



**ORGANIZATIONAL MEETING AGENDA October 26, 2009**  
**Following Regular Meeting of Council**

- A. Call to order
- B. Appointments:
  - 1. Financial Services Standing Committee
  - 2. Operational Services Standing Committee
  - 3. Community Services Standing Committee
  - 4. Family & Community Support Services Advisory Board
  - 5. Municipal Planning Commission & Subdivision Approving Authority
  - 6. Subdivision & Development Appeal Board
  - 7. Sylvan Lake Assessment Review Board
  - 8. Sylvan Lake Municipal Library
  - 9. Sylvan Lake Lodge Foundation
  - 10. Friends of Sylvan Lake Provincial Park
  - 11. Municipal Disaster Services
  - 12. Sylvan Lake Management Committee
  - 13. Sylvan Lake Heart of Town Association
  - 14. Auditor
  - 15. Deputy Mayor Rotation

C. Recommendations for Appointment by Resolution at Regular Meeting of November 9, 2009

1. Parkland Regional Library
2. Parkland Community Planning Services
3. Central Alberta Economic Partnership
4. Chamber of Commerce
5. Sylvan Lake Regional Water Committee
6. Sylvan Lake Wastewater Commission
7. Central Alberta Wastewater Committee
8. Central Waste Management Commission
9. Red Deer River User's Group
10. Intermunicipal Development Committee
11. Central Alberta Trail Systems

D. Adjourn

## FINANCIAL SERVICES STANDING COMMITTEE

The aim of the Committee is to discuss and research issues and concerns affecting the following financial areas and provide recommendations to Council for decision.

- Taxation and assessments
- Budgets – operating & capital
- Investments
- Financial reporting
- Corporate retreat
- Strategic business plan
- Grants
- Computer systems – hardware & software
- Audit & legal
- Employee relations
- Risk management
- Any other financial or employee-related matters referred to the committee by Council

CURRENT COMPOSITION	2009 APPOINTMENTS
Mayor S. Samson	
Clr. J. Barnes	
Clr. K. MacVicar	
Clr. J. Payne (Alt)	
CAO/Assistant CAO	CAO/Assistant CAO
Darren Moore(Staff)	Darren Moore(Staff)

### CONSIDERATIONS:

*Meetings are held as necessary.*

## **OPERATIONAL SERVICES STANDING COMMITTEE**

The aim of the Committee is to enhance services for all citizens in Sylvan Lake and area. The Committee is to discuss and research issues and concerns affecting the following operational services areas and provide recommendations to Council for decision.

- Transportation, roads and street maintenance, public transportation
- Capital works construction and contracts
- Protective services (RCMP, Fire, Ambulance, Disaster Services, Bylaws, Weeds, Pests, Animal Control, Policing Committee, 911, etc.)
- Garbage and recycling
- Water and sewer
- Engineering
- Cemetery
- Any other operational related matters referred to the committee by Council

CURRENT COMPOSITION	2009 APPOINTMENTS
Clr. F. Peck	
Clr. J. Barnes	
Clr. K. MacVicar	
Mayor S. Samson (Alt)	
CAO/Assistant CAO	CAO/Assistant CAO
Alan Gassor(Staff)	Alan Gassor(Staff)

### CONSIDERATIONS:

*Meetings are held during the lunch hour on the first Wednesday following the first Council meeting of the month.*

## **COMMUNITY SERVICES STANDING COMMITTEE**

The aim of the Committee is to enhance and strengthen the quality of life for all citizens in Sylvan Lake and area. The Committee is to discuss and research issues and concerns affecting the following community services areas and provide recommendations to Council for decision.

- Parks, recreation and culture facilities
- Development and maintenance of community parks and trails
- Recreation programming and development
- Cultural festivals and events
- Tourism & economic development
- Land development, purchases & sales
- Promotional activities
- Special events
- Social issues
- Youth support services
- Community housing
- Economic development
- Business revitalization
- Beautification
- Any other community matters referred to the committee by Council

**Applications needed:** 3 citizens from the Town of Sylvan Lake to serve a 1 year term.

**Meetings:** Third Thursday of each month.

CURRENT COMPOSITION	2009 APPOINTMENTS
Clr. R. Backs	
Clr. L. Fiedler	
Clr. J. Payne	
Clr. F. Peck (Alt)	
CAO/Assistant CAO	CAO/Assistant CAO
Ron Lebsack (Staff)	Ron Lebsack (Staff)
Tim Schmidt (Staff)	Tim Schmidt (Staff)
Marlene Curtis (Staff)	Marlene Curtis (Staff)
Kim Starzyk (Staff)	Kim Starzyk (Staff)
Christina Lust (2008-2009)	
MJ Brytus (2008-2009)	
Ian Oostindie (2008-2009)	

APPLICANTS (attached):

*Christina Lust, Leanne Telnes, Ina Mitchell, Ian Oostindie*

CONSIDERATIONS:

*Christina Lust and Ian Oostindie served on this board from 2008-2009 and are seeking re-appointment. This is listed as a third choice of Ina Mitchell.*

## FAMILY & COMMUNITY SUPPORT SERVICES ADVISORY BOARD

The Family & Community Support Services Board annually participates in the FCSS budget process and distributes grant funding.

**Applications needed:** 3 citizens from the Town of Sylvan Lake to serve a 2 year term.

**Meetings:** Third Thursday of each month.

CURRENT COMPOSITION	2009 APPOINTMENTS
Clr. J. Barnes	
Clr. R. Backs (Alt)	
Marlene Curtis (Staff)	Marlene Curtis (Staff)
Lenore Hamers (SV Rep)	
Christine Ginter (2008-2010)	
Vacancy (2008-2010)	
Dana Peck (2007-2009)	
Peggy MacKenzie (2007-2009)	

APPLICANTS (attached):

*Peggy MacKenzie, Dana Peck*

CONSIDERATIONS:

*Both Peggy MacKenzie and Dana Peck served on this board from 2007-2009 and is seeking re-appointment.*

**MUNICIPAL PLANNING COMMISSION & SUBDIVISION APPROVING  
AUTHORITY**

Responsible for providing direction in the development of the Town. This is accomplished by giving direction in land use plans and by reviewing and critiquing developments submitted to the Town. The composition of this board has changed to 3 Councillors and 4 members at large.

**Applications needed:** 4 citizens from the Town of Sylvan Lake to serve a 1 year term.

**Meetings:** first and third Monday of each month.

CURRENT COMPOSITION	2009 APPOINTMENTS
Clr. J. Payne	
Clr. L. Fiedler	
Clr. F. Peck	
Clr. J. Barnes	
Mayor S. Samson (alt)	
Myron Thompson (Assistant CAO)	Mryon Thompson (Assistant CAO)
Tim Schmidt(Development Officer)	Tim Schmidt (Development Officer)
Kevin Steckler (2008-2009)	
Donna Mae Roth (2008-2009)	
Laverne Asselstine (2008-2009)	

APPLICANTS (see attached):

*Laverne Asselstine, Donna Mae Roth, Doug Borrowman, Ina Mitchell, Leanne Telnes, Blair Morris, Elizabeth Eso, Kevin Steckler, Jon Gulayets, Dana Peck, Michael Laturus*

CONSIDERATIONS:

*Members of the SDAB may NOT sit on this Board.*

*This Board has a large learning curve and in recognition of the significance of its decisions it is valuable to have continuity on this Board.*

*Donna Mae Roth has served on this board concurrently since 2002, Laverne Asselstine and Kevin Steckler have served on this board concurrently since 2006. All three are seeking re-appointment. Elizabeth Eso has served on the Friends of Sylvan Lake Board for two years. Dana Peck has served on the FCSS board since 2007 and would like to be considered for MPC as well. Leanne Telnes has indicated that this board is her third choice.*

## SUBDIVISION & DEVELOPMENT APPEAL BOARD

A quasi-judicial board concerned with deciding appeals on developments and subdivisions.

**Applications needed:** 2 citizens from the Town of Sylvan Lake to serve a 2 year term.

**Meetings:** As required.

CURRENT COMPOSITION	2009 APPOINTMENTS
Clr. K. MacVicar	
Clr. R. Backs (alt)	
Helen Dietz (CAO)	Helen Dietz (CAO)
Richard Morrow (2007-2009)	
Lorne Goddard (2007-2009)	
Neil Evans (2009-2010)	Neil Evans (2009-2010)
Tracie Windsor (2009-2010)	Tracie Windsor (2009-2010)

APPLICANTS (see attached):

*Richard Morrow, Michael Laturnus, Lorne Goddard*

CONSIDERATIONS:

*Members of the MPC may NOT sit on this Board. Frequency of meetings is as needed. Decisions of this Board are final unless appealed to Alberta Court of Appeal. It is beneficial if members have experience with legal procedures and documents.*

*Richard Morrow and Lorne Goddard served on this board from 2007-2009 and are seeking re-appointment.*

## SYLVAN LAKE ASSESSMENT REVIEW BOARD

Hears and decides appeals filed with the Town of Sylvan Lake with respect to property assessment.

**Applications needed:** 2 citizens from the Town of Sylvan Lake to serve a 1 year term.

**Meetings:** As required if appeals are received within the appropriate timeline. AB Municipal Affairs hosts a one day workshop each year for members.

CURRENT COMPOSITION	2009 APPOINTMENTS
Clr. F. Peck	
Clr. L. Fiedler	
Clr. R. Backs (alt)	
Darren Moore (CAO – ARB Clerk)	Darren Moore (CAO – ARB Clerk)
Bryan Lambertson (2008-2009)	
Vacancy	

APPLICANTS (see attached):

*James Brown, Michael Laturus, Kevin Steckler*

CONSIDERATIONS:

*Kevin Steckler has served on the Municipal Planning Commission Board since 2006.*

## SYLVAN LAKE MUNICIPAL LIBRARY BOARD

The mission of the Sylvan Lake Municipal Library is to provide access to comprehensive information in response to the needs of the community, uphold the principles of intellectual freedom, and promote cultural enrichment. The library board is a policy governance board responsible for the effective and responsible operation of the library.

**Applications needed:** 1 citizen from the Town of Sylvan Lake to serve a 3 year term.

**Meetings:** Third Tuesday of each month

CURRENT COMPOSITION	2009 APPOINTMENTS
Mayor S. Samson	
(Alt)	
Library Director	Library Director
Randy Fiedler (2007-2010)	Randy Fiedler (2007-2010)
Nancy Goddard (2007-2010)	Nancy Goddard (2007-2010)
Kathy Bradshaw (2007-2010)	Kathy Bradshaw (2007-2010)
Denise Bignold (2006-2009)	
Summer Village Representative	

APPLICANTS (see attached):  
*Denise Bignold, Marylynne Stumpf*

### CONSIDERATIONS:

*Denise Bignold has served on this board from 2006 – 2009 and is seeking reappointment.*

## **PARKLAND REGIONAL LIBRARY BOARD**

The Parkland Regional Library is a group of more than 40 libraries and communities which offers services to users. The Sylvan Lake Municipal Library is a member of this group. The Council representative for the Municipal Library Board generally serves on this board, but Council can appoint a Citizen to be the representative for the Municipality if they so choose.

CURRENT COMPOSITION	2009 APPOINTMENTS
Bryan Lambertson (2008-2009)	

### CONSIDERATIONS

*Bryan Lambertson has agreed to continue with this board should Council choose.*



## SYLVAN LAKE SENIOR CITIZENS LODGE FOUNDATION

Responsible for ensuring that adequate accommodation is provided to resident senior citizens at a reasonable cost. To provide quality health care in conjunction with other public service agencies and to provide opportunity for residents to participate in recreational and social activities which encourages their continual involvement in the local community.

**Applications needed:** 1 citizen from the Town of Sylvan Lake to serve a 2 year term.

**Meetings:** One per month

CURRENT COMPOSITION	2009 APPOINTMENTS
Clr. K. MacVicar	
Clr. L. Fiedler	
Clr. R. Backs (alt)	
Laverne Asselstine (2007-2009)	
Chuck White (2008-2010)	Chuck White (2008-2010)
Donna Mae Roth (2008-2010)	Donna Mae Roth (2008-2010)

APPLICANTS (see attached):  
*Laverne Asselstine, Peggy MacKenzie*

### CONSIDERATIONS:

*Meetings are held monthly during the day (mornings).*

*Laverne Asselstine has served on this board from 2007-2009 and is seeking reappointment.*

## **PARKLAND COMMUNITY PLANNING SERVICE**

Parkland Community Planning Service is the contracted planning service for the Town of Sylvan Lake. A Council representative sits on their Board as a voting member. Meetings include a semi-annual and annual general meeting and others as required.

CURRENT COMPOSITION	2009 APPOINTMENT
Clr. L. Fiedler	
Clr. F. Peck (alt)	

### **CONSIDERATIONS:**

*This position has typically been held by a Councillor also serving on MPC.*

## FRIENDS OF SYLVAN LAKE PROVINCIAL PARK

Works in partnership with the Town of Sylvan Lake and the Province of Alberta to support the operation, maintenance and facilities of Sylvan Lake Provincial Park.

**Applications needed:** 3 citizens from the Town of Sylvan Lake to serve a two year term.

**Meetings:** First Tuesday of each month

CURRENT COMPOSITION	2009 APPOINTMENTS
Clr. K. MacVicar	
Clr. R. Backs (alt)	
Ron Lebsack (Director of Recreation)	Ron Lebsack (Director of Recreation)
Grant Santo(Parks)	Grant Santo(Parks)
RCMP	RCMP
Dave Kylo (Municipal Enforcement)	
Laverne Asselstine (2007-2009)	
Elisabeth Eso (2007-2009)	
Vacancy (2008-2010)	
Chamber	

APPLICANTS (see attached):

*Laverne Asselstine, Leanne Telnes, James Brown, Ina Mitchell, Steve Dills*

CONSIDERATIONS:

*Laverne Asselstine has served on this board from 2007-2009 and is seeking reappointment. This is listed as a second choice for James Brown & Ina Mitchell.*

## SYLVAN LAKE MANAGEMENT COMMITTEE

This Committee was formed to promote responsible land use and development around the lake. It consists of Council and staff representation from Lacombe County, Red Deer County, the Town of Sylvan Lake and the 5 Summer Villages. The Sylvan Lake Management Plan was adopted as a management plan only (not statutory).

CURRENT COMPOSITION	2009 APPOINTMENTS
Clr. J. Payne	
Mayor S. Samson(alt)	

## MUNICIPAL DISASTER SERVICES

Council of the Town of Sylvan Lake is responsible for the direction and control of its emergency response and is required under the Emergency Management Act is appoint a Municipal Disaster services committee. Two members of Council are required to sit on this committee.

CURRENT COMPOSITION	2009 APPOINTMENTS
Mayor S. Samson	
Clr. F. Peck	

## CENTRAL ALBERTA ECONOMIC PARTNERSHIP

Central Alberta Economic Partnership's mission is "To enhance sustainable economic prosperity across Central Alberta by facilitating collaboration between communities, business and government and by providing tools to assist member communities in economic development". The partnership consists of 39 communities across Central Alberta. The Town of Sylvan Lake has a voting member and one associate member in the partnership.

*Considerations:*

*The Voting member has typically been the Mayor.*

CURRENT COMPOSITION	2009 APPOINTMENTS
Mayor S. Samson	

## SYLVAN LAKE HEART OF TOWN ASSOCIATION

Responsible for the promotion of the downtown business area. Primarily concerned with the improvement and maintenance of the area including the conduct of studies and preparation of designs as necessary. The Town collects the BRZ levy.

**Applications needed:** 4 Heart of Town Members to serve a 3 year term

**Meetings:** 1/month

CURRENT COMPOSITION	2009 APPOINTMENTS
Clr. L. Fiedler	
Clr. K. MacVicar (alt)	
Alexa Hamilton (2007-2010)	Alexa Hamilton (2007-2010)
Brian Flanagan (2008-2011)	Brian Flanagan (2008-2011)
Matt Toonders (2008-2011)	Matt Toonders (2008-2011)
Don Gummo (2008-2011)	Don Gummo (2008-2011)
Barry Hiebert (2008-2011)	Barry Hiebert (2008-2011)
Gerry Hosey (2006-2009)	
Vacancy (2007-2010)	
Vacancy (2008-2011)	
Vacancy (2008-2011)	

*The Heart of Town Association will provide applications for appointment at a later date.*

## CHAMBER OF COMMERCE

CURRENT COMPOSITION	2009 APPOINTMENTS
Clr. R. Backs	
Clr. K. MacVicar(alt)	

## AUDITOR

Once in each term Council must appoint, by resolution, the external auditors for the Town. Although the appointment is not required on an annual basis unless a change in auditors occurs, it is good business practice to do so. This provides the audit firm with a clear commitment for the upcoming year and allows for dialogue regarding satisfaction with the firm selected.

Recommendation:

*“THAT Council appoint BDO Dunwoody as the external Auditors for the Town of Sylvan Lake for the fiscal year 2009.”*

## DEPUTY MAYOR ROTATION

The deputy Mayor assumes the role of Mayor in his/her absence. Typical duties include: chairing of meetings, pre-council agenda review, attending functions, etc. in the mayor's absence. The Deputy Mayor is also responsible for cheque signing during their rotation and are expected to attend the office on a regular, weekly basis in order to assist the Finance Department in the timely completion of their duties.

## CURRENT ROTATION

2008	NOV-DEC	Clr. J. Payne
2009	JAN-FEB	Clr. L. Fiedler
	MAR-APR	Clr. K. MacVicar
	MAY-JUN	Clr. R. Backs
	JUL-AUG	Clr. F. Peck
	SEP-OCT	Clr. J. Barnes

## 2009/2010 ROTATION

2009	NOV-DEC	
2010	JAN-FEB	
	MAR-APR	
	MAY-JUN	
	JUL-AUG	
	SEP-OCT	

**SYLVAN LAKE REGIONAL WATER COMMITTEE**

CURRENT COMPOSITION	2009 APPOINTMENTS
Clr. R. Backs	

**SYLVAN LAKE WASTEWATER COMMISSION**

CURRENT COMPOSITION	2009 APPOINTMENTS
Clr. R. Backs	

**CENTRAL ALBERTA WASTEWATER COMMITTEE**

CURRENT COMPOSITION	2009 APPOINTMENTS
Clr. R. Backs	

**CENTRAL WASTE MANAGEMENT COMMISSION**

CURRENT COMPOSITION	2009 APPOINTMENTS
Clr. R. Backs	

**RED DEER RIVER USER'S GROUP**

CURRENT COMPOSITION	2009 APPOINTMENTS
Clr. L. Fiedler	

## INTERMUNICIPAL DEVELOPMENT PLAN COMMITTEE

CURRENT COMPOSITION	2009 APPOINTMENTS
Mayor S. Samson	
Clr. L. Fiedler	
Clr. K. MacVicar	

## CENTRAL ALBERTA TRAIL SYSTEMS

CURRENT COMPOSITION	2009 APPOINTMENTS
Clr. K. MacVicar	