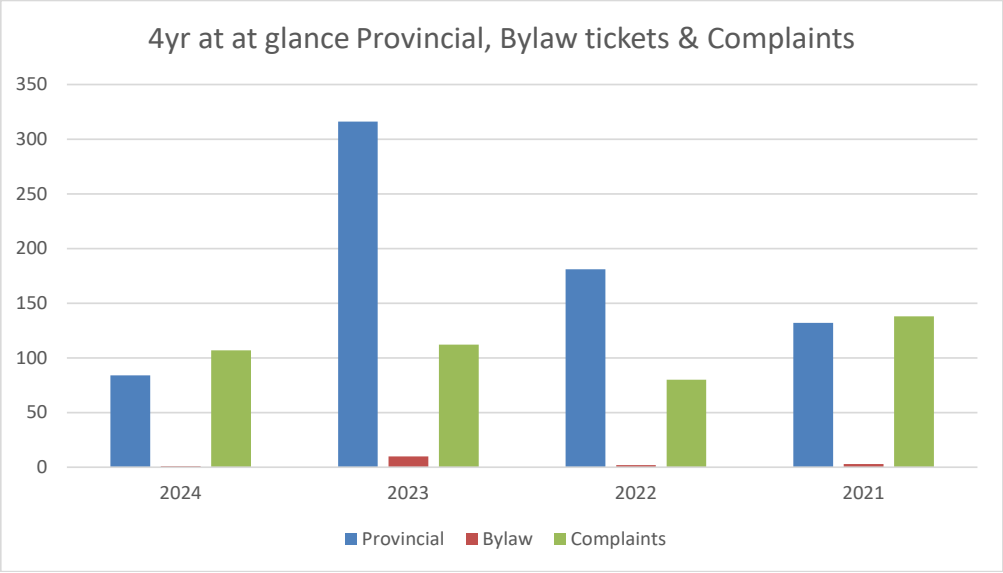
- A shared Protective Services calendar shows the area where each officer is patrolling on any given day.
- This schedule by necessity is fluid and can be changed on any given day by a call for service, court appearance or more pressing matters.
- Protective Services started working a three-shift system, with each week being one rotation.
- Officers overlap by 4hrs each shift to give support and provide more varied times in the hamlets and remote areas
- One Officer works day shift, with the second officer working afternoons and so on
- One Officer works Sunday through Thursday, the Second Officer works Tuesday through Saturday, this allows for full weekend cover, except for leave and sickness.
  - Day's 0800-1600hrs
  - Afternoons 1200-2000hrs
  - Evenings 1600-2400hrs

Peace Officer fourth quarter overview

Training taken

- ❖ Senior Peace Officer completed PPCT mid-October, BEM and ICS 100 in October, ICS 200 in November and First Aid Training November 1, 2024.
- ❖ Peace Officer completed BEM in October.
- ❖ Two of the three extended files have been completed.

- The largest file opened is still ongoing with further prompting ongoing.
- Five Court of Kings Bench files have been submitted to our lawyers and we are waiting for their direction.



Prepared by: Elizabeth Krumes, Administrative Assistant
Reviewed by: Marilyn Gladue, Executive Assistant
Approved by: Barry Kolenosky, Chief Adminstrative Officer

Lesser Slave River

Report to Council

Title:	*Utilities Annual Report*
Date:	*January 22, 2025*
Presented By:	*Jeremy Dumaresque*
Attachments:	

Proposed Motion:	*Council moves to accept the Operations Quarterly Report as Information*
Administration's Recommendation(s):	*As proposed*

4th Quarter Report – *October – December:*

Capital

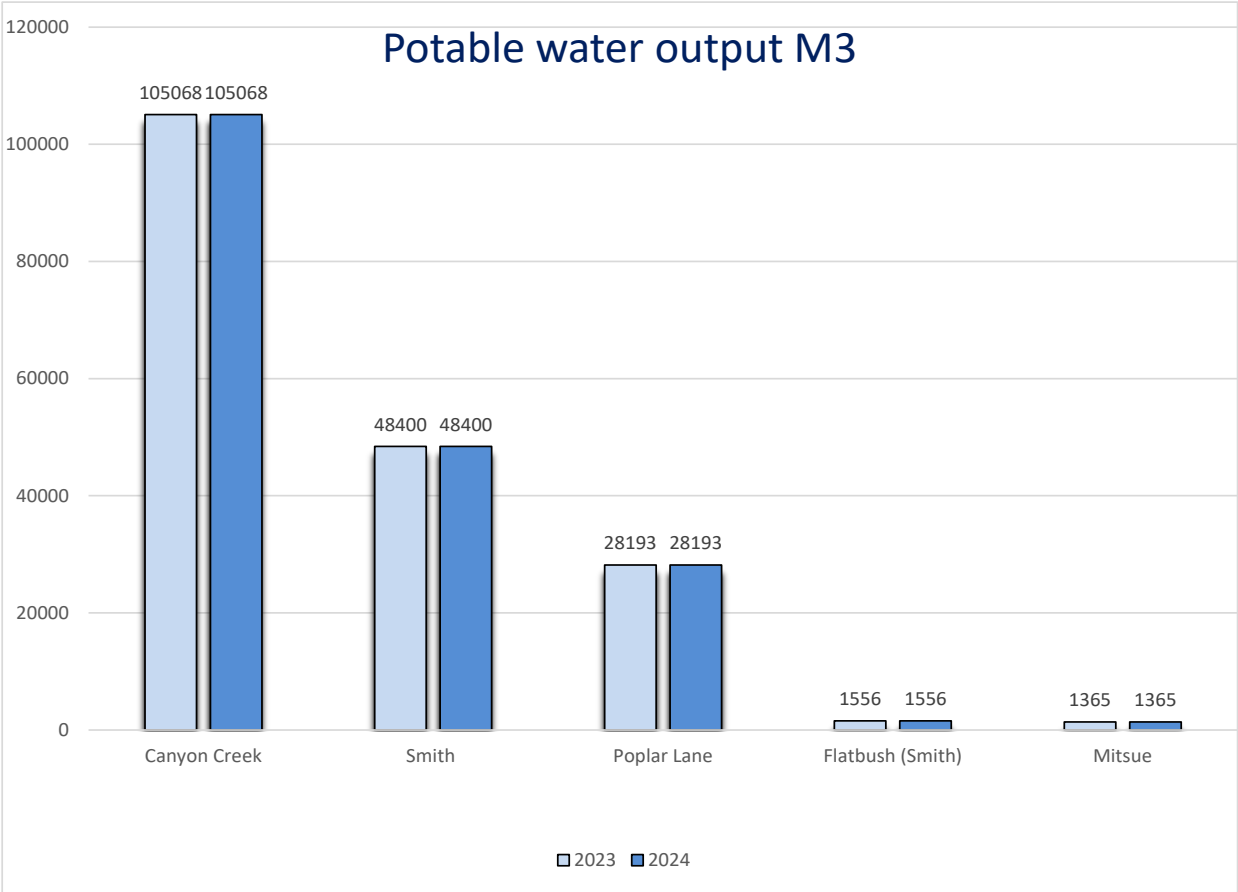
- Smith intake Phase Two is 90% complete and should be finished by the end of January 2025.
- Mitsue pond cleaning was completed in October 2024. The remaining ponds will be done as part of the 2025 Capital Budget.
- HVAC system is being overhauled at Southshore Wastewater Facility; this should drastically reduce the utility bills at this location.
- The new Widewater Truck Fill was commissioned, and the Wagner Truck Fill was disassembled and abandoned. The new truck fill has a more central location and will increase overall operational efficiency.
- Design Phase for the Smith Pretreatment project is at 20%
- Canyon WTP PLC replacement is underway

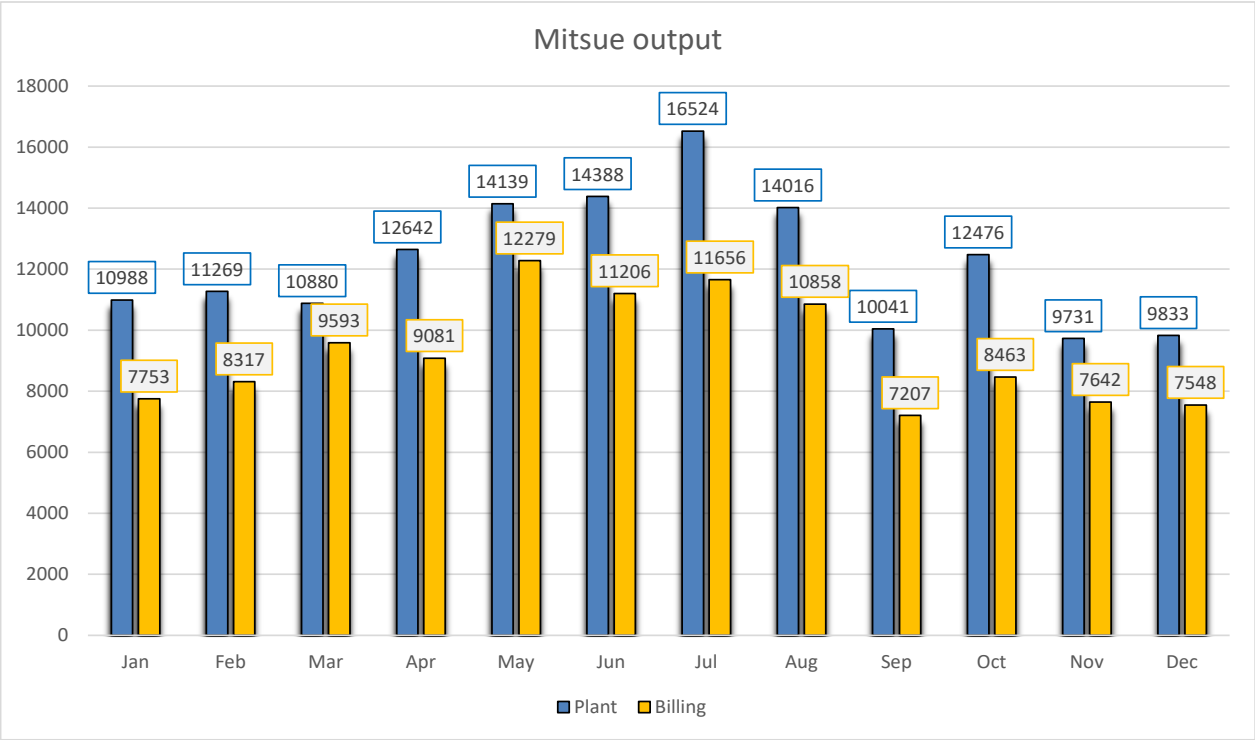
Operational

- Hydrant flushing and winterizing was completed, this is routine maintenance for Winter.
- Hydrant was repaired in Canyon Creek due to a leaky seal not allowing the hydrant to be turned off
- Installed air gaps on all Truck Fills to prevent any back feed contamination
- Replenished parts inventory to be able to respond to emergent line breaks as needed.
- 3 CC Valves were repaired in the Widewater Area
- One mainline repair in the Widewater Area
- Compressor used for instrumentation air went down (past life expectancy), it was replaced at Southshore Wastewater Facility
- All required Provincial lab testing has been completed
- Powder activated carbon line plugged off at Canyon WTP due to the nature of the Chemical. it was completely replaced

- Sewer manhole was repaired in Widewater
- Dry hydrant has been removed from Marten Beach and will be reinstalled after the Spring Thaw.
- Aeration lines were descaled at Canyon Raw Pond to increase airflow and help encouraging aerobic bacteria
- Meter vault in Smith was insulated to help from freezing in winter months
- Blower valves used for instrumentation air failed and were replaced in Smith WTP
- Due to the two fibre optic installations over 100 line locates were completed this quarter.

Below are some graphs comparing data throughout the year:





Prepared by: *Jeremy Dumaresque, Utilities Manager*
Reviewed by: Shari Spencer, Document Conveyance Manager
Approved by: Barry Kolenosky, Chief Administrative Officer

Lesser Slave River

Request for Decision

Title:	**Finance Monthly Report**
Date:	January 22, 2024
Presented By:	Erik Loken
Attachments:	Municipal District of Lesser Slave River No. 124 – Statement of Operations as of December 31, 2024

Proposed Motions:	*Move to accept the Municipal District of Lesser Slave River No. 124 – Statement of Operations as of December 31, 2024, for information.*
Administration's Recommendation(s)	As Proposed

BACKGROUND:

As per Municipal Government Act Section 268.1

A municipality must ensure that:

(b) the actual revenues and expenditures of the municipality compared with the estimates in the operating or capital budget approved by council are reported to council as often as council directs.

ALTERNATIVE OPTIONS:

Council can request more information from Administration.

BENEFIT/RISKS:

Financial reporting to Council represents transparency and promotes financial accountability of the Municipal District of Lesser Slave River No.124 (MDLSR).

STRATEGIC ALIGNMENT:

The attached reports are tied with the strategic goals of the MD of Lesser Slave River No.124 as the budget and related expenses allow Administration to deliver all MDLSR services.

FINANCIAL IMPLICATION:

Expenses incurred are charged to the appropriate items included in the annual budget.

OTHER CONSIDERATIONS:

Expenses

As of December 31, 2024, the MDLSR has incurred 80% expenses compared to budget.

1. **Transfer Payments made:**
   a) Annual Airport Contribution - $114,750
   b) Fire Protection - Town of Slave Lake $00.00
   c) Intermunicipal Town of Slave Lake $00.00 – Town will send
   d) Disaster Services Emergency Flood Mitigation $200,000
   e) Proceeds of Equipment $196,590.00
   f) Administration operational budget transfer to reserve $1,103,458.00
   g) Utility Oper. budget transfer to reserve $113,510

2. **Requisitions paid**
   a) Lesser Slave River Regional Housing $508,149
   b) Homeland Housing - $118,616
   c) School Requisition - $4,053,667
   d) AMA - $99,178

Revenues

1. **Reserve Transfers**
   a) Increase Wage & Benefit - Budget - $390,444 – Oper. Budget
   b) Recreation Master Plan – Budget – $61,000 – Oper. Budget
   c) Records Management – Budget – $60,000 – Oper. Budget
   d) Police Requisition Top Up – $151,702 Motion 127-24
   e) Water Reserve Transfer In - $134,200 – Oper. Budget

2. **Grant Transfers**
   a) FCSS Grant $85,802
   b) DIP Grant - $00
   c) ASB Grant $166,247
   d) Lake Maintenance Grant (AEP) $90,000
   e) Mun. Intern Grant $30,000.00 – carry forward $30,000 - 2025
   f) Mun. Planning $100,000.00 – carry forward $50,000 - 2025
   g) LGFF – Oper. $110,400
   h) Alberta Day Grant $5,000.
   i) Wheelchair $9,625
   j) Canada Summer Jobs $8,400
   k) CCEDNET – funding $3,445

The full-time positions for Safety Manager, HR Manager and IT Coordinator have been vacant for a portion of the year. In 2025 we will be deleting the Safety program. Every department will handle their own safety program (ordering of supplies). The Administration portion of Safety will be transferred to the Administration budget.

COMMUNICATION STRATEGY:

As Per the Municipal Government Act Section 207(c)

The Chief Administrative Officer advises and informs the Council on the operation and affairs of the municipality.

Continue reporting monthly to comply with the above.

Prepared By: Erik Loken, Finance Intern
Reviewed By: Debbie Conrad, Finance Manager
Approved By: Barry Kolenosky, Chief Administrative Officer

MUNICIPAL DISTRICT OF LESSER SLAVE RIVER NO. #124

Statement of Operations

For the Month ending December 31, 2024 (Interim)

	2023 Budget	31-Dec-23 Actual	2024 Budget	31-Dec-24 Actual	Acutal VS Budget %	Notes
REVENUES	**As of December 31, 2024 the MD has incurred 80% expenses compared to budget.**					
Net Municipal Taxes	21,182,130	21,151,406	23,722,573	23,737,928	100.1%	Taxes Generated Timing
Penalties and costs of Taxes	93,411	81,002	85,498	82,770	96.8%	Tax Penalty Generated January 1, July 03, 2024, & October 2, 2024
Investment Income	616,356	968,228	601,947	968,957	161.0%	Investment sales
Reserve Transfers	1,961,916	1,005,443	775,487	797,347	102.8%	See RFD - Revenues Progress Transfers 1 a) b) c) d) e)
Government Transfers	1,202,509	1,196,801	934,235	608,919	65.2%	See RFD - Grant Transfers 2 a) b) c) d) e) f) g) h) i) j) k)
Bylaw Tickets	24,982	(13,383)	52,523	21,249	40.5%	Bylaw Tickets
User fees & Sales of Goods	1,922,633	2,207,314	2,070,924	2,062,568	99.6%	Sale of assets
Licenses and Permits	15,000	20,792	95,000	58,254	61.3%	Planning and Development
Total Revenues	**27,018,937**	**26,617,604**	**28,338,187**	**28,337,992**	**100.0%**	
EXPENSES						
Legislative						
Council	503,691	440,433	535,205	449,667	84.0%	
Total Legislative	**503,691**	**440,433**	**535,205**	**449,667**	**84.0%**	
Administration						
Administration	200	-	-	-	0.0%	
General Administration	2,692,098	2,012,849	2,773,986	2,280,488	82.2%	
Safety	145,714	133,151	183,410	86,234	47.0%	Position Vacant - moved part time contract services
Information Technology	498,585	482,769	539,382	442,535	82.0%	Equipment (Computers/Monitors) Purchases High
Communications	157,540	179,461	160,641	203,469	126.7%	Contracted Services High (Website)
Human Resources	258,554	222,607	272,616	226,196	83.0%	Position Vacant for Part of Year
Succession Planning	-	-	50,000	22,340	44.7%	
Elections	-	-	-	-	0.0%	
Asset Project Management	-	1,746	556,238	179,605	32.3%	Contracted Services Low
Total Administration	**3,752,691**	**3,032,583**	**4,536,273**	**3,440,868**	**75.9%**	
Protective Services						
Police Protection	154,363	121,884	311,702	311,702	100.0%	Requisition paid in full
Fire Services	297,054	317,417	1,027,301	270,596	26.3%	Have not received Regional Fire Services billing - have inquired
Bylaw Enforcement	305,690	272,786	409,102	319,645	78.1%	
Disaster Services	76,500	237,644	156,630	55,442	35.4%	Flooding
Total Protective Services	**833,607**	**949,731**	**1,904,735**	**957,384**	**50.3%**	

MUNICIPAL DISTRICT OF LESSER SLAVE RIVER NO. #124

Statement of Operations

For the Month ending December 31, 2024 (Interim)

	2023 Budget	31-Dec-23 Actual	2024 Budget	31-Dec-24 Actual	Acutal VS Budget %	Notes
Facilities						
Facilities	751,734	604,316	788,742	579,369	73.5%	Not all Building Repairs Completed
Total Facilities	**751,734**	**604,316**	**788,742**	**579,369**	**73.5%**	
Field Services/Transportation						
Wages	2,086,258	1,916,219	-	113	0.0%	
Road & Road Crossing	321,050	202,401	372,514	222,166	59.6%	No Director of Field Services
Signs	18,360	(17,553)	143,253	120,775	84.3%	
Culverts	266,560	195,200	413,219	117,151	28.4%	
Brushing	204,000	191,653	349,338	263,063	75.3%	
Back Sloping	-	247	112,991	23,177	20.5%	No uptake on program
Gravel Program	1,124,713	1,028,248	1,658,342	1,238,160	74.7%	Gravel Program completed
Gravel Pits	1,992,548	24,358	196,386	88,031	44.8%	Rental invoices not received
Snowplowing	78,000	60,945	608,495	493,601	81.1%	
Streets	66,402	58,499	67,800	45,468	67.1%	
Construction	250,000	91,239	676,922	412,123	60.9%	No shoulder pull done.
Line Painting	17,700	17,782	28,044	4,310	15.4%	Not invoiced as of December 31, 2024
Crack Sealing	60,000	55,664	103,044	64,612	62.7%	
Dust Control	190,961	161,910	287,838	273,971	95.2%	Timing most of expenses have gone through
Bridge	60,000	44,827	151,632	91,665	60.5%	
Engineering Services	411,397	163,542	-	-	0.0%	
Beaver Control	-	-	75,000	63,576	84.8%	
Total Field Services/Transportation	**7,147,949**	**4,195,181**	**5,244,818**	**3,521,961**	**67.2%**	

MUNICIPAL DISTRICT OF LESSER SLAVE RIVER NO. #124

Statement of Operations

For the Month ending December 31, 2024 (Interim)

	2023 Budget	31-Dec-23 Actual	2024 Budget	31-Dec-24 Actual	Acutal VS Budget %	Notes
Fleet						
Fleet	1,421,075	1,152,936	1,822,994	1,638,848	89.9%	Equipment/Vec Repairs 88K/ Insurance 22K/month
Total Fleet	**1,421,075**	**1,152,936**	**1,822,994**	**1,638,848**	**89.9%**	
Utilities & Operational Services						
Water	1,785,723	1,971,244	2,279,905	2,070,844	90.8%	
Waste Water	1,979,722	1,309,036	1,648,151	1,079,087	65.5%	Equipment Purchases still below AVG
Solid Waste Management	338,064	424,682	427,116	474,254	111.0%	Includes Transfer Payment to Athabasca $2,630.00/month
Total Utilities & Operational Services	**4,103,509**	**3,704,962**	**4,355,172**	**3,624,186**	**83.2%**	
Community Services						
FCSS	101,602	87,273	110,704	111,890	101.1%	Includes Grants to Organizations $75,843.86
Community Assistance Board	40,000	39,881	40,000	20,004	50.0%	
Regional Development - VIC	84,792	89,004	51,499	26,801	52.0%	
Library	193,002	190,256	202,661	179,855	88.7%	Grants to Organizations $172,130.66 paid
Canyon Creek Campground	23,442	20,992	37,620	17,625	46.9%	
Recreation - General Administration	815,523	649,201	416,107	310,037	74.5%	
Recreation - Smith & Canyon Creek	51,634	34,500	38,866	30,170	77.6%	23 & 24 Ice Rink Maintenance paid in 24
Regional Development	15,000	46,046	15,000	35,874	239.2%	
Boat Launches	15,000	15,485	15,300	-	0.0%	No Expenditures
Cemetaries	-	-	10,000	3,833	38.3%	
Total Community Services	**1,339,995**	**1,172,636**	**937,757**	**736,089**	**78.5%**	
Planning and Development						
Municipal Planning	53,265	41,784	238,185	114,238	48.0%	
SDAB	6,118	1,212	6,291	1,257	20.0%	
Development Authority	313,694	219,163	279,150	397,157	142.3%	Town Land Study 17,500 - Contracted Services High
Total Planning and Development	**373,077**	**262,158**	**523,626**	**512,652**	**97.90%**	
Agriculture						
Provincial Parks Maintenance		392	131,679	74,479	56.6%	
ASB, Plant Ind-Weed Control Livestock	383,955	327,273	363,371	284,043	78.2%	
Rural Road Allowance	211,459	4,656	173,519	114,838	66.2%	
Parks & Open Spaces	207,309	357,565	207,080	181,133	87.5%	
Total Landscape	**802,723**	**689,886**	**875,649**	**654,492**	**74.7%**	

MUNICIPAL DISTRICT OF LESSER SLAVE RIVER NO. #124

Statement of Operations

For the Month ending December 31, 2024 (Interim)

	2023 Budget	31-Dec-23 Actual	2024 Budget	31-Dec-24 Actual	Acutal VS Budget %	Notes
Other						
Transfer Payments	1,324,830	1,367,483	563,129	114,750	20.4%	See RFD - Expenses - Transfer Payments Note 1 a)
Requisitions - Senior Foundation	593,915	573,450	627,947	626,765	99.8%	See RFD - Expenses - Requisition Note 2 a) & b)
Requisitions - School Foundation	3,782,726	3,762,030	4,051,841	4,053,667	100.0%	See RFD - Expenses - Requisition 2 c)
Requisitions - AMA	87,315	87,366	99,546	99,178	99.6%	See RFD - Expenses - Note 2 d)
Contingencies	100	-	297	-	0.0%	
Fund Capital Projects			53,488	-	0.0%	
Reserve Contributions	200,000	1,037,796	1,416,968	1,613,558	113.9%	See RFD - Transfer Payments Note 1 d) e) f) g) - proceeds of units sold
Amortization	-	7,132,786	-	-	0.0%	
Total Other	**5,988,886**	**13,960,910**	**6,813,216**	**6,507,918**	**95.5%**	
Total Expenses	**27,018,937**	30,165,732	**28,338,187**	22,623,435	**80%**	Under estimated average overall
Surplus (Deficit)	**-**	**(3,548,128.62)**	**-**	**5,714,557.27**		

As of December 31, 2024 the MD has incurred 80% expenses compared to budget.

FEBRUARY 25&26, 2025

at the Pomeroy Hotel & Conference Centre, Grande Prairie, AB

The "state of" Boreal watersheds

A follow up to a successful 2023 conference, this event brings together WPACs, decision makers, researchers and practitioners to network, exchange knowledge, and discuss how we can improve watershed assessment and reporting across the boreal. Presentation themes include: water quality and data, water use and efficiency, boreal ecosystems and biodiversity.

Participants can look forward to:

- Engaging presentations and discussion
- Networking opportunities
- Daily door prize draws
- Coffee, snacks and meals provided
- Informative displays & watershed resources

Monday – Pre conference social 7:00–9:00pm

Join us for an informal gathering, libations and appetizers at the Skylark Lounge in the Pomeroy Hotel

Tuesday – Cocktails, Banquet Dinner & Keynote Address

After Tuesday's program, cocktails start at 5:00pm. Following dinner we will hear an engaging, thought provoking keynote address from John Pattison-Williams

Extra banquet tickets available for $50 at registration if you would like to bring a guest.

REGISTRATION FEE: $225

REGISTER ON EVENTBRITE

Or : http://bit.ly/WPAC2025

POMEROY HOTEL CONFERENCE RATE:
$149/night (until Jan 31)

Thank you to our Event Sponsors

ARC RESOURCES LTD.

POMEROY HOTEL AND CONFERENCE CENTRE

CANFOR

Mighty Peace Watershed Alliance

Athabasca Watershed Council

Water Management in Alberta's Boreal 2025

FEBRUARY 25&26, 2025

Pomeroy Hotel & Conference Centre, Grande Prairie, AB

Preliminary Conference Program

Tuesday, Feb. 25, 2025

8:00 - 9:00 Registration and Coffee, 9 am start

- Northern WPAC's - WPACs role in State of the Watershed Reporting

Water Quality & Data Management

- Mary Kruk –Advancing freshwater knowledge: Mackenzie DataStream's open access water quality data platform
- Bradley Peter, ALMS – Leveraging Citizen Science to Improve Water Monitoring in Alberta's Boreal
- Peavine Metis Settlement – Building community capacity for environmental monitoring
- Joanne Little, OCS, Condition of the Environment Reporting in Alberta

Water Quantity and Water Use

- Tourmaline Oil - Water use efficiency, technology & innovation
- Craig Melin, AER - impact of drought on water allocations in AB's boreal
- TBD - Water allocations, CEP planning and future water supply on the Athabasca River
- AB Environment & Protected Areas - AFETUW tools and how YOU can make it work for you?

Cocktails & Banquet Dinner & Keynote Address

- John Pattison-Williams - "Water, Water Everywhere and Not a Drop to Drink": Exploring the Myth of Hyberabundance

Wednesday, Feb. 26, 2025

8:30 am start

- Northern WPAC's - Opening Remarks

Boreal Ecosystems

- Jennifer Hird, ABMI - Large-scale wetland habitat mapping in Alberta using open-access satellite data streams & AI tools
- Bin Xu, NAIT Boreal - The evolution of peatland restoration in boreal Alberta: from theory to practice
- Dr. Scott Ketcheson - Boreal Ecosystem Recovery and Assessment (BERA)
- Leila Weiland, Athabasca University - Studying the impact of in situ mining on wetland connectivity
- Troy Stuart, Bigstone Cree Nation - Source Water Protection Planning – Reflection

Boreal Biodiversity

- Queenie Gray, Wood Buffalo National Park
- Ken Monk, Northern Chapter Freshwater Conservation Canada - Arctic Grayling conservation in the Upper Pembina
- Sarah Shortt, AWC & Jess Lario, LSWC - Benthic invertebrates & SOW reporting
- Bruce Nielsen, AWCCC – Alberta Watercourse Crossing Guidebook, Restoration Planning & Completion Examples

Wrap up, door prizes & adjourn by 3:30pm

Mighty Peace Watershed Alliance

Athabasca Watershed Council