

LAC LA BICHE COUNTY
POLICY REVIEW COMMITTEE

DATE: March 23, 2017
TIME: 1 p.m.
PLACE: Council Chambers
McArthur Place

AGENDA

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. ADOPTION OF MINUTES
 - 3.1 February 22, 2017 Policy Review Committee
4. UNFINISHED BUSINESS
5. URGENT MATTERS
6. NEW BUSINESS
 - 6.1 Human Resources – Standard Operating Procedures
 - 6.1.1 Employee Recognition Programs CS-03-016-04
 - 6.1.2 Maternity/Parental/Adoption Leave CS-03-016-12
 - 6.1.3 Employee Benefits CS-03-016-02
 - 6.2 Councillor Conference Attendance Policy CS-11-004
 - 6.3 Community Social Services Grant Policy and Procedure CM-72-002
7. IN CAMERA SESSION
8. ADJOURNMENT

**LAC LA BICHE COUNTY
POLICY REVIEW COMMITTEE
MCARTHUR PLACE, LAC LA BICHE**

March 23, 2017 – 1 p.m.

Minutes of the Lac La Biche County Policy Review Committee Meeting held March 23, 2017 at 1 p.m.

CALL TO ORDER Councillor Siebold called the meeting to order at 1:07 p.m.

PRESENT	Omer Moghrabi MJ Siebold David Phillips	Mayor Councillor (Chairperson) Councillor
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STAFF IN ATTENDANCE	Shadia Amblie Joanne Onciul	Chief Administrative Officer Legislative Services Coordinator
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REGRETS	John Nowak	Councillor
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ADOPTION OF AGENDA

PR.17.020 Motion by Mayor Moghrabi to approve the March 23, 2017 Policy Review Committee Meeting agenda as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

3.1 February 22, 2017 – Policy Review Committee Meeting.

PR.17.021 Motion by Councillor Phillips to adopt the February 22, 2017 Policy Review Committee Meeting minutes as circulated.

CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

There was no unfinished business to be discussed.

URGENT MATTERS

There were no urgent matters to be discussed.

NEW BUSINESS

6.1 Human Resources – Standard Operating Procedures

6.1.1 Employee Recognition Programs CS-03-016-04

6.1.3 Employee Benefits CS-03-016-02

PR.17.022 Motion by Mayor Moghrabi to defer agenda items 6.1.1 Employee Recognition Programs SOP – CS-03-016-04, and 6.1.3 Employee Benefits SOP – CS-03-016-02, to the April 26, 2017 Policy Review Committee Meeting.

CARRIED UNANIMOUSLY

6.1.2 Maternity, Parental, and Adoption Leave CS-03-016-12

Mr. Kashif Ijaz, Manager of Human Resources, reviewed the proposed amendments to the Maternity, Parental, and Adoption Leave Policy CS-03-016-12.

PR.17.023 Motion by Councillor Phillips that Administration bring forward Procedure CS-03-016-12 Maternity, Parental, and Adoption Leave, as amended, to a future meeting of Council for their information.

CARRIED UNANIMOUSLY

Agenda item 6.2 Councillor Conference Attendance Policy CS-11-004 was moved to the in-camera session under section 17 of the *Freedom of Information and Protection of Privacy Act*.

IN CAMERA SESSION

PR.17.024 Motion by Mayor Moghrabi to go in camera at 1:23 p.m.

CARRIED UNANIMOUSLY

6.2 Councillor Conference Attendance Policy CS-11-004 (s. 17 FOIP)

RECESS

Councillor Siebold called a recess at 1:24 p.m.

RECONVENE

Councillor Siebold reconvened the meeting at 1:39 p.m. with all those Members of the Policy Review Committee previously listed in attendance.

IN CAMERA SESSION

6.2 Councillor Conference Attendance Policy CS-11-004 (s. 17 FOIP)

RETURN TO REGULAR MEETING

PR.17.025 Motion by Mayor Moghrabi to proceed with the meeting out of camera at 3:09 p.m.

CARRIED UNANIMOUSLY

RECESS

Councillor Siebold called a recess at 3:11 p.m.

RECONVENE

Councillor Siebold reconvened the meeting at 3:26 p.m. with all those Members of the Policy Review Committee previously listed in attendance.

BUSINESS ARISING OUT OF IN CAMERA SESSION

6.2 Councillor Conference Attendance Policy CS-11-004 (s. 17 FOIP)

PR.17.026 Motion by Mayor Moghrabi that Administration apply changes to the Councillor Conference Attendance Policy CS-11-004, as discussed in camera, then circulate the Policy to the Committee for review before bringing the amended Policy to a future meeting of Council.

CARRIED UNANIMOUSLY

NEW BUSINESS

6.3 Community Social Services Grant Policy and Procedure CM-72-002.

Ms. Shadia Amblie, Chief Administrative Officer, provided an overview of the proposed changes to the Community Social Services Grant Policy and Procedure CM-72-002.

The following additional changes were suggested to the Procedure:

Remove section 6 in its entirety and replace it with the following:

Section 6

Within the year that an organization has applied and been approved for CSS funding, or while the funding agreement is active (multi-year funding), an organization may not apply for any other funds from the County for the project or program. Organizations that have already received funding from other County grant programs during this time are ineligible for applying to the CSS program. If an organization submits an application for funding from the County during this time, the organization must demonstrate that

the program being funded is substantially different from the one for which they are currently receiving funding.

Section 19

Remove reference to the FCSS Advisory Board and replace it with Senior Manager of Finance and Grants, or his designate.

PR.17.027 Motion by Councillor Phillips that Administration bring forward the Community Social Services Grant Policy and Procedure CM-72-002, as amended, to a future meeting of Council.

CARRIED UNANIMOUSLY

PR.17.028 Motion by Councillor Siebold to direct Administration to bring forward the Recreation/Cultural – Operational Funding Request Policy CM-71-001 to the next Policy Review Committee Meeting.

CARRIED UNANIMOUSLY

PR.17.029 Motion by Councillor Phillips to direct Administration to select and bring forward Planning & Development Policies and Procedures needing revision to future Policy Review Committee Meetings.

CARRIED UNANIMOUSLY

ADJOURNMENT

PR.17.030 Motion by Mayor Moghrabi to adjourn the Policy Review Committee Meeting of March 23, 2017 at 3:50 p.m.

CARRIED UNANIMOUSLY

MJ Siebold, Chairperson

**Shadia Amblie
Chief Administrative Officer**