

**LAC LA BICHE COUNTY**  
**PUBLIC WORKS COMMITTEE**

**DATE:** December 17, 2013  
**TIME:** 10:00 a.m.  
**PLACE:** Council Chambers  
County Centre

**AGENDA**

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. NEW BUSINESS
  - 3.1 Discussion – Public Works Committee – Terms of Reference.
4. IN CAMERA SESSION
  - 4.1 Land Matter (section 25 FOIP) – addition to agenda.
5. ADJOURNMENT

**LAC LA BICHE COUNTY  
PUBLIC WORKS COMMITTEE  
COUNTY CENTRE, LAC LA BICHE**

**December 17, 2013 – 10:00 a.m.**

Minutes of the Lac La Biche County Public Works Committee held on December 17, 2013 at 10:00 a.m.

**CALL TO ORDER** Mayor Langevin called the meeting to order at 10:05 a.m.

**PRESENT**

Aurel Langevin	Mayor
Wanda Austin	Councillor
Robert Richard	Councillor / Deputy Mayor
Richard Olson	Councillor
David Phillips	Councillor
MJ Siebold	Councillor
Tim Thompson	Councillor
Hajar (Jerry) Haymour	Councillor
John Nowak	Councillor

**STAFF IN  
ATTENDANCE**

Roy Brideau	Chief Administrative Officer
Gordon Frank	General Manager, Development & Community Services (in part)
Jeff Lawrence	General Manager, Operations (in part)
Shadia Amblie	Manager, Communications (in part)
Melanie Kanarek	Manager, Legislative Services
Joanne Onciul	Legislative Services Coordinator

**ADOPTION OF AGENDA**

PW.13.001 Motion by Councillor Siebold to approve the December 17, 2013 Public Works Committee Meeting agenda as amended:

- Addition of Item 4.1 – Land Matter (section 25 FOIP);

**CARRIED UNANIMOUSLY**

## NEW BUSINESS

### 3.1 Discussion – Public Works Committee – Terms of Reference.

Chief Administrative Officer, Roy Brideau, noted the reason for this meeting was to establish the Public Works Committee, a Committee of the Whole, and to determine the Terms of Reference for the same.

A discussion ensued regarding the establishment of the Public Works Committee and the following Structure and Terms of Reference for the same have been proposed:

The Lac La Biche Public Works Committee is a standing Committee of Council which is responsible for developing and evaluating matters of policy and programs, and providing oversight, relating to:

- Transportation Services;
- Utilities;
- Solid Waste and Resource Recovery Management; and
- Infrastructure pertinent to Public Works.

#### **Meetings**

The Public Works Committee shall meet on the 3<sup>rd</sup> Tuesday of each month at 10:00 a.m. The Committee will conduct its business pursuant to the Lac La Biche County Procedural Bylaw and all other relevant legislation.

A Chairman and Vice-Chairman shall be selected at the Organizational Meeting of the County.

#### **Duties and Powers**

Public Works Committee shall have all the power of County Council, except the power to:

- pass a bylaw;
- suspend or revoke the appointment of a person to the position of Chief Administrative Officer;
- adopt budgets;
- with respect to taxes under section 347;
- decide appeals imposed on it by this or another enactment or bylaw, whether generally or on a case by case basis, unless the delegation is to a council committee and authorized by Bylaw; and
- expend money.

To the greatest extent possible, agenda items shall be kept to those pertaining to the Public Works functions of the County. Other municipal items should be referred to the next Regular County Council meeting.

To assist with the agenda preparation, agenda items shall be forwarded to the office of the Chief Administrative Officer at least seven (7) days prior to the date of the Public Works Committee Meeting. Emergent items may be included at the discretion of the Committee.

Councillor Olson left Council Chambers at 10:30 a.m.

Councillor Olson returned to Council Chambers at 10:32 a.m.

It was further noted that the Bylaw creating the Public Works Committee shall provide an agenda template that has standard agenda items with one subject being: Call for Agenda Items, and further that headings are provided for the subjects.

A discussion ensued regarding the need for communication with managers to allow Council the ability to be better informed of the projects that are happening and the progress of the same.

Section 201 of the Municipal Government Act was reviewed.

Councillor Phillips left Council Chambers at 11:10 a.m.

Councillor Phillips returned to Council Chambers at 11:11 a.m.

**RECESS**

Mayor Langevin called a recess at 11:11 a.m.

**RECONVENE**

Mayor Langevin reconvened the meeting at 11:23 a.m. with all those Members of Council previously listed in attendance.

**NEW BUSINESS**

3.1 Discussion – Public Works Committee – Terms of Reference (continued).

Section 203 of the Municipal Government Act was reviewed.

It was noted that section 154(1)(a) of the Municipal Government Act should be taken into account when preparing the Bylaw to form the Public Works Committee.

A discussion ensued regarding the effects of establishing the Public Works Committee on other standing Committees.

3.1 Discussion – Public Works Committee – Terms of Reference  
(continued).

PW.13.002 Motion by Councillor Haymour that County Council accepts the Public Works Committee Structure and Terms of Reference as presented, and further that a bylaw be brought forward to establish the Public Works Committee at the January 14, 2014 Regular Council Meeting.

**CARRIED UNANIMOUSLY**

**IN CAMERA SESSION**

PW.13.003 Motion by Councillor Nowak to go in camera at 12:12 p.m.

**CARRIED UNANIMOUSLY**

4.1 Land Matter (section 25 FOIP).

**RETURN TO REGULAR MEETING**

PW.13.004 Motion by Councillor Nowak to proceed with the meeting out of camera at 12:36 p.m.

**CARRIED UNANIMOUSLY**

**BUSINESS ARISING OUT OF “IN CAMERA SESSION”**

4.1 Land Matter (section 25 FOIP).

No action required.

**ADJOURNMENT**

PW.13.005 Motion by Councillor Phillips to adjourn the Public Works Committee Meeting of December 17, 2013 at 12:36 p.m.

**CARRIED UNANIMOUSLY**

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**Aurel Langevin, Mayor**

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**J. Roy Brideau, CLGM, CMM  
Chief Administrative Officer**