

LAC LA BICHE COUNTY

POLICY REVIEW COMMITTEE

DATE: January 6, 2016
TIME: 9:30 a.m.
PLACE: Council Chambers
County Centre

AGENDA

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. ADOPTION OF MINUTES
 - 3.1 November 3, 2015 Policy Review Committee.
4. UNFINISHED BUSINESS
 - 4.1 Briefing – Update on Revisions to Procedural Bylaw;
 - 4.2 Discussion – Budget and Councillor Remuneration Policy CS-11-001 (Addition to Agenda).
5. NEW BUSINESS
 - 5.1 Briefing - Review of Councillor Conference Attendance Policy;
 - 5.2 Briefing – Review of the Council Code of Conduct;
 - 5.3 Discussion – Committee Work Protocol (addition to Agenda).
6. ADJORNMENT

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

January 6, 2016 – 9:30 a.m.

Minutes of the Lac La Biche County Policy Review Committee Meeting held January 6, 2016 at 9:30 a.m.

CALL TO ORDER Councillor Siebold called the meeting to order at 9:37 a.m.

PRESENT	Omer Moghrabi MJ Siebold John Nowak David Phillips	Mayor Councillor (Chairperson) Councillor/Deputy Mayor Councillor
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STAFF IN ATTENDANCE	Melanie McConnell Vicki Versteeg	Assistant Chief Administrative Officer Legislative Services Coordinator
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ADOPTION OF AGENDA

PR.16.001 Motion by Councillor Phillips to approve the January 6, 2016 Policy Review Committee Meeting agenda as amended:

- Addition of Item 4.2 – Discussion – Budget and Councillor Remuneration Policy CS-11-001;
- Addition of Item 5.3 – Discussion – Committee Work Protocol.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

3.1 November 3, 2015 – Policy Review Committee Meeting.

Typographical errors were noted in the November 3, 2015 Policy Review Committee Meeting minutes previously circulated to the Committee. A corrected version of the minutes was provided for the Committee's review.

PR.16.002 Motion by Councillor Phillips to adopt the November 3, 2015 Policy Review Committee Meeting minutes as amended.

CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

4.1 Briefing – Update on Revisions to Procedural Bylaw;

Ms. Melanie McConnell, Assistant Chief Administrative Officer, addressed the forthcoming revision to Council’s Procedural Bylaw.

PR.16.003 Motion by Mayor Moghrabi to accept the Update on Revisions to Procedural Bylaw Briefing as information.

CARRIED UNANIMOUSLY

4.2 Discussion – Budget and Councillor Remuneration Policy CS-11-001 (addition to Agenda).

Discussion ensued on measures to reduce Council’s operating budget.

The Committee provided direction on Councillor Remuneration Policy CS-11-001.

PR.16.004 Motion by Councillor Nowak to amend draft policy CS-11-001 such that a flat per diem of \$300 apply to all Regular Council Meetings and the hourly per diem schedule previously amended by the committee be followed for all committee work and work falling outside of Regular Council Meetings.

CARRIED UNANIMOUSLY

RECESS

Councillor Siebold called a recess at 10:30 a.m.

RECONVENE

Councillor Siebold reconvened the meeting at 10:37 a.m. with all those previously listed Members of the Policy Review Committee in attendance.

NEW BUSINESS

5.1 Briefing – Review of Councillor Conference Attendance Policy;

Discussion ensued on ensuring value of conference attendance and aligning attendance with Council’s strategic priorities. Discussion continued on mechanisms for seeking approval and authority of committees to authorize conference attendance.

The Committee agreed to the following provisions:

- Four conferences per year available to all Councillors:
 - o One of the Federation of Canadian Municipalities conferences (Annual Convention *or* Sustainable Communities Conference);

- AAMDC Spring and Fall Conventions;
- AUMA Annual Conference.
- Attendance at the annual Library Board, Agricultural Service Board, and Federation of Alberta Gas Co-ops conferences.
- Requests for additional conference attendance will be at each Councillor's discretion and require approval by way of motion.

PR.16.005 Motion by Mayor Moghrabi to direct Administration to prepare amendments to Policy CS-11-004 to underscore maximizing value of conference attendance, limit pre-approved conference attendance to one Federation of Canadian Municipalities conference, both AAMDC conferences, and the AUMA conference per year, and to create a provision and application form for Councillors to request additional conference attendance, and further that Administration forward these changes to a Regular Council meeting.

CARRIED UNANIMOUSLY

5.2 Briefing – Review of the Council Code of Conduct;

The Committee discussed amendments to the Council Code of Conduct and position descriptions for the Mayor and Deputy Mayor.

PR.16.006 Motion by Councillor Phillips to direct Administration to circulate draft amendments to the Councillor Code of Conduct, Councillor, Mayor, and Deputy Mayor position descriptions to members of the Policy Review Committee for review, where amendments will then be forwarded to a Regular Council meeting.

CARRIED UNANIMOUSLY

5.3 Discussion – Work Plan (addition to Agenda).

Discussion of the Committee meeting schedule ensued. The Committee agreed to meet the first and third Wednesday of each month at 9:30 a.m. in Council Chambers.

ADJOURNMENT

PR.16.007 Motion by Mayor Moghrabi to adjourn the Policy Review Committee Meeting of January 6, 2016 at 12:53 p.m.

CARRIED UNANIMOUSLY

MJ Siebold, Chairperson

**Melanie McConnell
Assistant Chief Administrative Officer**

ADOPTED