

LAC LA BICHE COUNTY
REGULAR COUNCIL MEETING

DATE: June 27, 2014
TIME: 10:00 a.m.
PLACE: Council Chambers
County Centre

AGENDA

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. ADOPTION OF MINUTES
 - 3.1 June 10, 2014 Regular Council Meeting;
 - 3.2 June 17, 2014 Special Council Meeting.
4. UNFINISHED BUSINESS
5. URGENT MATTERS
6. PUBLIC INPUT SESSION/DELEGATIONS/PUBLIC HEARINGS
 - 6.1 10:30 a.m. Delegation – Northern Beat Dance Academy;
 - 6.2 1:30 p.m. Delegation – Active Kids Society;
 - 6.3 2:00 p.m. Delegation – Rich Lake Recreational & Agricultural Society;
 - 6.4 2:30 p.m. Public Input Session.
7. DISPOSITION OF DELEGATION BUSINESS
 - 7.1 Delegation – Northern Beat Dance Academy;
 - 7.2 Delegation – Active Kids Society;
 - 7.3 Delegation – Rich Lake Recreational & Agricultural Society;
 - 7.4 Public Input Session.

8. NEW BUSINESS

- 8.1 RFD – Retender Plamondon 101 Ave Water/Sewer Extension and RV Disposal Site;
- 8.2 RFD – Curbside Pickup Program – Weekly Pickup of Recyclables Option;
- 8.3 RFD – Enhanced Communal Bin Pilot Project – Rural Subdivision Resource Recovery;
- 8.4 RFD – Landfill and Transfer Station Days of Operation;
- 8.5 Request for First Extension to the Subdivision Approval for File 2013-S-014; Donatberry Design Ltd.; Lot 10, Lac La Biche Settlement;
- 8.6 RFD – Request for First Extension – Subdivision Approval for File 2013-S-024; Proposed Subdivision of SW-23-68-14-W4M;
- 8.7 RFD – Request to Waive Rezoning Application Fees;
- 8.8 RFD – 2013 Audit Findings Letter;
- 8.9 Discussion – Pow Wow Beer Gardens (addition to agenda);
- 8.10 Multi Unit Rental Housing Task Force (addition to agenda).

9. IN CAMERA SESSION

- 9.1 RFD – Deposit from Offer to Purchase (section 25 FOIP);
- 9.2 Land Matter – Strachuk Development (section 25 FOIP);
- 9.3 Legal Matter – Landfill Development Plans (section 27 FOIP);
- 9.4 Personnel Matters (section 17 FOIP) (addition to agenda).

10. ADJOURNMENT

**LAC LA BICHE COUNTY
REGULAR COUNCIL MEETING
COUNTY CENTRE, LAC LA BICHE**

June 27, 2014 – 10:00 a.m.

Minutes of the Lac La Biche County Regular Council Meeting held on June 27, 2014 at 10:00 a.m.

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

| | | |
|----------------|-----------------------|--------------|
| PRESENT | John Nowak | Acting Mayor |
| | Wanda Austin | Councillor |
| | Richard Olson | Councillor |
| | David Phillips | Councillor |
| | MJ Siebold | Councillor |
| | Hajar (Jerry) Haymour | Councillor |

| | | |
|----------------------------|-------------------|---------------------------------------------------------------------------------|
| STAFF IN ATTENDANCE | Shadia Amblie | Interim Chief Administrative Officer/ Manager, Communications |
| | Melanie McConnell | Interim Assistant Chief Administrative Officer/Manager, Legislative Services |
| | Jeff Lawrence | General Manager, Operations |
| | Dan Small | Senior Manager |

| | | |
|----------------|--------------|----------------------------------|
| REGRETS | Tim Thompson | Councillor / Acting Deputy Mayor |
|----------------|--------------|----------------------------------|

ADOPTION OF AGENDA

14.505 Motion by Councillor Haymour to approve the June 27, 2014 Regular Council Meeting agenda as amended:

- Addition of Item 9.4 Personnel Matters (section 17 FOIP);
- Addition of Item 8.9 Discussion – Pow Wow Beer Gardens;
- Addition of Item 8.10 – Multi Unit Rental Housing Task Force.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

3.1 June 10, 2014 Regular Council Meeting;

14.506 Motion by Councillor Siebold to adopt the June 10, 2014 Regular Council Meeting minutes as circulated.

CARRIED UNANIMOUSLY

3.2 June 17, 2014 Special Council Meeting.

14.507 Motion by Councillor Siebold to adopt the June 17, 2014 Special Council Meeting minutes as circulated.

CARRIED UNANIMOUSLY

NEW BUSINESS

8.1 RFD – Retender Plamondon 101 Ave Water/Sewer Extension and RV Disposal Site;

14.508 Motion by Councillor Haymour that Administration postpones retendering of the Plamondon RV Disposal Site and 101 Ave Water/Sewer Extension project until such time as an easement agreement is obtained with the Plamondon District Community Development Society, and further that the \$437,798.50 allocated to this project be carried over to the 2015 budget.

IN FAVOUR
Acting Mayor Nowak
Councillor Austin
Councillor Phillips
Councillor Siebold
Councillor Haymour

OPPOSED
Councillor Olson

CARRIED

6.1 Delegation – Northern Beat Dance Academy;

Heather Stromquist, representative of the Northern Beat Dance Academy provided background information to all those present regarding the Northern Beat Dance Society and the challenges they face with the proposed increase in costs to rent County facilities.

Acting Mayor Nowak thanked Ms. Stromquist for her presentation.

RECESS

Acting Mayor Nowak called a recess at 11:08 a.m.

RECONVENE

Acting Mayor Nowak reconvened the meeting at 11:18 a.m. with all those Members of Council previously listed in attendance.

NEW BUSINESS

8.2 RFD – Curbside Pickup Program – Weekly Pickup of Recyclables Option;

14.509 Motion by Councillor Olson that County Council approves the weekly pickup of recyclables on the same day as waste collection, with the corresponding \$3 service increase for a total of \$18 per month within the curbside collection service area effective October 1, 2014, and further approves the corresponding Communication Plan as attached to and forming part of these minutes.

CARRIED UNANIMOUSLY

8.3 RFD – Enhanced Communal Bin Pilot Project – Rural Subdivision Resource Recovery;

14.510 Motion by Councillor Siebold to defer this item until such time as the affected property owners are surveyed and a corresponding communication plan is prepared.

IN FAVOUR
Acting Mayor Nowak
Councillor Austin
Councillor Olson
Councillor Siebold
Councillor Haymour

OPPOSED
Councillor Phillips

CARRIED

8.4 RFD – Landfill and Transfer Station Days of Operation;

14.511 Motion by Councillor Olson that County Council approves the revised schedule reflecting the new landfill and transfer station dates and hours of operation effective September 1, 2014, and further approves the corresponding Communication Plan as attached to and forming part of these minutes.

CARRIED UNANIMOUSLY

8.9 Discussion – Pow Wow Beer Gardens.

14.512 Motion by Councillor Haymour that County Council approves the service of liquor on municipal property during the Pow Wow festivities.

CARRIED UNANIMOUSLY

8.8 RFD – 2013 Audit Findings Letter;

14.513 Motion by Councillor Siebold that County Council accepts the 2013 audit findings letter presented to Council as information.

CARRIED UNANIMOUSLY

RECESS

Acting Mayor Nowak called a recess at 12:05 p.m.

RECONVENE

Acting Mayor Nowak reconvened the meeting at 1:05 p.m. with all those Members of Council previously listed in attendance.

NEW BUSINESS

8.5 Request for First Extension to the Subdivision Approval for File 2013-S-014; Donatberry Design Ltd.; Lot 10, Lac La Biche Settlement;

14.514 Motion by Councillor Haymour that County Council grants a one (1) year extension to the Subdivision Approval for File 2013-S-014 until June 5, 2015.

CARRIED UNANIMOUSLY

8.6 RFD – Request for First Extension – Subdivision Approval for File 2013-S-024; Proposed Subdivision of SW-23-68-14-W4M;

14.515 Motion by Councillor Phillips that County Council approves an extension to the Subdivision Approval for File 2013-S-024 until July 17, 2015.

CARRIED UNANIMOUSLY

8.7 RFD – Request to Waive Rezoning Application Fees;

14.516 Motion by Councillor Haymour that County Council approves the request to waive the administrative costs associated with the rezoning fees in the amount of \$500 for file PD-14-013.

IN FAVOUR
Councillor Austin
Councillor Olson
Councillor Phillips
Councillor Siebold
Councillor Haymour

OPPOSED
Acting Mayor Nowak

CARRIED

8.10 Multi Unit Rental Housing Task Force.

14.517 Motion by Councillor Olson that Administration draft a terms of reference to establish a multi-unit rental housing task force, and further that the terms of reference be presented at the July 8, 2014 Regular Council Meeting.

CARRIED UNANIMOUSLY

RECESS

Acting Mayor Nowak called a recess at 1:20 p.m.

RECONVENE

Acting Mayor Nowak reconvened the meeting at 1:30 p.m. with all those Members of Council previously listed in attendance.

PUBLIC INPUT SESSION/DELEGATIONS/PUBLIC HEARINGS

6.2 Delegation – Active Kids Society;

Acting Mayor Nowak welcomed the delegation and introductions were made.

Jennifer Okrainec and Chris Best, representatives for the Lac La Biche Active Kids Society provided an overview of the history, goals and fundraising efforts of the Society. Discussion ensued regarding extra funding that is required for the construction of a new playground to replace the decommissioned play structure at Vera M. Welsh Elementary School.

Acting Mayor Nowak thanked the delegation for their presentation.

RECESS Acting Mayor Nowak called a recess at 2:15 p.m.

RECONVENE Acting Mayor Nowak reconvened the meeting at 2:23 p.m. with all those Members of Council previously listed in attendance.

PUBLIC INPUT SESSION/DELEGATIONS/PUBLIC HEARINGS

6.3 Delegation – Rich Lake Recreation & Agricultural Society;

Jeff Nickerson, Vice-President and Debbie Vezeau, Secretary of the Rich Lake Recreation and Agricultural Society provided a history of the Society and presented blueprints and cost estimates for their new agricultural center and community hall. A request was made for the release of funds budgeted for the project in the County's 2014 budget.

Acting Mayor Nowak thanked the delegation for their presentation.

6.4 Public Input Session.

Acting Mayor Nowak declared the public input session open at 3:00 p.m.

There was no one present for the public input session.

Acting Mayor Nowak declared the public input session closed at 3:02 p.m.

DISPOSITION OF DELEGATION BUSINESS

7.1 Delegation – Northern Beat Dance Academy;

Discussion ensued regarding the option to phase in rental increases.

14.518 Motion by Councillor Olson that Lac La Biche County establishes a multi-year user fee agreement with the Northern Beat Dance Academy as follows:

| | |
|------------------|------------------------------------|
| 2014/2015 season | \$8.00/hour |
| 2015/2016 season | \$12.00/hour |
| 2016/2017 season | as defined in County fee schedule. |

CARRIED UNANIMOUSLY

7.2 Delegation – Active Kids Society;

Councillor Austin left Council Chambers at 3:35 p.m.

Councillor Austin returned to Council Chambers at 3:37 p.m.

7.2 Delegation – Active Kids Society (continued);

14.519 Motion by Councillor Haymour that Lac La Biche County provides an additional \$65,000 contribution to the Active Kids Society in the 2014 budget year, to be provided through a combination of in-kind and/or monetary support.

IN FAVOUR

**Acting Mayor Nowak
Councillor Austin
Councillor Phillips
Councillor Siebold
Councillor Haymour**

OPPOSED

Councillor Olson

CARRIED

14.520 Motion by Acting Mayor Nowak that Administration brings forward clarification on the County's contributions, both monetary and in-kind, for the installation of the playground located at the schools in Plamondon and further to invite the Plamondon playground group to a future meeting to discuss their project challenges.

CARRIED UNANIMOUSLY

14.521 Motion by Councillor Austin to extend the meeting time until the conclusion of the agenda.

CARRIED UNANIMOUSLY

RECESS

Acting Mayor Nowak called a recess at 4:02 p.m.

RECONVENE

Acting Mayor Nowak reconvened the meeting at 4:15 p.m. with all those Members of Council previously listed in attendance.

DISPOSITION OF DELEGATION BUSINESS

7.3 Delegation – Rich Lake Recreational & Agricultural Society;

14.522 Motion by Councillor Olson that Administration liaise with the Rich Lake Recreation and Agricultural Society for the filing and completion of a capital assistance grant application in order to commence the release of the \$350,000 set aside for the Society in the 2014 budget.

CARRIED UNANIMOUSLY

7.4 Public Input Session.

No action required.

Councillor Haymour left Council Chambers at 4:33 p.m. and did not return to the meeting.

IN CAMERA SESSION

14.523 Motion by Councillor Olson to go in camera at 4:34 p.m.

CARRIED UNANIMOUSLY

9.3 Legal Matter – Landfill Development Plans (section 27 FOIP).

9.2 Land Matter – Stratichuk Development (section 25 FOIP);

9.1 RFD – Deposit from Offer to Purchase (section 25 FOIP);

RETURN TO REGULAR MEETING

14.524 Motion by Councillor Austin to proceed with the meeting out of camera at 5:27 p.m.

CARRIED UNANIMOUSLY

BUSINESS ARISING OUT OF “IN CAMERA SESSION”

9.1 RFD – Deposit from Offer to Purchase (section 25 FOIP);

14.525 Motion by Councillor Siebold that County Council retains 97% plus all interest of the deposit from a withdrawn offer to purchase that was brokered by a local real estate agent in 2012 on the property known as Parcel 3 and legally described as Plan 1222024, Block 5, Lot 1.

CARRIED UNANIMOUSLY

9.2 Land Matter – Stratichuk Development (section 25 FOIP);

14.526 Motion by Councillor Olson to direct Administration to have 93rd street road allowance reviewed and profiled to determine the cuts and fills required for construction of the road to an urban standard.

CARRIED UNANIMOUSLY

9.3 Legal Matter – Landfill Development Plans (section 27 FOIP).

No action required.

IN CAMERA SESSION

14.527 Motion by Councillor Phillips to go in camera at 5:34 p.m.

CARRIED UNANIMOUSLY

9.4 Personnel Matters (section 17 FOIP).

14.528 Motion by Councillor Phillips to return to the regular meeting at 6:18 p.m.

CARRIED UNANIMOUSLY

BUSINESS ARISING OUT OF “IN CAMERA SESSION”

9.4 Personnel Matters (section 17 FOIP).

No action required.

ADJOURNMENT

14.529 Motion by Councillor Siebold to adjourn the Regular Council Meeting of June 27, 2014 at 6:18 p.m.

CARRIED UNANIMOUSLY

John Nowak, Acting Mayor

**Shadia Amblie
Interim Chief Administrative Officer**

Strategic Communications Plan

Curbside Pick-Up

Background

The curbside pick-up program was implemented in Lac La Biche County in June 2012. The program services the Hamlet of Lac La Biche, the Hamlet of Plamondon and surrounding subdivisions (Young's Beach, Holowachuk Estates, Lakeview estates, Clear Water Cove, Sunset Bay, Lac la Biche West, Churchill Gates, Summit Heights, Wedgewood/ Green Banks, Claude Lake, Ulliach Beach and Mission Spruce Bay).

Currently, there are 1912 curbside accounts existing as part of the curbside program whereby waste is collected on a weekly basis and recyclables are collected on a bi-weekly basis. Because of the bi-weekly nature of the recycling pick-up, recycling containers are sometimes overflowing or, in other cases, residents forget to place their recycling containers by the curb. These issues have been recognized since the implementation of the curbside pick-up program.

Participation in the recycling portion of the program by the community has been promising; in 2013 there was 49% participation. The County believes this can be improved by as much as an additional 35%. As such the County is now amending its curbside pickup program to collect recyclables on a weekly basis. This amendment is believed to foster waste reduction significantly, to achieve the County's goal of 80% reduction of waste material entering the landfill by 2020.

Purpose

- To educate and make aware to residents the upcoming implementation of the weekly curbside pick-up of recyclables.
- To encourage residents to make use of their blue containers and use the curbside program.
- To promote recycling.
- To achieve significant waste reduction, help divert waste from landfills and offer effective, efficient, and convenient services for residents to do so.

Strategy

- Awareness and information campaign beginning the month of August on website, social media, and in print.
- Test run the weekly recycling pick-up in September without charge to establish best practices, followed by full service charges in October.

Strategic Considerations (things to think about)

- Delayed pick-up schedule due to duplicate collection of containers on the same day.
- Higher processing costs of recyclables

Current Attitudes

- Convenience is an important factor and, unless it is there, some members of the community may be reluctant to participate in the recycling portion of the curbside pickup program. Having to bring waste to a landfill or transfer site, as well as the current recycling schedule, are examples of inconveniences, which hinder the County's recycling goals.

Target Audiences

- Residents within the curbside collection area
- Landfill and transfer site users within curbside collection area

Key Messages

- Collection of recyclables will now be weekly and on the same day as waste collection – Encourage further use of service.
- An increase of approx. \$3 per month per household to a total of \$18 per month, effective October 1, 2014
- Recycling items must be properly sorted and free of contaminants.
- Trial basis of program in the month of September

Timing

- Initial awareness campaign in August 2014
- Continual communication in the month of September 2014
- Test run in September
- Full implementation with cost recovery in October 2014

Communication Tools

- InTouch newsletter
- Website
- Facebook
- Postcards
- Billstuffers
- Radio ads
- Newspaper ads

Cost

- Postcards
- Radio ads
- Newspaper ads
- In house costs for advertising material/man hours
- Overall communication costs: approx.. \$10,000

Evaluation

- Monitoring participation in the recycling portion of the curbside pickup program
- Evaluating volumes of both recyclable and waste pick up
- Conducting a yearly program audit

Strategic Communications Plan

Landfill/Transfer Station Days of Operations

Background

Lac La Biche County currently operates 7 landfill/ transfer sites. Due to in-depth analysis of data, seasonal fluctuations of incoming waste and recyclables, and varying level of activity between sites is occurring. Therefore, the current days of operation for these sites have been revised to accommodate existing and future Resource Recovery programs and services in a cost effective and efficient manner.

Purpose

- Educate and notify residents and landfill/transfer site users of the changes to the days of operation schedule.
- Notify County staff, inclusive of Resource Recovery staff, of changes in operational requirements of the County.

Strategy

- Information campaign in July and August 2014 on the website, social media, and in print.
- Update all billboard signs at landfill/transfer sites to reflect the new changes.
- Notify Resource Recovery operators in written notice.

Strategic Considerations

- The amended schedule has operational implications in service levels and yearly budgetary needs.

Current Attitudes

- Accommodation of user needs
- Current service level will be consistent throughout the County

Target Audiences

- Residences
- Visitors
- Landfill and transfer site users
- County personnel

Key Messages

- Changes are to accommodate the seasonable fluctuations and site activity frequencies to provide a cost effective and efficient service.

Timing

- Information and awareness campaign in July and August 2014
- Implementation of new operating schedule as of September 1, 2014

Communication Tools

- Intouch newsletter
- County Website
- Facebook
- Radio ads
- Newspaper ads
- Letters of notice

Cost

- Radio ads
- Newspaper ads
- In-house costs for advertising material
- Total cost: \$1,000

Evaluation

- Collection and analysis of data concerning per-day user frequency throughout the week at each site.
- Collection and analysis of data concerning volumes of waste and recycling coming into landfill and transfer sites.
- Monthly and yearly evaluations