



VISION

"Slave Lake is committed to building opportunities by growing business, industry and population, while promoting ourselves and our exceptional quality of life."

MISSION

"Working Together, Building a Better Community"

'Our Vision and Mission will serve as a guide in our decision making'

Land Acknowledgement

In the spirit of respect, authenticity, and reconciliation the Town of Slave Lake honours and acknowledges that we are situated on the traditional lands of Sawridge First Nation within Treaty 8 territory. Home to Indigenous, Metis and Inuit peoples who have occupied these lands since time in memorial.

**Organizational Meeting of Council
October 18, 2022 at 7 PM in Council Chambers**

Agenda

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- 1 Call to Order**
- 2 Adoption of Agenda**
- 3 Approved Minutes of Previous Organizational Meeting for Reference and Review**
 - a) October 26, 2022 Organizational Meeting of Council
- 4 Council Meeting Dates**
 - a) Council Meeting Schedule 2022-2023
- 5 Council Committee Portfolio Appointments**
 - a) Committee Descriptions
 - b) Portfolio Appointments or Committees
- 6 Adjournment**

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**Organizational Meeting of Council
Tuesday October 18, 2022 at 6:00 PM**

Council Present: Mayor Tyler Warman, Councillor; Steven Adams, Julie Brandle, Shawn Gramlich, Kimberly Hughes, Brice Ferguson and Francesca Giroux

Staff Present: Garry Roth, Acting CAO and Joanna Raymond, Recording Secretary

Meeting called to order at 5:39 p.m. by Mayor Tyler Warman

Adoption of Agenda:

Motion #349-21: Moved by Councillor Ferguson

That the agenda for the 2021/2022 Organizational Meeting be accepted as presented.

CARRIED

Minutes of Previous Meeting(s):

a) October 13, 2020 Organizational Minutes

Motion #350-21: Moved by Councillor Brandle

That the Organizational Meeting Minutes of October 13, 2020 be accepted as information.

CARRIED

COUNCIL MEETING DATES 2020-2021:

Motion #351-21: Moved by Councillor Adams

That Council approves the 2021/2022 Meeting Schedule dates as amended in the traditional format with holidays removed.

Council Committee of the Whole:

November 09, 2021
December 14, 2021
January 11, 2022
February 08, 2022
March 08, 2022
April 12, 2022
May 10, 2022
June 14, 2022
July 12, 2022
August 09, 2022
September 13, 2022
October 11, 2022

Regular Meetings of Council

November 02 and November 30, 2021
December 07 and December 21, 2021
January 18, 2022
February 01 and February 15, 2022
March 01 and March 15, 2022
April 05 and April 19, 2022
May 03 and May 17, 2022
June 07 and June 21, 2022
July 05, 2022
August 16, 2022
September 06 and September 20, 2022
October 04 and October 18, 2022

CARRIED

Committee Descriptions:

Motion #352-21: Moved by Councillor Adams

That Council accepts the Committee Descriptions as amended.

CARRIED

COUNCIL COMMITTEE PORTFOLIO APPOINTMENTS for 2021/2022 are as follows:

Motion #353-21: Moved by Councillor Adams

That Council appointments the following members to Council Committees as follows:

Inter-Municipal Committee:

Mayor Warman, Councillor Gramlich, Councillor Giroux and Councillor Hughes

Slave Lake Watershed Council

Councillor Adams

Councillor Gramlich (Alternate)

Tri- Council

All Council

Slave Lake District Chamber of Commerce

Councillor Giroux

Protective Services

Councillor Brandle and Councillor Giroux

Municipal Planning Commission

Councillor Gramlich, Councillor Giroux and Councillor Hughes

Subdivision and Development Appeal Board

Mayor Warman

Lesser Slave Lake Regional Waste Management Services

Mayor Warman, Councillor Ferguson and Councillor Adams

Slave Lake Airport Commission

Councillor Adams, Councillor Gramlich and Councillor Ferguson

Councillor Hughes (Alternate)

Slave Lake Library Board

Councillor Hughes

Community Futures Lesser Slave Lake Region

Councillor Adams

Lesser Slave Lake Regional Housing Authority
Councillor Ferguson and Councillor Giroux

Peace Library System
Councillor Hughes

Naming Advisory Committee
Councillor Gramlich

Emergency Management Services
All members of Council

Tri-Council Health Services Sub-Committee
Mayor Warman, Councillor Giroux and Councillor Adams

Wildfire Legacy Corporation Board
Mayor Warman

Community Education Committee
Councillor Hughes

Lesser Slave Lake Regional Tourism Society
Councillor Brandle, Councillor Gramlich and Councillor Hughes

Homelessness Coalition
Councillor Ferguson and Councillor Brandle

Alberta North Central Alliance
Mayor Warman and Councillor Gramlich

Children's Resource Council
Councillor Adams

NOTE: Mayor Warman is ex-officio for ALL COUNCIL – Committee and Boards

Council direction: Letters are to be sent to each Committee advising them as to which Council member(s) are on the Committee or Board, who they should send the APPROVED committee minutes to, from their Committee meetings, and to request they c.c. Executive Assistant in all Calendar/Meeting invites. (For proper tracking)

DEPUTY MAYOR APPOINTMENTS:

Motion #354-21: Moved by Councillor Ferguson

That Council approved the 2021-2025 Deputy Mayor Schedule for the remainder of this Council term as follows;

Councillor Gramlich October 26, 2021 to June 30 2022
Councillor Brandle July 1, 2022 to February 28, 2023
Councillor Adams March 1, 2023 to April October 31, 2023
Councillor Hughes November 1, 2023 to June 30, 2024
Councillor Giroux July 1, 2024 to February 28, 2025
Councillor Ferguson March 1, 2025 to October 24, 2025

CARRIED

ITEMS FOR DISCUSSION:

- a) Move to Digital Communications
 - a. To move digital communications for Council meetings and Council Committees.
 - b. Cost savings would be significant.
 - c. Device allowance as a possibility to allow councillors to purchase equipment for this purpose.

Motion #355-21: Moved by Councillor Hughes

That Council direct Administration to explore digital communication options for use during Council meetings and committee meetings and bring back a report to Council with options and costing.

CARRIED

- b) Strategic Planning – Verbal Discussion
 - a. Dates changed to November 3 and 4 due to schedule conflicts.
 - b. Surveys will be going out please complete as soon as possible.

Motion #356-21: Moved by Councillor Gramlich

That Council accept the verbal discussion as information.

CARRIED

Recess at 7:33 PM
Re-Adjourn at 7:40 PM

- c) Budget Planning
 - a. Overview session is budget at high level glance.
 - b. Second meeting more detail and capital budget overview with projects.
 - c. More meetings as needed to be scheduled.

Motion #357-21: Moved by Councillor Gramlich

That Council accept the verbal discussion s information.

CARRIED

d) Briefing Notes for MLA Pat Rehn

Motion #358-21: Moved by Mayor Warman

That Administration reach out to Travel Alberta to discuss advocacy for the region.

CARRIED

Motion #359-21: Moved by Councillor Gramlich

That Administration draft a template letter regarding highways and contact industry and school divisions in the region and request letters of support regarding the maintenance and capital investment on Highway 2 and Highway 88 by the provincial government.

CARRIED

Motion #360-21: Moved by Councillor Adams

That Council accepts the draft briefing notes as amended.

CARRIED

e) AUMA Convention

Motion #361-21: Moved by Councillor Adams

That Council accept the verbal discussion about AUMA Convention as information.

CARRIED

CLOSED SESSION

a) Personnel & HR Matters
(FOIP Sections 23, 24 and 27)

Motion #362-21: Moved by Councillor Ferguson

That Council move the October 26, 2021 Organizational Meeting into "Closed Session: at 9:17 PM.

CARRIED

Motion #363-21: Moved by Councillor Giroux

That Council move the October 26, 2021 Organizational Meeting out of "Closed Session: at 9:50 PM.

CARRIED

Motion #364-21: Moved by Councillor Ferguson

That Council continue the October 26, 2021 Organizational Meeting of Council past 10:00 PM.

CARRIED

Motion #365-21: Moved by Councillor Adams

That Council move the October 26, 2021 Organizational Meeting into "Closed Session: at 9:54 PM.

CARRIED

Motion #366-21: Moved by Councillor Ferguson

That Council move the October 26, 2021 Organizational Meeting out of "Closed Session: at 10:45 PM.

CARRIED

ADJOURNMENT:

Motion #367-21: Moved by Councillor Adams

That the Organizational Meeting of Council held on October 26, 2021 be adjourned at 10:46 pm.

CARRIED

Tyler Warman, Mayor

Garry Roth, Acting Chief Administrative Officer

REPORT TO COUNCIL



Meeting Date: October 18, 2022
Staff Contact: Jeff Simpson, Chief Administrative Officer
Department: Council
Report Type: Request for Decision

Subject: Council Meeting Schedule 2022-2023

STRATEGIC ALIGNMENT:



Economic health



Livability



Good governance



Relationships and partnerships



Communication

Purpose:

The purpose of this report is for Council to consider the proposed dates for Council Meetings during the 2022-2023 council cycle.

Background:

Dates are set each year at the Council Organizational Meeting held in October.

Meetings have traditionally been held as follows:

- Regular Meetings of Council on the First and Third Tuesday of each month.
- Committee of the Whole Meeting on the Second Tuesday of each Month.

Discussion:

Administration has prepared a Council Meeting schedule, Attachment 'A' for the 2022 2023 Council Cycle beginning November 2022 and ending October 2023. The proposed schedule maintains the traditional schedule of Council meetings at 3 meetings per month - 2 Regular meetings and 1 Committee of the Whole Meeting. This proposed schedule has factored in the holiday/summer cancelations in

advance and have scheduled meetings to accommodate the breaks and holiday seasons.

The Regular Meeting of Council directly after the Winter Holiday Season has been cancelled in previous years due to staff vacations the week prior to the meeting. It is important to also note that this meeting, due to the winter holiday season and staff vacations, would generally have very minimal if any reports or items on it to come to Council. This year Administration has proposed to bump each of the meetings in January by one week. This would have the meetings fall on the 2nd, 3rd and 4th Tuesday of the month for January 2023. This would allow adequate time for Administration to build an agenda for the first meeting after the holiday season and also allow a sufficient amount of meetings to take place in January 2023 in order for business to continue in a timely and efficient manner.

Generally in the past the last Regular Meeting of Council in July and the first Regular Meeting of Council in August have been cancelled by motion to accommodate summer vacation schedules for administration and Council members. Having this factored into the set 2022-2023 Council schedule in advance allows Administration to plan in advance the scheduling of items and discussions with Council to accommodate the break in meetings.

This would bring the total of scheduled meetings in the year to 34. The below dates are the proposed schedule of meetings for the 2022-2023 Council cycle (Attachment 'A'):

Regular Meetings of Council

November 01 and November 15, 2022
December 06 and December 20, 2022
January 10 and January 24, 2023
February 07 and February 21, 2023
March 07 and March 21, 2023
April 04 and April 18, 2023
May 02 and May 16, 2023
June 06 and June 20, 2023
July 04, 2023
August 15, 2023
September 05 and September 19, 2023
October 03 and October 17, 2023

Council Committee of the Whole

November 8, 2022
December 13, 2022
January 17, 2023
February 14, 2023
March 14, 2023
April 11, 2023
May 09, 2023
June 13, 2023
July 11, 2023
August 8, 2023
September 12, 2023
October 10, 2023

Communications Strategy:

Council meeting schedules are posted on the Town website and posted in the case in the Town office lobby.

Recommendation to Council:

That Council approve the attached Council meeting dates for the 2022-2023 Calendar Year as presented.

Motion:

Move that Council approves the recommended Council meeting dates for the 2022-2023 Council calendar as presented.

Attachments:

[DRAFT Council Meeting Dates for 2022- 2023](#)

Joanna Raymond, Executive Assistant

Approved
- 03 Oct
2022

Jeff Simpson, Chief Administrative Officer

Approved
- 03 Oct
2022



Town of **SLAVE LAKE**

COUNCIL MEETINGS

Council meetings are scheduled, according to Procedural Bylaw #28-2016, at the Organizational Meeting which is held in October of each year.

Special Meetings may be held by Council if there is an item that needs immediate attention in between the regularly scheduled meetings. These are advertised on the Town of Slave Lake Website, and in the newspaper if time permits. They may be held at a different time or location, which will be advertised.

2022 – 2023 Meeting Schedule

All Council Regular Council meetings and Council Committee of the Whole meetings are held at Council Chambers located at the Town Office in the Government Centre at 7:00 p.m.

Council Committee of the Whole

November 08, 2022

December 13, 2022

January 17, 2023

February 14, 2023

March 14, 2023

April 11, 2023

May 09, 2023

June 13, 2023

July 11, 2023

August 08, 2023

September 12, 2023

October 10, 2023

Regular Meetings of Council

November 01 and November 15, 2022

December 06 and December 20, 2022

January 10 and January 24, 2023

February 07 and February 21, 2023

March 07 and March 21, 2023

April 04 and April 18, 2023

May 02 and May 16, 2023

June 06 and June 20, 2023

July 04, 2023

August 15, 2023

September 05 and September 19, 2023

October 03 and October 17, 2023

Organizational Meeting before Regular Meeting October 17th at 5pm

Inter-Municipal Committee: Is joint meeting of Town and MD LSR Councils
Meetings scheduled by committee held at alternate municipalities at 1 pm. usually bi-monthly

Lesser Slave Watershed Council: is a joint meeting with Towns, MD's, and Aboriginal organizations to plan projects and conduct research to protect the quality of the watershed surrounding Lesser Slave Lake. Council sets meeting dates - usually held 7 pm In Kinuso Seniors Centre.

Chamber of Commerce: Mayor and CAO attend. Meets monthly on the 41h Monday

Municipal Planning Commission (MPC): The Commission advises and assists Council with regard to the planning of orderly and economic development. Seeks to ensure that any proposed development is in accordance with the purpose, scope, or intent of the Land Use By-Law. Meetings held the first Monday of each month at 5:00 pm

Inter-Municipal Subdivision and Development Appeal Board: meets when a permit or subdivision by the Municipal Planning Commission or Development Permit is refused. Hearings held as requested. 1:00 pm in afternoon

Lesser Slave Lake Regional Waste Management Commission: joint with MDLSR
Meetings scheduled by committee - usually afternoons on a weekday.

Slave Lake Airport Commission: joint with MDLSR Meetings scheduled by commission - usually held at 4:00 pm on weekdays in Town Office.

Slave Lake Regional Library Board: is an ongoing committee responsible for reviewing and recommending plans and policies to ensure the effective running of the library and to implement programs to meet the needs of library patrons in the community at large. Meetings held the third Wednesday of each month at 7:00 pm

Community Futures Board: Meetings fourth Tuesday of each month at 12:30 pm in different locations.

Naming Advisory Committee: A Committee for the purpose of advising Council on the matter of naming of areas, roads, parks, and Municipal facilities. Meets on an as needed basis - time and place set by members.

Lesser Slave Lake Regional Housing Authority: is responsible for the operation of community housing units, private landlord rent supplement units, self-contained seniors' units and the Vanderwell Heritage Place Lodge. The Authority strives to provide decent, low cost, subsidized housing to qualified applicants in the Lesser Slave Lake Area. Meetings held the third Wednesday of each month at 9:30am

Regional Emergency Management Committee: responsible for overseeing the Emergency Operations Plan and actions that will be initiated in the event of an emergency. ALL COUNCIL. Quarterly. Daytime.

Wildfire Legacy Corporation: Will be the management body for the operations of the Wildfire Legacy Building that is presently in the development stages. Monthly meetings. Usually 4 pm.

Peace Library System: Overseer of Slave Lake Rotary Club library Meetings scheduled by group - usually daytime. Usually, quarterly.

Tri-Council: Consists of all Council members of the Town of Slave Lake, MD of Lesser Slave River and Sawridge First Nation. Provides direction for regional recovery matters and other topics and issues of regional interest. Meets quarterly from 4 to 8 pm.

Tri-Council Health Subcommittee: The Health Advocacy Committee advocates for solutions to health related issues and concerns. To other levels of government. Health care service deliverers. Agencies and advisory bodies. Meets bi-monthly at 5 pm.

Protective Services: Regional Protective Services Reps meet quarterly. Mid-day meetings to update each other on current issues and activities.

Community Education Committee: CEC ensures that local residents have access to education and training suitable to their needs and goals. Since they are nominated by elected bodies, they report back to their nominating body about college programs and activities. This Committee meets monthly, daytime.

Homelessness Coalition: A society that is made up of several local and provincial agencies with a mandate to help and support the community and regions more vulnerable population.

Alberta North Central Alliance: Consists of 5 municipalities and 5 First Nations in the region that operate as a lobbying group on behalf of the region and concerns and needs deemed necessary by the participating parties.

There may be other sub-committees that arise from the listed committees. Council may be asked to appoint members for the above and/or new committees from time to time or at its annual Organizational Meeting.



Town of **SLAVE LAKE**

Council Committee Appointments 2022-2023

Finance, Legislative and Governmental Affairs		
Department / Committee	Council Appointee	Citizen/Other Members
<i>Inter-Municipal Committee – set at meetings</i> <i>MD Executive Assistant 780-849-4888 and</i> <i>Joanna Raymond 780-849-8006</i> <i>Set at meetings</i> executive.assistant@r@mdlsr.ca & executive.assistant@slavelake.ca	Mayor Tyler Warman	Mayor + 3 Council Members
<i>Slave Lake Watershed Council -</i> <i>2nd Thursday @ 7:30 pm at Kinuso Senior</i> <i>Citizen's Centre</i> <i>Meghan Payne - meghanpayne@lswc.ca</i>		1 Council Member + Alternate
<i>Tri-Council</i> Joanna Raymond executive.assistant@slavelake.ca 780-849- 8006 Meets quarterly 4-8 pm.	All Council	All Council
<i>Alberta North Central Alliance</i> Rotating Administration Support through participants Meets quarterly – location rotates through participant communities.	Mayor Tyler Warman	Mayor and 1 Council Member and CAO
<i>-Slave Lake District Chamber of Commerce –</i> <i>last Monday @ 11:30 am – 1:00 pm</i> sldcc@telusplanet.net	Mayor & CAO (Deputy Mayor is Alternate)	Mayor & CAO (Deputy Mayor is alternate)



Town of SLAVE LAKE

Council Committee Appointments 2022-2023

Community Services		
Department / Committee	Council Appointee	Citizen/Other Members
Slave Lake Library Board 3 rd Wednesday @ 7 pm at library Kendra 849-5250 librarian@slavelakelibrary.ab.ca		1 Council Member
Community Futures Lesser Slave Lake Region. Josh Friesen - Director 2 nd Tuesday @4:30 at CF office 849-3232 admin@cflsl.ca		1 Council Member
Lesser Slave Lake Regional Housing Authority 1st Thursday @ 9:30am at RH office Box 1429 TOG 2A0 Lindsay Pratt lindsay@heartriverhousing.ca		2 Council Members
Peace Library System http://www.slavelakelibrary.ab.ca/library-board		1 Council Member + 1 Alternate
Naming Advisory Committee (As required) Joanna Raymond executive.assistant@slavelake.ca 780-849-8006		1 Council Member + 3 Public
Tri-Council Health Committee Joanna Raymond executive.assistant@slavelake.ca 780-849-8006		3 Council Members 3 MD Council Members 3 (up to) First Nation Members
Wildfire Legacy Corporation Board Joanna Raymond executive.assistant@slavelake.ca 780-849-8006		1 Council Member
Slave Lake Regional Tourism Society Joanna Raymond Executive.assistant@slavelake.ca		3 Council Member
Children's Resource Council Box 888 High Prairie, Alberta TOG 1E0	FCSS Coordinator	1 Council member & 1 Administrative member
Community Education Committee c/o Vivian Momoh, Chair 1201 Main Street SE Slave Lake, Ab TOG 2A3 cec@northernlakescollege.ca		1 Councillor Member
Slave Lake Airport Commission Joanna Raymond Executive.assistant@slavelake.ca	(Alternate)	3 Council members and 1 Alternate



Town of **SLAVE LAKE**

Council Committee Appointments 2022-2023

Property Services		
Department / Committee	Council Appointee	Citizen/Other Members
<i>Municipal Planning Commission</i> 1 st Monday @ 5pm in Council Chambers Samantha – samantha@slavelake.ca 780-849-8004		3 Council Members + 4 Public
<i>Subdivision And Development Appeal Board</i> As required – Sawridge Creek Board Room – Government Centre Joanna Raymond - executive.assistant@slavelake.ca 780-849-8006		1 Council Members + 5 Public
<i>Lesser Slave Lake Regional Waste Management Services Commission - Set at meetings</i> 849-4888 executive.assistant@mdslr.ca		3 Council Members

Protective Services		
Protective Services Fire Admin 780-849-4110 fireadmin@slavelake.ca		2 Council Members
<i>Disaster Services</i> 780-849-4110 fireadmin@slavelake.ca	All Council	All Council

NOTE: Mayor is ex-officio for ALL COUNCIL – Committees and Boards.

DEPUTY MAYOR:

Councillor Julie Brandle July 1, 2022 to February 28, 2023
 Councillor Steven Adams March 1, 2023 to April October 31, 2023
 Councillor Kimberly Hughes November 1, 2023 to June 30, 2024
 Councillor Francesca Giroux July 1, 2024 to February 28, 2025
 Councillor Brice Ferguson March 1, 2025 to October 24, 2025

AUMA:

Edmonton November 15-19, 2021

FCM:

Toronto, Ontario (May 25-28, 2022)

ADMINISTRATION:

Executive Assistant – Joanna Raymond- 780-849-8006
Executive.assistant@slavelake.ca

Chief Administrative Officer – 780-849-8035 – cao@slavelake.ca



Town of **SLAVE LAKE**

Council Committee Appointments 2022-2023

COUNCIL EMAILS:

Mayor Tyler Warman
tyler@slavelake.ca

Steven Adams, Councillor
steve@slavelake.ca

Shawn Gramlich, Councillor
shawn@slavelake.ca

Francesca Giroux, Councillor
frankie@slavelake.ca

Julie Brandle, Councillor
julie@slavelake.ca

Kimberly Hughes, Councillor
kim@slavelake.ca

Brice Ferguson, Councillor
brice@slavelake.ca

All Council can be reached at the Town office via the Executive Assistant (780-849-8006)