

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

**DATE:** January 22, 2013  
**TIME:** 1:30 p.m.  
**PLACE:** Council Chambers  
County Centre

**AGENDA**

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. ADOPTION OF MINUTES
  - 3.1 January 8, 2013 Regular Council Meeting.
4. UNFINISHED BUSINESS
  - 4.1 School Funding Discussion.
5. URGENT MATTERS
6. PUBLIC INPUT SESSION/DELEGATIONS/PUBLIC HEARINGS
  - 6.1 1:35 p.m. TransCanada Pipelines - Grand Rapids Project (*deleted from the agenda*);
  - 6.2 2:10 p.m. Plamondon Community Development Society – Capital Projects & Budget;
  - 6.3 2:45 p.m. Public Input Session.
7. DISPOSITION OF DELEGATION BUSINESS
  - 7.1 Plamondon Community Development Society;
  - 7.2 Public Input Session.
8. NEW BUSINESS
  - 8.1 Draft 2013 Budget Document;
  - 8.2 Briefing – Proposed Community Aggregate Payment (CAP) Levy Bylaw;
  - 8.3 RFD – Proposed New Cheque and Document Signing Authority Policy;

8. NEW BUSINESS (continued)
  - 8.4 RFD – Bylaw 12-043 – Ward Boundaries – 2<sup>nd</sup> & 3<sup>rd</sup> readings;
  - 8.5 RFD – 2013 Budget – Council Honorarium;
  - 8.6 RFD – Council Appointment to the Environmental Stewardship Advisory Committee;
  - 8.7 Meeting Feedback with Oil Sands Developers Group (*addition to agenda*);
  - 8.8 Chamber of Commerce Update (*addition to agenda*).
9. NOTICES OF MOTION
10. IN CAMERA SESSION
  - 10.1 Land Matter (section 27 FOIP);
  - 10.2 Personnel Related Matters (section 17 FOIP);
  - 10.3 Meeting Feedback with CNRL (section 16 FOIP) (*addition to agenda*).
11. ADJOURNMENT

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

**January 22, 2013 – 1:30 p.m.**

Minutes of the Lac La Biche County Regular Council Meeting held on January 22, 2013 at 1:30 p.m.

**CALL TO ORDER** Mayor Langevin called the meeting to order at 1:33 p.m.

**PRESENT**

Aurel Langevin	Mayor
Robert Richard	Councillor
Guy Piquette	Councillor
MJ Siebold	Councillor
Tim Thompson	Councillor
Gail Broadbent-Ludwig	Councillor / Deputy Mayor
John Nowak	Councillor

**STAFF IN  
ATTENDANCE**

Roy Brideau	Chief Administrative Officer
Dan Small	General Manager, Corporate Services (in part)
Gordon Frank	General Manager, Planning, Community Development & Protective Services (in part)
Shadia Amblie	General Manager, Communications & Community Services (in part)
Melanie Kanarek	Manager, Legislative Services (in part)

**REGRETS**

Alvin Kumpula	Councillor
Eugene Uganecz	Councillor

**ADOPTION OF AGENDA**

13.014 Motion by Councillor Nowak to approve the January 22, 2013 agenda as amended:

- Deletion of Item 6.1 TransCanada Pipelines – Grand Rapids Project;
- Addition of Item 8.7 Meeting Feedback with Oil Sands Developers Group;
- Addition of Item 8.8 Chamber of Commerce Update; and
- Addition of Item 10.3 Meeting feedback with CNRL (section 16 FOIP).

**CARRIED UNANIMOUSLY**

## **ADOPTION OF MINUTES**

3.1 Regular Council Meeting of January 8, 2013.

13.015 Motion by Councillor Piquette to adopt the Regular Council Meeting minutes of January 8, 2013 as circulated.

**CARRIED UNANIMOUSLY**

## **UNFINISHED BUSINESS**

4.1 School Funding Discussion.

Roy Brideau, Chief Administrative Officer, provided Council with information pertaining to funding options being explored by Northern Lights School Division for the construction of an elementary school at the Bold Center.

Discussion ensued regarding the funding options.

13.016 Motion by Councillor Siebold that Northern Lights School Division be requested to document their request for support for the construction of the elementary school.

**CARRIED UNANIMOUSLY**

## **NEW BUSINESS**

8.1 Draft 2013 Budget Document;

Roy Brideau, Chief Administrative Officer, provided Members of Council with a draft 2013 budget document for review prior to public circulation.

A discussion ensued regarding the draft budget document.

## **PUBLIC INPUT SESSION/DELEGATIONS/PUBLIC HEARINGS**

6.1 This item was deleted from the agenda.

6.2 Delegation – Plamondon Community Development Society – Capital Projects & Budget;

Mayor Langevin introduced Members of Council and Administration to the delegation.

Richard Mahe and Reuel Thomas were present to discuss the Plamondon Community Development Society (PDCDS) 2013 budget and capital projects.

A discussion ensued regarding the budget and funding sources/fundraising endeavours of the PDCDS.

A discussion ensued regarding a long term funding and service provision agreement between the PDCDS and Lac La Biche County.

Mayor Langevin thanked the delegation for their presentation.

## **NEW BUSINESS**

8.2 Briefing – Proposed Community Aggregate Payment (CAP) Levy Bylaw;

Councillor Thompson declared a conflict of interest due to a personal business relationship and left Council Chambers at 2:30 p.m.

13.017 Motion by Councillor Piquette that Administration bring forward a business case for a Community Aggregate Payment (CAP) levy, and if appropriate a CAP bylaw.

**CARRIED UNANIMOUSLY**

Councillor Thompson returned to Council Chambers at 2:46 p.m.

## **PUBLIC INPUT SESSION/DELEGATIONS/PUBLIC HEARINGS**

6.3 Public Input Session.

Mayor Langevin declared the public input session open at 2:46 p.m.

There was no one present for the public input session.

Mayor Langevin declared the public input session closed at 2:47 p.m.

## **RECESS**

Mayor Langevin called a recess at 2:47 p.m.

## **RECONVENE**

Mayor Langevin reconvened the meeting at 3:00 p.m. with all those Members of Council previously listed in attendance.

## **DISPOSITION OF DELEGATION BUSINESS**

7.1 Plamondon Community Development Society;

No action required.

7.2 Public Input Session.

No action required.

## **NEW BUSINESS**

8.3 RFD – Proposed New Cheque and Document Signing Authority Policy;

A discussion ensued regarding revisions to the proposed cheque and document signing policy.

13.018 Motion by Councillor Siebold that County Council adopts the Proposed Cheque and Document Signing Authority Policy No. CS-10-016, as amended to include cheque register(s) review.

**CARRIED UNANIMOUSLY**

8.4 RFD – Bylaw 12-043 – Ward Boundaries;

13.019 Motion by Councillor Richard that Bylaw 12-043 be given second reading this 22<sup>nd</sup> day of January, 2013.

**CARRIED UNANIMOUSLY**

13.020 Motion by Councillor Piquette that Bylaw 12-043 be given third and final reading this 22<sup>nd</sup> day of January, 2013.

**CARRIED UNANIMOUSLY**

8.5 RFD – 2013 Budget – Council Honorarium;

13.021 Motion by Councillor Thompson that the Council honorarium budget be increased by \$5,360.00 to provide for a two percent cost of living increase, consistent with the increase received by County employees, and further that the Councillor Remuneration and Expenses policy be brought forward for Council's review prior to September 2013.

**CARRIED UNANIMOUSLY**

8.6 RFD – Council Appointment to the Environmental Stewardship Advisory Committee;

13.022 Motion by Councillor Richard that County Council accepts Councillor Thompson’s resignation from the Environmental Stewardship Advisory Committee, and further that Councillor Siebold be appointed to serve on the aforementioned committee effective immediately.

**CARRIED UNANIMOUSLY**

8.7 Meeting Feedback with Oil Sands Developers Group;

Mayor Langevin provided an overview of the January 21, 2013 meeting with the Oil Sands Developers Group.

A discussion ensued regarding working relationships with the oil sands sector.

8.8 Chamber of Commerce Update.

Councillor Nowak provided an overview of the recent Chamber of Commerce Executive meeting with MLA Shayne Saskiw.

**RECESS**

Mayor Langevin called a recess at 3:47 p.m.

**RECONVENE**

Mayor Langevin reconvened the meeting at 3:58 p.m. with all those Members of Council previously listed in attendance.

**IN CAMERA SESSION**

13.023 Motion by Councillor Siebold to go in camera at 3:58 p.m.

**CARRIED UNANIMOUSLY**

10.1 Briefing – Land Matter (section 27 FOIP);

10.2 Personnel Related Matters (section 17 FOIP);

10.3 Meeting feedback with CNRL (section 16 FOIP).

**RETURN TO REGULAR MEETING**

13.024 Motion by Councillor Piquette to proceed with the meeting out of camera at 5:00 p.m.

**CARRIED UNANIMOUSLY**

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

10.1 Briefing – Land Matter (section 27 FOIP);

No action required.

10.2 Personnel Related Matters (section 17 FOIP);

13.025 Motion by Councillor Broadbent-Ludwig that effective April 23, 2013, the Chief Administrative Officer’s annual salary will be \$215,000 per annum, plus the agreed to benefits as per the Chief Administrative Officer contract.

**In Favour**  
**Mayor Langevin**  
**Councillor Richard**  
**Councillor Piquette**  
**Councillor Thompson**  
**Councillor Broadbent-Ludwig**

**Opposed**  
**Councillor Siebold**  
**Councillor Nowak**

**CARRIED**

10.3 Meeting feedback with CNRL (section 16 FOIP).

No action required.

**ADJOURNMENT**

13.026 Motion by Councillor Nowak to adjourn the Regular Council Meeting of January 22, 2013 at 5:55 p.m.

**CARRIED UNANIMOUSLY**

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**Aurel Langevin, Mayor**

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





## LAC LA BICHE COUNTY POLICY

TITLE: CHEQUE & DOCUMENT SIGNING AUTHORITY	POLICY NO: CS-10-016
RESOLUTION: 13.018	EFFECTIVE DATE: JANUARY 22, 2013
LEAD ROLE: GM, CORPORATE SERVICES	NEXT REVIEW DATE: OCTOBER 31, 2013
CROSS REFERENCE: Sections 212, 213 MGA	AMENDMENT DATE:

### **POLICY STATEMENT:**

#### **Cheque Signing:**

Sections 213(4) and (5) of the *Municipal Government Act* states that:

- (4) Agreements and cheques and other negotiable instruments must be signed or authorized
  - (a) by the chief elected official (Mayor) or by another person authorized by council to sign them, and
  - (b) by a designated officer (Chief Administrative Officer),  
or by a designated officer acting alone if so authorized by council.
- (5) A signature may be printed, lithographed or otherwise reproduced if so authorized by council.

To comply with the Act, and to provide good internal control and efficiency, the following positions are authorized cheque signors for Lac La Biche County:

One of:

- (a) the Mayor,
- (b) the Deputy Mayor,
- (c) any two other Councillors appointed by a resolution of Council,

and:

- (d) the Chief Administrative Officer.

The Chief Administrative Officer may designate, by writing, other Lac La Biche County positions or employees that are authorized to sign cheques.

The signature of the Mayor may be printed, lithographed, or otherwise reproduced on a cheque with a payable amount of less than \$5,000.00, in lieu of an actual signature by the Mayor, Deputy Mayor, or authorized Councillor.

The signature of the Mayor may be printed, lithographed, or otherwise reproduced on a cheque with a payable amount of \$5,000 or more if all of the following conditions are met:

- (a) If the cheque is required on an immediate one-time basis,
- (b) If the Mayor, Deputy Mayor, or authorized Councillor is not available, and
- (c) Only if authorization is received from one of the Mayor, Deputy Mayor, or authorized Councillors in writing or via fax or email. All cheque registers and electronic payment registers must be signed by one elected official and one member of County Administration authorized to sign cheques.

**Signing of Documents:**

Agreements can be signed by the Chief Administrative Officer acting alone if:

- (a) the agreement is part of a budgeted expenditure approved by Council, or,
- (b) Council authorizes the Chief Administrative Officer to do so.

The Chief Administrative Officer may, by writing, designate other Lac La Biche County positions or employees that are authorized to sign agreements and non-negotiable documents on behalf of the County.

\_\_\_\_\_  
"Original Signed"  
Chief Administrative Officer

\_\_\_\_\_  
January 30, 2013  
Date

\_\_\_\_\_  
"Original Signed"  
Mayor

\_\_\_\_\_  
January 30, 2013  
Date