

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

**DATE:** August 22, 2017  
**TIME:** 10:00 a.m.  
**PLACE:** Council Chambers  
McArthur Place

**AGENDA**

1. CALL TO ORDER
  2. ADOPTION OF AGENDA
  3. ADOPTION OF MINUTES
    - 3.1 August 8, 2017 Regular Council Meeting;
    - 3.2 August 15, 2017 Regular Council Meeting.
  4. UNFINISHED BUSINESS
  5. URGENT MATTERS
  6. PUBLIC INPUT SESSION
    - 6.1 12:15 p.m. Public Input Session;
      - 6.1.1 Disposition of Public Input Session.
- DELEGATIONS
- 6.2 2:30 p.m. Tender Opening – CS-31-2017-01 – County Shop Expansion.
- PUBLIC HEARINGS
- There were no public hearings scheduled.*
7. *IN CAMERA* SESSION
    - 7.1 RFD – Bold Center Sports Field Property Exchange (s. 25 FOIP);
    - 7.2 RFD – Response to Minister – ID 349 Revenue Sharing (s. 24 FOIP) (hand-out);

- 7.3 RFD – Approve Investment of Surplus Cash in Short-Term Investments (s. 16(1)(c)(i) FOIP);
  - 7.4 RFD – Repurposing of a Position (s. 17 FOIP);
  - 7.5 Discussion – Update on Main Street (101 Avenue) Water and Sewer (s. 27 FOIP) (addition to agenda);
  - 7.6 Discussion – Possible Land Purchase (s. 25 FOIP) (addition to agenda).
8. NEW BUSINESS
- 8.1 BFG – Regional Municipality of Wood Buffalo – Lessons Learned and Recommendations Report from the 2016 Horse River Fire;
  - 8.2 RFD – Request for Employment of Municipal Enforcement Officers;
  - 8.3 RFD – Payment of 2016-17 Visitor Information Centre Services;
  - 8.4 RFD – Bylaw 17-011 – Rezoning Pt. of NW-25-66-15-W4M from Agricultural District to Rural Industrial District; Roll # 6615252001 (3<sup>rd</sup> Reading);
  - 8.5 RFD – Bylaw 17-018 – Recreation Facility Fees, Rates & Charges;
  - 8.6 RFD – McArthur Place Painting;
  - 8.7 RFD – Gazebo/Amphitheatre Design;
  - 8.8 RFD – Closure of Elinor Lake and Owl River Landfills Engineering Funds;
  - 8.9 RFD – Old Trail Walking Trail – Surface Type;
  - 8.10 BFG – Transfers Between Budget Line Items – January – August 15, 2017;
  - 8.11 RFD – Proposed Bylaw 17-016 (amending Bylaw 09-011) and Refund of Taxes to Tax Roll #400006190;
  - 8.12 RFD – Statement of Revenues & Expenditures for Period ended July 31, 2017;
  - 8.13 BFG – Council Expense Claims – June and July 2017;
  - 8.14 BFG – Scent Reduction Standard Operating Procedure CS-03-014-20;
  - 8.15 RFD – Vacation Standard Operating Procedure CS-03-016-15;
  - 8.16 BFG – Human Resources Standard Operating Procedures – Hiring Process CS-03-014-06 and Employee Recognition Program CS-03-016-04;

8.17 RFD – Scheduling of Special Council Meeting (August 29, 2017) – Meeting with Alberta Transportation (addition to agenda);

8.18 Discussion – Update on LED Lighting on Main Street (101 Avenue) (addition to agenda).

9. ADJOURNMENT

ADOPTED

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

**August 22, 2017 – 10 a.m.**

Minutes of the Lac La Biche County Regular Council Meeting held August 22, 2017 at 10 a.m.

**CALL TO ORDER** Mayor Moghrabi called the meeting to order at 10:09 a.m.

<b>PRESENT</b>	Omer Moghrabi	Mayor
	Robert Richard	Councillor / Deputy Mayor
	Wanda Austin	Councillor
	Richard Olson	Councillor
	David Phillips	Councillor
	MJ Siebold	Councillor
	Tim Thompson	Councillor
	Hajar (Jerry) Haymour	Councillor
	John Nowak	Councillor
<b>STAFF IN ATTENDANCE</b>	Shadia Amblie	Chief Administrative Officer
	Dan Small	Assistant Chief Administrative Officer and Senior Manager, Finance & Grants
	Darrell Lessmeister	Senior Manager, Recreation & Community Enhancement (in part)
	Brian Shapka	Senior Manager, Public Works (in part)
	Gordon Shaw	Senior Manager, Planning & Development (in part)
	Jihad Moghrabi	Communications Coordinator
	Joanne Onciul	Legislative Services Coordinator

**ADOPTION OF AGENDA**

17.759 Motion by Councillor Austin to approve the August 22, 2017 Regular Council Meeting agenda as amended:

Addition of items:

- 7.5 Discussion – Update on Main Street (101 Avenue) Water and Sewer (s. 27 FOIP);
- 7.6 Discussion – Possible Land Purchase (s. 25 FOIP);
- 8.17 RFD – Scheduling of Special Council Meeting (August 29, 2017) – Meeting with Alberta Transportation;

Motion 17.759 continued:

- 8.18 Discussion – Update on LED Lighting on Main Street (101 Avenue).

**CARRIED UNANIMOUSLY**

## **ADOPTION OF MINUTES**

3.1 August 8, 2017 – Regular Council Meeting

3.2 August 15, 2017 – Regular Council Meeting

17.760 Motion by Councillor Siebold to adopt the August 8, 2017 Regular Council Meeting minutes and the August 15, 2017 Regular Council Meeting minutes as circulated.

**CARRIED UNANIMOUSLY**

## **UNFINISHED BUSINESS**

*There was no unfinished business to discuss.*

## **URGENT MATTERS**

*There were no urgent matters to discuss.*

## **NEW BUSINESS**

8.1 BFG – Regional Municipality of Wood Buffalo – Lessons Learned and Recommendations Report from the 2016 Horse River Fire

Mr. John Kokotilo, Manager of Protective Services (Fire/Enforcement), provided an overview of the key points of the Lessons Learned and Recommendations Report from the 2016 Horse River Fire prepared by the Regional Municipality of Wood Buffalo.

17.761 Motion by Councillor Siebold to accept the briefing regarding the Regional Municipality of Wood Buffalo – Lessons Learned and Recommendations Report from the 2016 Horse River Fire as information.

**CARRIED UNANIMOUSLY**

8.2 RFD – Request for Employment of Municipal Enforcement Officers

Mr. Chris Clark, Supervisor, Enforcement Services, introduced new employee, Mr. Andrew Klekta, Level I Peace Officer to all those present.

Councillor Olson left Council Chambers at 10:36 a.m. and returned at 10:39 a.m.

Mr. Clark presented a request for employment of two additional municipal enforcement officers (casual) and fielded questions of Council.

17.762 Motion by Councillor Olson that Administration recruit two (2) casual Municipal Enforcement Officers for the Enforcement Services Department, as budgeted.

**CARRIED UNANIMOUSLY**

**RECESS**

Mayor Moghrabi called a recess at 10:57 a.m.

**RECONVENE**

Mayor Moghrabi reconvened the meeting at 11:06 a.m. with all those Members of Council previously listed in attendance, with the exception of Councillors Richard, Thompson and Haymour.

**NEW BUSINESS**

8.3 RFD – Payment of 2016-17 Visitor Information Centre Services

Mr. Gordon Shaw, Senior Manager, Planning and Development, presented the RFD regarding payment for 2016-17 Visitor Information Centre services.

Councillor Nowak left Council Chambers at 11:07 a.m.

17.763 Motion by Councillor Siebold that the Lakeland Interpretive Society be paid for the 2016-17 Visitor Information Centre services, in the amount of \$65,000 exclusive of GST, from the 2017 General Revenue Surplus.

**CARRIED UNANIMOUSLY**

8.4 RFD – Bylaw 17-011 – Rezoning Pt. of NW-25-66-15-W4M from Agricultural District to Rural Industrial District; Roll # 6615252001 (3<sup>rd</sup> Reading)

Ms. Sheera Bourassa, Development Officer, presented Bylaw 17-011 for third reading.

Councillors Richard, Thompson, Haymour and Nowak returned to Council Chambers at 11:09 a.m.

17.764 Motion by Councillor Austin that Bylaw 17-011 be given third and final reading this 22<sup>nd</sup> day of August, 2017.

**IN FAVOUR**  
**Councillor Austin**  
**Councillor Nowak**

**OPPOSED**  
**Mayor Moghrabi**  
**Councillor Richard**  
**Councillor Olson**  
**Councillor Phillips**  
**Councillor Siebold**  
**Councillor Thompson**  
**Councillor Haymour**

**DEFEATED**

17.765 Motion by Councillor Richard that Administration direct the Applicant to apply for a major home base business and bring back the application to the Municipal Planning Commission.

**CARRIED UNANIMOUSLY**

8.5 RFD – Bylaw 17-018 – Recreation Facility Fees, Rates & Charges

Councillor Nowak declared a pecuniary interest due to his personal business interests and left Council Chambers at 11:32 a.m.

Mr. Darrell Lessmeister, Senior Manager, Recreation and Community Enhancement, and Ms. Staci Lattimer, Manager, Recreation, presented Bylaw 17-018 – Recreation Facility Fees, Rates & Charges.

Councillor Olson left Council Chambers at 11:35 a.m. and returned at 11:37 a.m.

Councillor Haymour left Council Chambers at 11:45 a.m. and returned at 11:45 a.m.

8.5 RFD – Bylaw 17-018 – Recreation Facility Fees, Rates & Charges  
(continued)

Council requested amendments to the proposed Recreation Facility Fees, Rates & Charges Bylaw more specifically, maintaining a smaller damage deposit for smaller facility rentals, rounding all rates to the nearest \$0.25 for 2018 and 2019, and removal of rental fees for aquatics equipment. It was requested that these amendments be made to Bylaw 17-018 after first reading.

17.766 Motion by Councillor Haymour that Bylaw 17-018 be given first reading this 22<sup>nd</sup> day of August, 2017.

**CARRIED UNANIMOUSLY**

Councillor Nowak returned to Council Chambers at 11:50 a.m. once the discussion concluded on Bylaw 17-018 – Recreation Facility Fees, Rates & Charges and once motion 17.766 was voted upon.

8.6 RFD – McArthur Place Painting (second half of project)

17.767 Motion by Councillor Thompson that County Council transfer \$47,500 from accumulated surplus to Parks & Facilities Operational budget.

**CARRIED UNANIMOUSLY**

8.7 RFD – Gazebo/Amphitheatre Design

Mr. Lessmeister and Mr. Gary Harman, Manager, Parks and Facilities, presented the proposed design for the new Amphitheatre/Gazebo in McArthur Park.

17.768 Motion by Councillor Siebold that County Council accept the presented design for the new Amphitheatre/Gazebo in McArthur Park.

**CARRIED UNANIMOUSLY**

**RECESS**

Mayor Moghrabi called a recess at 12:01 p.m.

**RECONVENE**

Mayor Moghrabi reconvened the meeting at 12:15 p.m. with all those Members of Council previously listed in attendance.



## **PUBLIC INPUT SESSION**

### **6.1 Public Input Session**

There was no one present for the public input session.

## **DISPOSITION OF PUBLIC INPUT SESSION**

### **6.1.1 Disposition of Public Input Session**

There was no one present for the public input session.

## **NEW BUSINESS**

### **8.8 RFD – Closure of Elinor Lake and Owl River Landfills Engineering Funds**

Mr. Brian Shapka, Senior Manager, Public Works, presented the RFD regarding engineering funds for the closure of Elinor Lake and Owl River landfills. Discussion ensued regarding the same.

17.769 Motion by Councillor Olson that \$83,500 is allocated to Environmental Services' 2017 operational budget from the allowance for landfill closure and post-closure amount for the Elinor Lake and Owl River landfill closure engineering.

**CARRIED UNANIMOUSLY**

### **8.9 RFD – Old Trail Walking Trail – Surface Type**

Mr. Shapka presented the RFD regarding Old Trail Walking Trail – Surface Type and fielded questions from Council.

17.770 Motion by Councillor Olson that Lac La Biche County Council approve changing the surface type on the Old Trail Walking Trail from Rejuvenated Cold Mix to ACP (Hot Mix).

**CARRIED UNANIMOUSLY**

Discussion ensued regarding the use of rejuvenated cold mix on high traffic, graveled areas in the County.

## **RECESS**

Mayor Moghrabi called a recess at 12:36 p.m.

## **RECONVENE**

Mayor Moghrabi reconvened the meeting at 2:05 p.m. with all those Members of Council previously listed in attendance, with the exception of Councillors Austin, Olson and Phillips.

## NEW BUSINESS

### 8.10 BFG – Transfers Between Budget Line Items – January – August 15, 2017

Mr. Dan Small, Senior Manager, Finance and Grants and Mr. Waseem Bary, Finance Coordinator, presented the briefing regarding Transfers Between Budget Line Items – January – August 15, 2017.

Councillors Austin, Olson and Phillips entered Council Chambers at 2:06 p.m.

17.771 Motion by Councillor Richard to accept the briefing regarding Transfers Between Budget Line Items – January – August 15, 2017 as information.

**CARRIED UNANIMOUSLY**

### 8.11 RFD – Proposed Bylaw 17-016 (amending Bylaw 09-011) and Refund of Taxes to Tax Roll #400006190

Mr. Zeeshan Hasan, Manager, Finance, presented Bylaw 17-016, a bylaw to amend Local Improvement Bylaw 09-011 (base paving on 99<sup>th</sup> Avenue).

17.772 Motion by Councillor Richard that Bylaw 17-016 be given first reading this 22<sup>nd</sup> day of August, 2017.

**CARRIED UNANIMOUSLY**

17.773 Motion by Councillor Thompson that Bylaw 17-016 be given second reading this 22<sup>nd</sup> day of August, 2017.

**CARRIED UNANIMOUSLY**

17.774 Motion by Councillor Haymour that Bylaw 17-016 be submitted for third and final reading this 22<sup>nd</sup> day of August, 2017.

**CARRIED UNANIMOUSLY**

17.775 Motion by Councillor Siebold that Bylaw 17-016 be given third and final reading this 22<sup>nd</sup> day of August, 2017.

**CARRIED UNANIMOUSLY**

Councillor Haymour left Council Chambers at 2:20 p.m. and returned at 2:20 p.m.

8.11 RFD – Proposed Bylaw 17-016 (amending Bylaw 09-011) and Refund of Taxes to Tax Roll #400006190 (continued)

17.776 Motion by Councillor Phillips that Administration refund Tax Roll #400006190 the amount of \$11,659.86 representing local improvement taxes for the 2015 tax year and \$442.55 representing property taxes for the 2016 tax year.

**CARRIED UNANIMOUSLY**

8.12 RFD – Statement of Revenues & Expenditures for Period ended July 31, 2017

Mr. Small presented the RFD regarding Statement of Revenues & Expenditures for Period ended July 31, 2017. Discussion ensued regarding the same.

8.13 BFG – Council Expense Claims – June and July 2017

17.777 Motion by Councillor Nowak to approve the Councillor Expense Claims processed in June and July 2017.

**CARRIED UNANIMOUSLY**

## **DELEGATIONS**

6.2 Tender Opening – RFP #CS-31-2017-01 – County Shop Expansion

Mr. Mike Richards of Richard’s Consulting, Mr. Dylan Maskalyk, Project Coordinator, Public Works, and Ms. Jennifer Jackson, Project Services Clerk, Public Works, were present to open the tenders for the County Shop Expansion. The unofficial tender results are as follows:

<b>Contractor</b>	<b>Amount without GST</b>
Melewka Structures and Design	\$655,000.00
Makloc Construction	\$914,022.00
Scott Builders (inclusive of additional \$50,000 – sent as a late submission)	\$875,000.00
K –Rite Construction	\$892,351.00
Apple Building Systems	\$560,440.00
Vantage Builders	\$609,621.00
A.M. Construction	\$842,160.00

Ms. Shadia Amblie, Chief Administrative Officer, confirmed that all tenders submitted would be reviewed for accuracy by the consultants, and shortly thereafter, contractors will be advised of the results by Administration.

## **PUBLIC HEARINGS**

*There were no Public Hearings scheduled.*

## **NEW BUSINESS**

8.12 RFD – Statement of Revenues & Expenditures for Period ended July 31, 2017 (continued)

17.778 Motion by Councillor Olson that County Council accepts the Lac La Biche County Statement of Revenues & Expenditures for the Period ended July 31, 2017, as presented.

**CARRIED UNANIMOUSLY**

8.14 BFG – Scent Reduction Standard Operating Procedure CS-03-014-20

Mr. Kashif Ijaz, Manager, Human Resources, presented the briefing regarding Scent Reduction Standard Operating Procedure CS-03-014-20. Discussion ensued regarding the same.

17.779 Motion by Councillor Siebold to accept the briefing regarding the Scent Reduction Standard Operating Procedure CS-03-014-20, as information.

**IN FAVOUR**  
**Mayor Moghrabi**  
**Councillor Austin**  
**Councillor Richard**  
**Councillor Phillips**  
**Councillor Siebold**  
**Councillor Nowak**

**OPPOSED**  
**Councillor Olson**  
**Councillor Thompson**  
**Councillor Haymour**

**CARRIED**

8.15 RFD – Vacation Standard Operating Procedure CS-03-016-15

Councillor Siebold declared a pecuniary interest as she has family that works for the County and left Council Chambers at 2:56 p.m.

17.780 Motion by Councillor Haymour that the proposed changes to the Vacation Standard Operating Procedure CS-03-016-15 are approved, as amended, effective August 27, 2017.

**CARRIED UNANIMOUSLY**

Councillor Siebold returned to Council Chambers at 3:14 p.m. once the discussion on the proposed changes to the Vacation Standard Operating Procedure CS-03-016-15 was concluded and once Motion 17.780 was voted upon.

8.16 BFG – Human Resources Standard Operating Procedures – Hiring Process CS-03-014-06 and Employee Recognition Program CS-03-016-04

Discussion ensued regarding the Human Resources Standard Operating Procedure – Hiring Process CS-03-014-06.

17.781 Motion by Mayor Moghrabi to accept the briefing regarding the Human Resources Standard Operating Procedure – Hiring Process CS-03-014-06 as presented.

**CARRIED UNANIMOUSLY**

Both Councillor Siebold and Councillor Austin declared a pecuniary interest as they have family that work for the County and left Council Chambers at 3:23 p.m. prior to any discussion on the Employee Recognition Program Standard Operating Procedure CS-03-016-04.

17.782 Motion by Councillor Thompson to accept the briefing regarding the Human Resources Standard Operating Procedures Employee Recognition Program CS-03-016-04, as presented.

**CARRIED UNANIMOUSLY**

Councillors Siebold and Austin returned to Council Chambers at 3:27 p.m. once the discussion on the Employee Recognition Program Standard Operating Procedure CS-03-016-04 was concluded and once Motion 17.782 was voted upon.

8.17 RFD – Scheduling of Special Council Meeting (August 29, 2017) – Meeting with Alberta Transportation (addition to agenda)

17.783 Motion by Councillor Thompson to direct Administration to schedule a Special Council Meeting on the 29<sup>th</sup> of August, 2017, starting at 10 a.m. in Council Chambers.

**CARRIED UNANIMOUSLY**

8.18 Discussion – Update on LED Lighting on Main Street (101 Avenue) (addition to agenda)

Discussion ensued regarding the replacement of cobra head streetlights to LED lights on main street (101 Avenue). Administration provided Council with an update on the replacement of streetlights project.

Discussion ensued regarding lighting options for other areas of the County.

17.784 Motion by Councillor Nowak to direct Administration to research lighting for McArthur Park, Churchill Drive and 100th Street, and that the same be brought forward to the September 12, 2017 Regular Council Meeting.

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

**OPPOSED**  
Councillor Siebold

**CARRIED**

**EXTENSION OF MEETING**

17.785 Motion by Councillor Nowak to extend the August 22, 2017 Regular Council Meeting to such time that all agenda items have been brought forward.

**CARRIED UNANIMOUSLY**

**IN CAMERA SESSION**

17.786 Motion by Councillor Haymour to go *in camera* at 3:46 p.m.

**CARRIED UNANIMOUSLY**

**RECESS** Mayor Moghrabi called a recess at 3:46 p.m.

**RECONVENE** Mayor Moghrabi reconvened the meeting at 3:53 p.m. with all those Members of Council previously listed in attendance.

***IN CAMERA SESSION***

7.3 RFD – Approve Investment of Surplus Cash in Short-Term Investments (s. 16(1)(c)(i) FOIP)

Councillor Richard left Council Chambers at 4:31 p.m. and returned at 4:33 p.m.

7.1 RFD – Bold Center Sports Field Property Exchange (s. 25 FOIP)

Councillor Thompson left Council Chambers at 4:34 p.m. and did not return to the meeting.

Councillor Austin left Council Chambers at 5:00 p.m. and returned at 5:02 p.m.

Councillor Olson left Council Chambers at 5:05 p.m. and returned at 5:07 p.m.

Councillor Haymour left Council Chambers at 5:07 p.m. and returned at 5:09 p.m.

7.2 RFD – Response to Minister – ID 349 Revenue Sharing (s. 24 FOIP) (hand-out)

Councillor Olson left Council Chambers at 5:24 p.m. and did not return to the meeting.

Councillor Nowak left Council Chambers at 5:33 p.m. and did not return to the meeting.

7.4 RFD – Repurposing of a Position (s. 17 FOIP)

Councillor Phillips left Council Chambers at 5:54 p.m. and returned at 5:56 p.m.

7.6 Discussion – Possible Land Purchase (s. 25 FOIP) (addition to agenda)

7.5 Discussion – Update on Main Street (101 Avenue) Water and Sewer (s. 27 FOIP) (addition to agenda)

**RETURN TO REGULAR MEETING**

- 17.787 Motion by Councillor Haymour to proceed with the meeting out of camera at 6:15 p.m.  
**CARRIED UNANIMOUSLY**

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

- 7.3 RFD – Approve Investment of Surplus Cash in Short-Term Investments (s. 16(1)(c)(i) FOIP)

- 17.788 Motion by Councillor Haymour that Administration invests cash funds at ATB Financial as outlined in the attachment as presented *in camera*.  
**CARRIED UNANIMOUSLY**

- 17.789 Motion by Councillor Siebold that Administration brings forward a borrowing bylaw to set up a line of credit for Lac La Biche County.  
**CARRIED UNANIMOUSLY**

- 7.1 RFD – Bold Center Sports Field Property Exchange (s. 25 FOIP)

- 17.790 Motion by Councillor Austin to approve the Bold Center Sports Field Development Task Force to engage Northern Lights Public School Division with a property exchange to support the development of Sports Fields on the Bold Center grounds as discussed *in camera*.  
**CARRIED UNANIMOUSLY**

- 7.2 RFD – Response to Minister – ID 349 Revenue Sharing (s. 24 FOIP) (hand-out)

- 17.791 Motion by Councillor Richard that County Council approves the draft letter to the Minister of Municipal Affairs as discussed *in camera*.

**IN FAVOUR**  
**Mayor Moghrabi**  
**Councillor Austin**  
**Councillor Richard**  
**Councillor Phillips**  
**Councillor Haymour**

**OPPOSED**  
**Councillor Siebold**

**CARRIED**



7.4 RFD – Repurposing of a Position (s. 17 FOIP)

17.792 Motion by Councillor Austin that County Council repurpose the Project Engineer – Team Lead job position to Manager, Engineering Services.

**IN FAVOUR**  
**Mayor Moghrabi**  
**Councillor Austin**  
**Councillor Richard**  
**Councillor Phillips**  
**Councillor Haymour**

**OPPOSED**  
**Councillor Siebold**

**CARRIED**

7.6 Discussion – Possible Land Purchase (s. 25 FOIP) (addition to agenda)

No action required.

7.5 Discussion – Update on Main Street (101 Avenue) Water and Sewer (s. 27 FOIP) (addition to agenda)

No action required.

**ADJOURNMENT**

17.793 Motion by Councillor Haymour to adjourn the Regular Council Meeting of August 22, 2017 at 6:19 p.m.

**CARRIED UNANIMOUSLY**

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**Omer Moghrabi, Mayor**

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**Shadia Amblie**  
**Chief Administrative Officer**