

LAC LA BICHE COUNTY

POLICY REVIEW COMMITTEE

DATE: November 3, 2015
TIME: 10:00 a.m.
PLACE: Council Chambers
County Centre

AGENDA

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. New Business
 - 3.1 Policy CS-11-001 – Council Remuneration & Expense Policy Draft Revisions;
 - 3.2 Briefing - Procedural Bylaw;
 - 3.3 Discussion - Confirmation of Work Plan.
4. ADJORNMENT

**LAC LA BICHE COUNTY
POLICY REVIEW COMMITTEE
COUNTY CENTRE, LAC LA BICHE**

November 3, 2015 – 10:00 a.m.

Minutes of the Lac La Biche County Policy Review Committee meeting held November 3, 2015 at 10:00 a.m.

CALL TO ORDER Councillor Siebold called the meeting to order at 10:07 a.m.

| | | |
|----------------|----------------|--------------------------|
| PRESENT | Omer Moghrabi | Mayor |
| | David Phillips | Councillor |
| | MJ Siebold | Councillor (Chairperson) |
| | John Nowak | Councillor/Deputy Mayor |

| | | |
|----------------------------|-------------------|--|
| STAFF IN ATTENDANCE | Melanie McConnell | Assistant Chief Administrative Officer |
| | Vicki Versteeg | Legislative Services Coordinator |

APPOINTMENT OF CHAIRPERSON

PRC.15.001 Motion by Councillor Nowak to appoint Councillor Siebold as the Chair of the Policy Review Committee.

CARRIED UNANIMOUSLY

ADOPTION OF AGENDA

PRC.15.002 Motion by Councillor Phillips to adopt the agenda of the Policy Review Committee as presented.

CARRIED UNANIMOUSLY

NEW BUSINESS

3.1 Policy CS-11-001 – Council Remuneration & Expense Policy Draft Revisions;

Melanie McConnell, Assistant Chief Administrative Officer, reviewed the draft revisions of Policy CS-11-001. Discussion followed on clarifying provisions for registration and ticket fees, eligible per diems for document and cheque signing, and mileage rates.

3.1 Policy CS-11-001 – Council Remuneration & Expense Policy Draft Revisions;

PRC.15.003 Motion by Councillor Nowak to forward the revised Council Remuneration Policy CS-11-001 to a Regular Council Meeting for adoption, with revisions to clarify Section 6(a) on registration and ticket fees, and cheque and document signing provisions.

CARRIED UNANIMOUSLY

3.2 Briefing – Procedural Bylaw;

Ms. McConnell reviewed the updates required to Bylaw 14-001.

Committee members provided the following recommendations on required updates to Council’s Procedural Bylaw:

Councillor Reports

That a provision be added for Council and Committee Reports on the Regular Council Meeting Agenda, on a schedule to be determined by Council as a Whole.

That mandatory Councillor Reports on conferences and conventions be included in the Procedural Bylaw and enforcement of Councillor reporting be considered as part of the Code of Conduct or Councillor Conference Policy.

Follow-Up Action List/CAO Report

That the CAO report be provided to Council once monthly at a Regular Council Meeting.

Recommend that the Follow-Up Action List accompany the CAO Report quarterly and that it be made available on Council’s file sharing site.

Board & Committee Reports & Minutes

That Board and Committee reports and minutes be received monthly as information.

RECESS

Councillor Siebold called a recess at 11:04 a.m.

RECONVENE

Councillor Siebold reconvened the meeting at 11:08 a.m. with all those previously listed members of Council in attendance.

3.2 Briefing – Procedural Bylaw (continued);

Correspondence

That a summary list of correspondence be made available to Council at a Regular Council Meeting.

Call for Agenda Items and Notice of Motion Provisions

That a Notice of Motion provision be added to the Procedural Bylaw and Call for Agenda Items provision be removed.

Public Hearing/Public Input Session

That those provisions in Procedural Bylaw 14-001 remain the same.

That Public Hearings be scheduled at both Regular Council Meetings (as needed).

Round Table Discussion & Delegation Discussions

That provisions in the Procedural Bylaw require debate of motions, not round-table discussion of all members.

That the Procedural Bylaw establish limits for length and frequency of Members speaking.

Recorded Votes

That those provisions in Procedural Bylaw 14-001 remain the same.

Meeting Lengths

That those provisions in Procedural Bylaw 14-001 remain the same.

Recording Devices

That those provisions in Procedural Bylaw 14-001 remain the same.

Method of Giving Notice of Meetings

That those provisions in Procedural Bylaw 14-001 remain the same.

3.3 Discussion – Confirmation of Work Plan.

Committee members discussed the order in which policies in need of review will be addressed.

PRC.15.004 Motion by Councillor Nowak that the Councillor Code of Conduct and Conference Attendance Policies be addressed at the next Policy Review Committee meeting, with the date of the next meeting to be determined at a future time.

CARRIED UNANIMOUSLY

ADJOURNMENT

PRC.15.005 Motion by Councillor Phillips to adjourn the Policy Review Committee Meeting at 11:55 a.m.

CARRIED UNANIMOUSLY

Councillor Siebold, Chair

**Melanie McConnell
Assistant Chief Administrative Officer**

ADOPTED