

**LAC LA BICHE COUNTY**  
**SPECIAL COUNCIL MEETING**

**DATE:** October 13, 2016  
**TIME:** 10:00 a.m.  
**PLACE:** Council Chambers  
McArthur Place

**AGENDA**

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. NEW BUSINESS
  - 3.1 Briefing – Review of Draft Land Use Bylaw – Follow Up from Strategic Session;
  - 3.2 RFD – Legal Advice Policy CS-14-004 (addition to agenda);
  - 3.3 Public Works Committee Meeting Update (addition to agenda).
4. ADJOURNMENT

**LAC LA BICHE COUNTY  
SPECIAL COUNCIL MEETING  
MCARTHUR PLACE, LAC LA BICHE**

**October 13, 2016 – 10 a.m.**

Minutes of the Lac La Biche County Special Council Meeting held October 13, 2016 at 10 a.m.

**CALL TO ORDER** Mayor Moghrabi called the meeting to order at 10:07 a.m.

<b>PRESENT</b>	Omer Moghrabi	Mayor
	Wanda Austin	Councillor
	Robert Richard	Councillor
	Richard Olson	Councillor
	David Phillips	Councillor
	MJ Siebold	Councillor
	Tim Thompson	Councillor
	Hajar (Jerry) Haymour	Councillor
	John Nowak	Councillor / Deputy Mayor

<b>STAFF IN ATTENDANCE</b>	Shadia Amblie	Chief Administrative Officer
	Melanie McConnell	Assistant Chief Administrative Officer
	Surekha Kanzig	Assistant Chief Administrative Officer
	Gordon Shaw	Senior Manager, Planning & Development
	Joanne Onciul	Legislative Services Coordinator

**ADOPTION OF AGENDA**

16.855 Motion by Councillor Phillips to approve the October 13, 2016 Special Council Meeting agenda as amended:

- Addition of Item 3.2 RFD – Legal Advice Policy CS-14-004;
- Addition of 3.3 Public Works Committee Meeting Update.

**CARRIED UNANIMOUSLY**

## **NEW BUSINESS**

### **3.1 Briefing – Review of Draft Land Use Bylaw – Follow Up from Strategic Session;**

Mr. Gordon Shaw, Senior Manager of Planning & Development, provided an overview of the revisions made to the draft Land Use Bylaw regarding Hamlet Light Industrial District, Regulations for Work Camps, Downtown Parking Exempt Areas for Lac La Biche and Plamondon Hamlets, and Regulations for Campgrounds. Discussion ensued regarding the same.

#### **Hamlet Light Industrial District**

Councillor Olson left Council Chambers at 10:23 a.m.

Councillor Olson returned to Council Chambers at 10:28 a.m.

16.856 Motion by Councillor Richard that Administration bring forward a Hamlet Commercial Business District for inclusion in the draft Land Use Bylaw.

**CARRIED UNANIMOUSLY**

#### **Regulations for Work Camps**

Discussion ensued regarding the following bullet points found on page 4 of attachment 2 – Work Camp Regulations – Construction Camps:

- Must be located in proximity to the work area and within a right-of-way
- Are not to be located on private or public lands

**Regulations for Work Camps (continued)**

16.857 Motion by Councillor Nowak to accept the briefing on the regulations for work camps as information, and further that these provisions be incorporated in the Land Use Bylaw with the following amendments:

- no construction camps within urban service areas or hamlets;
- construction camps are restricted to construction of roadways;
- construction camps are restricted to recreational vehicles.

**IN FAVOUR**

**Mayor Moghrabi  
Councillor Austin  
Councillor Richard  
Councillor Olson  
Councillor Thompson  
Councillor Haymour  
Councillor Nowak**

**OPPOSED**

**Councillor Phillips  
Councillor Siebold**

**CARRIED**

Discussion ensued regarding events that happen within the Hamlets where workers bring their camping units onto the event site, for example, Pow Wow and Plamondon Mud Bogs.

16.858 Motion by Councillor Richard that Administration draft provisions for event camps to be incorporated in the Draft Land Use Bylaw, and that the same be brought forward to Council for consideration.

**CARRIED UNANIMOUSLY**

**RECESS**

Mayor Moghrabi called a recess at 11:15 a.m.

**RECONVENE**

Mayor Moghrabi reconvened the meeting at 11:28 a.m. with all those Members of Council previously listed in attendance, with the exception of Councillor Richard.

## NEW BUSINESS

- 3.1 Briefing – Review of Draft Land Use Bylaw – Follow Up from Strategic Session (continued);

### **Downtown Parking Exempt Areas for Lac La Biche and Plamondon Hamlets**

Councillor Richard entered Council Chambers at 11:29 a.m.

Discussion ensued regarding the exempted areas for downtown parking in the Hamlets of Lac La Biche and Plamondon. Administration will provide maps to Council and will return to this discussion later in the meeting.

### **Regulations for Campgrounds**

Councillor Olson left Council Chambers at 12:08 p.m.

Councillor Olson returned to Council Chambers at 12:14 p.m.

- 16.859 Motion by Councillor Haymour that Administration draft provisions for notification triggers related to campgrounds, for inclusion in the Draft Land Use Bylaw, and that the same be brought forward to Council for consideration.

**CARRIED UNANIMOUSLY**

### **Downtown Parking Exempt Areas for Lac La Biche and Plamondon Hamlets (continued)**

Administration provided maps to Council outlining the downtown parking exempted areas for Lac La Biche and Plamondon Hamlets.

Councillor Phillips left Council Chambers at 12:25 p.m.

Councillor Phillips returned to Council Chambers at 12:27 p.m.

- 16.860 Motion by Councillor Nowak that Administration bring back a revised table within section 51 of the Draft Land Use Bylaw for the downtown parking requirements within the Hamlets of Lac La Biche and Plamondon.

**CARRIED UNANIMOUSLY**

**RECESS**

Mayor Moghrabi called a recess at 12:45 p.m.

**RECONVENE**

Mayor Moghrabi reconvened the meeting at 2:18 p.m. with all those Members of Council previously listed in attendance.

**NEW BUSINESS**

3.2 RFD – Legal Advice Policy CS-14-004 (addition to agenda);

16.861 Motion by Councillor Richard to approve the revised Legal Advice Policy CS-14-004 as presented, with a next review date of October 1, 2021.

**IN FAVOUR**

**Mayor Moghrabi  
Councillor Austin  
Councillor Richard  
Councillor Olson  
Councillor Phillips  
Councillor Thompson  
Councillor Haymour  
Councillor Nowak**

**OPPOSED**

**Councillor Siebold**

**CARRIED**

3.3 Public Works Committee Meeting Update (addition to agenda).

Councillor Haymour left Council Chambers at 2:22 p.m.

Councillor Olson left Council Chambers at 2:22 p.m.

Councillor Richard provided an overview of the Public Works Committee Meeting held on October 12, 2016. Discussion ensued regarding the same.

Councillor Haymour returned to Council Chambers at 2:25 p.m.

Councillor Olson returned to Council Chambers at 2:25 p.m.

Discussion continued regarding the Public Works Committee Meeting update.

**ADJOURNMENT**

16.862 Motion by Councillor Phillips to adjourn the Special Council Meeting of October 13, 2016 at 2:38 p.m.

**CARRIED UNANIMOUSLY**

---

**Omer Moghrabi, Mayor**

---

**Shadia Amblie  
Chief Administrative Officer**

ADOPTED



## LAC LA BICHE COUNTY POLICY

TITLE: LEGAL ADVICE	POLICY NO: CS-14-004
RESOLUTION: 16.861	EFFECTIVE DATE: DECEMBER 11, 2012
LEAD ROLE: CHIEF ADMINISTRATIVE OFFICER	NEXT REVIEW DATE: OCTOBER 1, 2021
SPECIAL NOTES/CROSS REFERENCE: CS-14-004 Legal Advice Procedure	AMENDMENT DATE: OCTOBER 13, 2016

### **POLICY STATEMENT:**

1. Lac La Biche County is a public body; legislative compliance is a statutory duty and the County will take the necessary steps to protect the interests of the municipality.
2. Lac La Biche County will seek the services of legal counsel, where in the opinion of the Chief Administrative Officer, the advice is required to:
  - a) minimize the potential risk of litigation;
  - b) obtain assistance on interpretation and implication of relevant new and/or existing legislation or legal precedent;
  - c) clarify statutory powers and responsibilities;
  - d) clarify the County’s responsibility to protect the health, safety and well-being of the County’s employees, ratepayers, residents, the general public or the protection of property;
  - e) ensure the best economic outcome for the County; or
  - f) represent the County in matters proceeding to a hearing or trial.
3. The Chief Administrative Officer may, at his/her discretion, further delegate the authority to obtain legal advice. The Chief Administrative Officer will also establish and maintain a relevant administrative procedure outlining the responsibilities of those with the aforementioned delegated authority.
4. The Mayor, at his or her discretion, may obtain legal advice where the issue involves the Office of the Mayor. This authority is limited to matters pertaining to the employment of the Chief Administrative Officer or matters related to the conduct of Council Members. Unless authorized by resolution of Council, the Mayor shall not seek legal advice on behalf of Councillors for matters pertaining to pecuniary interest or conflict of interest, including pecuniary or conflict interest of the Mayor. Advice obtained through the Mayor will be presented in full to County Council.



5. As outlined in the Council Members' Code of Conduct, to determine if matters before County Council give rise to a pecuniary interest or a conflict of interest, Members of Council may seek legal advice either through a resolution of Council or independently. Independent legal advice is at the personal expense of the requesting Member.

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date



## LAC LA BICHE COUNTY PROCEDURE

TITLE: LEGAL ADVICE

PROCEDURE NO: CS-14-004

SPECIAL NOTES/CROSS REFERENCE:  
CS-14-004 Legal Advice Policy

AMENDMENT DATE: OCTOBER 11, 2016

### **PROCEDURE:**

1. Prior to engaging the services of legal counsel, Administration may consider alternate options to ensure the most efficient and effective use of the County's resources. These options may include, but are not limited to: Government Ministries (i.e. Municipal Affairs), and municipal professional associations. The use of these alternate options shall balance the County's desire to maintain conservative expenditures, while protecting the County's interests.
2. Through this procedure, the Chief Administrative Officer delegates responsibility and authority to contact County solicitors to all Senior Managers. The Chief Administrative Officer may choose to delegate this responsibility to other positions within the organization, whereby that authority will be in writing and under the conditions specified by the Chief Administrative Officer.
3. Senior Managers may further delegate authority to seek legal advice, on an as needed, case-by-case basis, whereby each engagement with legal counsel is authorized by the responsible Senior Manager.
4. When consideration is being given to initiate a legal action, Administration will seek preliminary legal advice as to the prospect of success, alternative options and an estimate of costs.
5. When requesting legal advice, wherever possible, Administration will provide details of all relevant factors or reference all relevant documentation and outline specific issues on which advice is being sought. This shall assist the advisors to provide comprehensive advice.
6. Legal advice shall usually be obtained in a written format, whereby legal advice over the telephone may be obtained in urgent situations. However, all advice shall be ultimately provided in writing.
7. Legal advice shall be obtained from the legal firms appointed by County Council.
8. Administration will give careful consideration to ensure the respect and confidentiality in the transmission of documentation and material.

9. All Senior Managers are responsible for ensuring that the appropriate staff within their management area have read and understood this procedure and are competent to carry out the duties in accordance with this procedure.

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date