

LAC LA BICHE COUNTY
REGULAR COUNCIL MEETING

DATE: June 28, 2016
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 14, 2016 Regular Council Meeting;
 - 3.2 June 21, 2016 Special Council Meeting.
4. UNFINISHED BUSINESS
 - 4.1 RFD – Bylaw 16-017 – Amendment to Bylaw 12-024 to Regulate the Occupation of Recreation Vehicles in Various Districts.
5. URGENT MATTERS
6. PUBLIC INPUT SESSION/DELEGATIONS/PUBLIC HEARINGS
 - 6.1 12:15 p.m. Public Input Session.
 - 6.1.1 Disposition of Public Input Session.
 - 6.2 2:00 p.m. Briefing – Delegation – Cenovus Energy Inc. – Annual Update;
 - 6.2.1 Disposition of Delegation Business.
7. IN CAMERA SESSION
 - 7.1 RFD – Tourism Service Agreement with Community Futures (s. 25 FOIP);
 - 7.2 RFD – Land Matter – Lease (s. 25 FOIP);
 - 7.3 Briefing – Improvement District 349 – Potential Revenue Allocation Options (s. 24 FOIP);
 - 7.4 Discussion – Tax Waiver Request (s. 17 FOIP);

- 7.5 Discussion – Negotiations with Northern Lights School Division (s. 25 FOIP);
- 7.6 Discussion – Personnel Matter (s. 17 FOIP).

8. NEW BUSINESS

- 8.1 RFD – Bylaw 16-015 The Estates of Arbor Field Area Structure Plan – First Reading;
- 8.2 RFD – Bylaw 16-018 Road Closure Settlement Lot 64 Plan 1224260 – First Reading;
- 8.3 RFD – Rezoning Bylaw 16-020; Lot N4,5, Block 11, Plan 2759HW; from Hamlet Commercial District (HC) to Mixed Use Residential Business District (MRB) – First Reading;
- ~~8.4 Briefing – Madison Meadows Subdivision and Development from 2005 to Present; Removed from agenda.~~
- 8.5 Briefing – Available Lots and Properties Immediately Surrounding the Hamlet of Lac La Biche;
- 8.6 Briefing – Supplementary Study for the South Lac La Biche Major Area Structure Plan and the Lac La Biche West Area Structure Plan;
- 8.7 RFD – Proposed Costs to Extend Plan Area for the South Lac La Biche Major Area Structure Plan – Update;
- 8.8 RFD – Bylaw 16-021 Statutory Road Allowance and Forced Road Closure through River Lot 16 and 17 – First Reading;
- 8.9 RFD – Increase Budget for Engineering Design of Temporary Storm Water Pond and 90th Avenue/Beaver Hill Road Intersection in Dumasfield Area;
- 8.10 RFD – Approve Additional Overtime for Project Coordination Team;
- 8.11 Briefing – Incorporation of Deer Meadows into Curbside Pickup Program;
- 8.12 RFD – Statement of Revenues & Expenditures for the Period Ended May 31, 2016;
- 8.13 RFD – Additional FCSS Funding;
- 8.14 RFD – Bill 21 – Modernized Municipal Government Act;
- 8.15 RFD – Letter of Support: Telus Tower in Buffalo Lake Metis Settlement;
- 8.16 RFD – Letter of Support: Lakeland Dark Sky Preserve;
- 8.17 RFD – Councillor Remuneration Policy CS-11-001;

- 8.18 RFD – Bylaw 16-007 Council Meeting Procedures;
- 8.19 RFD – Appointments to Assessment Review Boards;
- 8.20 RFD – Appointment to Subdivision Development Appeal Board (SDAB);
- 8.21 RFD – Landowner Request to Waive the Off-site Levies as a Condition of Development Approval. (addition to agenda);
- 8.22 RFD – Strategic Priorities Workshop (addition to agenda).

9. ADJOURNMENT

ADOPTED

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

June 28, 2016 – 10 a.m.

Minutes of the Lac La Biche County Regular Council Meeting held June 28, 2016 at 10 a.m.

CALL TO ORDER Deputy Mayor Nowak called the meeting to order at 10:12 a.m.

PRESENT	Omer Moghrabi	Mayor (entered at 11:50 a.m.)
	John Nowak	Councillor / Deputy Mayor
	Wanda Austin	Councillor
	Robert Richard	Councillor
	Richard Olson	Councillor
	MJ Siebold	Councillor
	Tim Thompson	Councillor
	Hajar (Jerry) Haymour	Councillor
STAFF IN ATTENDANCE	Shadia Amblie	Chief Administrative Officer
	Melanie McConnell	Assistant Chief Administrative Officer
	Brian Shapka	Senior Manager, Public Works (in part)
	Gordon Shaw	Senior Manager, Planning & Development (in part)
	Dan Small	Senior Manager, Finance & Grants (in part)
	Jihad Moghrabi	Communications Coordinator
	Joanne Onciul	Legislative Services Coordinator
REGRETS	David Phillips	Councillor

ADOPTION OF AGENDA

16.616 Motion by Councillor Haymour to approve the June 28, 2016 Regular Council Meeting agenda as amended:

- Deletion of Item 8.4 Briefing – Madison Meadows Subdivision and Development from 2005 to Present;
- Addition of Item 8.21 RFD – Landowner Request to Waive the Off-site Levies as a Condition of Development Approval;
- Addition of Item 8.22 RFD – Strategic Priorities Workshop.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

3.1 June 14, 2016 – Regular Council Meeting;

16.617 Motion by Councillor Olson to adopt the June 14, 2016 Regular Council Meeting minutes as circulated.

CARRIED UNANIMOUSLY

3.2 June 21, 2016 – Special Council Meeting.

A typographical error was noted on Motion 16.608 where CARRIED UNANIMOUSLY was incorrectly spelled.

16.618 Motion by Councillor Olson to adopt the June 21, 2016 Special Council Meeting minutes as amended.

CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

4.1 RFD – Bylaw 16-017 – Amendment to Bylaw 12-024 to Regulate the Occupation of Recreation Vehicles in Various Districts.

Councillor Olson left Council Chambers at 10:32 a.m.

Councillor Olson returned to Council Chambers at 10:33 a.m.

16.619 Motion by Councillor Thompson that Bylaw 16-017 be given first reading this 28th day of June, 2016.

CARRIED UNANIMOUSLY

URGENT MATTERS

There were no urgent matters to discuss.

NEW BUSINESS

8.1 RFD – Bylaw 16-015 – The Estates of Arbor Field Area Structure Plan – First Reading;

16.620 Motion by Councillor Thompson that Bylaw 16-015 be given first reading this 28th day of June, 2016.

CARRIED UNANIMOUSLY

8.2 RFD – Bylaw 16-018 Road Closure Settlement Lot 64 Plan 1224260 – First Reading;

16.621 Motion by Councillor Thompson that Bylaw 16-018 be given first reading this 28th day of June, 2016.

CARRIED UNANIMOUSLY

8.3 RFD – Rezoning Bylaw 16-020; Lot N4,5, Block 11, Plan 2759HW; from Hamlet Commercial District (HC) to Mixed Use Residential Business District (MRB) – First Reading;

16.622 Motion by Councillor Siebold that Bylaw 16-020 be given first reading this 28th day of June, 2016.

CARRIED UNANIMOUSLY

8.4 Briefing – Madison Meadows Subdivision and Development from 2005 to Present;

Agenda item 8.4 was removed from the agenda.

8.21 RFD – Landowner Request to Waive the Off-site Levies as a Condition of Development Approval (addition to agenda);

16.623 Motion by Councillor Haymour that off-site levies in the amount of \$35,223.59 payable as a result of development approval for file 2016-100 are waived for this approval only for the parcel legally described as Lot B, Plan 8121624.

CARRIED UNANIMOUSLY

8.5 Briefing – Available Lots and Properties Immediately Surrounding the Hamlet of Lac La Biche;

16.624 Motion by Councillor Thompson to accept the briefing regarding available lots and properties immediately surrounding the Hamlet of Lac La Biche as information.

CARRIED UNANIMOUSLY

RECESS

Deputy Mayor Nowak called a recess at 11:13 a.m.

RECONVENE

Deputy Mayor Nowak reconvened the meeting at 11:27 a.m. with all those Members of Council previously listed in attendance.

NEW BUSINESS

- 8.6 Briefing – Supplementary Study for the South Lac La Biche Major Area Structure Plan and the Lac La Biche West Area Structure Plan;

Councillor Haymour left Council Chambers at 11:30 a.m.

Councillor Haymour returned to Council Chambers at 11:35 a.m.

- 16.625 Motion by Councillor Haymour to accept the briefing regarding the supplementary study for the South Lac La Biche Major Area Structure Plan and the Lac La Biche West Area Structure Plan as information.

CARRIED UNANIMOUSLY

- 8.7 RFD – Proposed Costs to Extend Plan Area for the South Lac La Biche Major Area Structure Plan – Update;

Mayor Moghrabi entered Council Chambers at 11:50 a.m. Deputy Mayor Nowak continued to chair the meeting.

- 16.626 Motion by Councillor Haymour to defer agenda item 8.7 to a future meeting of Council, and further that Administration provide Council with information on the existing Highway 36 Area Structure Plan.

CARRIED UNANIMOUSLY

RECESS

Deputy Mayor Nowak called a recess at 12:03 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/DELEGATIONS/PUBLIC HEARINGS

- 6.1 Public Input Session.

Mayor Moghrabi declared the public input session open at 12:15 p.m.

Mr. Conal Donovan, Principal of J.A. Williams High School, was in attendance on behalf of staff and students of J.A. Williams High School and for community associations interested in seeing the construction of sports fields at the Bold Center.

Mr. Donovan provided a video created by staff and students that displayed community support for the Bold Center sports fields.

Mayor Moghrabi thanked Mr. Donovan for his presentation and declared the public input session closed at 12:37 p.m.

6.1.1 Disposition of Public Input Session.

16.627 Motion by Councillor Richard to send a thank you letter to Mr. Conal Donovan for his presentation.

CARRIED UNANIMOUSLY

RECESS

Mayor Moghrabi called a recess at 12:40 p.m.

RECONVENE

Mayor Moghrabi reconvened the meeting at 2:15 p.m. with all those Members of Council previously listed in attendance, with the exception of Councillor Thompson.

PUBLIC INPUT SESSION/DELEGATIONS/PUBLIC HEARINGS

6.2 Briefing – Delegation – Cenovus Energy Inc. – Annual Update.

Ms. Lise Warawa and Mr. Michael McClay, Representatives of Cenovus Energy Inc., introduced themselves to all those present.

Discussion ensued regarding how the low price of oil has affected the economy and how Cenovus is adapting to this change.

Councillor Thompson returned to Council Chambers at 2:17 p.m.

Council and Administration introduced themselves to the delegates.

Mr. McClay updated Council on future projects of Cenovus and discussed their procurement management program and caribou reclamation program.

Mayor Moghrabi thanked the delegates for their presentation.

6.2.1 Disposition of Delegation Business.

Councillor Haymour left Council Chambers at 2:33 p.m.

16.628 Motion by Councillor Olson to send a thank you letter to the delegates of Cenovus Energy Inc. for their presentation.

CARRIED UNANIMOUSLY

NEW BUSINESS

- 8.12 RFD – Statement of Revenues & Expenditures for the Period Ended May 31, 2016;

Councillor Haymour returned to Council Chambers at 2:34 p.m.

- 16.629 Motion by Councillor Haymour that County Council accept the Lac La Biche County Statement of Revenues & Expenditures for the Period ended May 31, 2016, as presented.

CARRIED UNANIMOUSLY

- 8.8 RFD – Bylaw 16-021 Statutory Road Allowance and Forced Road Closure through River Lot 16 and 17 – First Reading;

- 16.630 Motion by Councillor Thompson that Bylaw 16-021 be given first reading this 28th day of June, 2016.

CARRIED UNANIMOUSLY

- 8.9 RFD – Increase Budget for Engineering Design of Temporary Storm Water Pond and 90th Avenue/Beaver Hill Road Intersection in Dumasfield Area;

Councillor Olson left Council Chambers at 2:58 p.m.

Councillor Olson returned to Council Chambers at 3:00 p.m.

- 16.631 Motion by Councillor Nowak that County Council approve \$31,224 for design services for a temporary storm water management pond and associated road and utilities to service the proposed Points West Living Property.

CARRIED UNANIMOUSLY

- 16.632 Motion by Councillor Richard to table agenda item 8.9 to later in the meeting.

CARRIED UNANIMOUSLY

NEW BUSINESS

8.10 RFD – Approve Additional Overtime for Project Coordination Team;

16.633 Motion by Councillor Nowak to defer agenda item 8.10 to the in camera session.

IN FAVOUR

**Mayor Moghrabi
Councillor Austin
Councillor Richard
Councillor Olson
Councillor Siebold
Councillor Haymour
Councillor Nowak**

OPPOSED

Councillor Thompson

CARRIED

8.11 Briefing – Incorporation of Deer Meadows into Curbside Pickup Program;

16.634 Motion by Councillor Thompson to approve Deer Meadows community for the Curbside Pickup Program with a start date of July 1, 2016.

CARRIED UNANIMOUSLY

RECESS

Mayor Moghrabi called a recess at 3:21 p.m.

RECONVENE

Mayor Moghrabi reconvened the meeting at 3:34 p.m. with all those Members of Council previously listed in attendance.

NEW BUSINESS

8.13 RFD – Additional FCSS Funding;

16.635 Motion by Councillor Nowak to approve the addition of an Outreach Worker to the FCSS department, and that \$74,605 be added to the FCSS department budget to cover the salary and benefits of this position.

CARRIED UNANIMOUSLY

16.636 Motion by Councillor Richard that the FCSS grant fund budget be increased by \$30,000.

CARRIED UNANIMOUSLY

8.13 RFD – Additional FCSS Funding (continued);

16.637 Motion by Councillor Haymour to bring forward the funding model of FCSS grants for Council’s review.

CARRIED UNANIMOUSLY

EXTENSION OF MEETING

16.638 Motion by Councillor Austin to extend the June 28, 2016 Regular Council Meeting until such time that all agenda items have been discussed.

CARRIED UNANIMOUSLY

NEW BUSINESS

8.14 RFD – Bill 21 – Modernized Municipal Government Act;

Council and Administration discussed the AAMDC Modernized Municipal Government Act Survey questions.

16.639 Motion by Councillor Nowak that Council support centralizing industrial assessment proposed under Bill 21.

IN FAVOUR
Councillor Siebold
Councillor Nowak

OPPOSED
Mayor Moghrabi
Councillor Austin
Councillor Richard
Councillor Olson
Councillor Thompson
Councillor Haymour

DEFEATED

16.640 Motion by Councillor Nowak that Council does not support the 5:1 ratio for non-residential and residential mill rates proposed under Bill 21.

IN FAVOUR
Mayor Moghrabi
Councillor Austin
Councillor Olson
Councillor Siebold
Councillor Thompson
Councillor Haymour
Councillor Nowak

OPPOSED
Councillor Richard

CARRIED

8.14 RFD – Bill 21 – Modernized Municipal Government Act (continued);

16.641 Motion by Councillor Olson that Council support the proposed legislation to grandfather current mill rates.

CARRIED UNANIMOUSLY

8.15 RFD – Letter of Support: Telus Tower in Buffalo Lake Metis Settlement;

Councillor Nowak left Council Chambers at 4:27 p.m.

16.642 Motion by Councillor Thompson that Lac La Biche County supports Buffalo Lake Metis Settlement's efforts in securing a Telus tower for their area.

CARRIED UNANIMOUSLY

8.16 RFD – Letter of Support: Lakeland Dark Sky Preserve;

16.643 Motion by Councillor Haymour that Lac La Biche County supports the Alberta Park's efforts to designate the Lakeland Provincial Park and Provincial Recreation Area a dark sky preserve.

CARRIED UNANIMOUSLY

8.17 RFD – Councillor Remuneration Policy CS-11-001;

Councillor Nowak returned to Council Chambers at 4:34 p.m.

Councillor Richard left Council Chambers at 4:38 p.m.

Councillor Richard returned to Council Chambers at 4:39 p.m.

8.17 RFD – Councillor Remuneration Policy CS-11-001 (continued);

16.644 Motion by Councillor Thompson to approve the revised Councillor Remuneration Policy CS-11-001 as presented, and further that the next review date be set for April 30, 2018.

IN FAVOUR

**Mayor Moghrabi
Councillor Austin
Councillor Richard
Councillor Olson
Councillor Thompson
Councillor Haymour
Councillor Nowak**

OPPOSED

Councillor Siebold

CARRIED

8.18 RFD – Bylaw 16-007 Council Meeting Procedures;

16.645 Motion by Councillor Richard that Bylaw 16-007 be given first reading this 28th day of June, 2016.

CARRIED UNANIMOUSLY

16.646 Motion by Councillor Haymour that Bylaw 16-007 be given second reading this 28th day of June, 2016.

CARRIED UNANIMOUSLY

16.647 Motion by Councillor Thompson that Bylaw 16-007 be submitted for third and final reading this 28th day of June, 2016.

CARRIED UNANIMOUSLY

16.648 Motion by Councillor Siebold that Bylaw 16-007 be given third and final reading this 28th day of June, 2016.

CARRIED UNANIMOUSLY

8.19 RFD – Appointments to Assessment Review Boards;

16.649 Motion by Councillor Thompson to appoint Richard Millar, Jay Onyszchuk, Glenn Andersen, Brian Bahry, Lionel Cherniwchan, Cliff Martin, and Delano Tolley as local members to the County’s local and composite assessment review boards, effective immediately and for a term ending May 31, 2019.

CARRIED UNANIMOUSLY

8.20 RFD – Appointment to Subdivision Development Appeal Board (SDAB);

16.650 Motion by Councillor Thompson to appoint Linda Lauzon to the Lac La Biche County Subdivision Development Appeal Board effective immediately for a term ending June 28, 2019.

CARRIED UNANIMOUSLY

8.22 RFD – Strategic Priorities Workshop (addition to agenda).

Councillor Richard left Council Chambers at 5:05 p.m.

16.651 Motion by Councillor Nowak to schedule a Council Strategic Priorities Workshop on August 30, 2016, and further direct Administration to secure the services of 13 Ways Inc. to facilitate the workshop.

IN FAVOUR
Mayor Moghrabi
Councillor Austin
Councillor Olson
Councillor Siebold
Councillor Nowak

OPPOSED
Councillor Thompson
Councillor Haymour

CARRIED

IN CAMERA SESSION

16.652 Motion by Councillor Thompson to go in camera at 5:07 p.m.

CARRIED UNANIMOUSLY

RECESS Mayor Moghrabi called a recess at 5:07 p.m.

RECONVENE Mayor Moghrabi reconvened the meeting at 5:19 p.m. with all those Members of Council previously listed in attendance, with the exception of Councillor Richard.

IN CAMERA SESSION

7.1 RFD – Tourism Service Agreement with Community Futures (s. 25 FOIP);

7.2 RFD – Land Matter – Lease (s. 25 FOIP);

Councillor Richard returned to Council Chambers at 5:30 p.m.

Councillor Nowak left Council Chambers at 5:31 p.m.

Councillor Nowak returned to Council Chambers at 5:32 p.m.

7.3 Briefing – Improvement District 349 – Potential Revenue Allocation Options (s. 24 FOIP);

Councillor Olson left Council Chambers at 6:08 p.m.

Councillor Olson returned to Council Chambers at 6:10 p.m.

7.4 Discussion – Tax Waiver Request (s. 17 FOIP);

Councillor Thompson left Council Chambers at 6:18 p.m.

Councillor Thompson returned to Council Chambers at 6:19 p.m.

7.5 Discussion – Negotiations with Northern Lights School Division (s. 25 FOIP);

Councillor Nowak left Council Chambers at 6:35 p.m.

Councillor Nowak returned to Council Chambers at 6:35 p.m.

Councillor Siebold left Council Chambers at 6:43 p.m.

Councillor Siebold returned to Council Chambers at 6:44 p.m.

Councillor Nowak left Council Chambers at 6:51 p.m.

Councillor Nowak returned to Council Chambers at 6:53 p.m.

Councillor Olson left Council Chambers at 7:04 p.m.

Councillor Olson returned to Council Chambers at 7:06 p.m.

7.6 Discussion – Personnel Matter (s. 17 FOIP).

8.10 RFD – Approve Additional Overtime for Project Coordination Team (continued from New Business) (s. 17 FOIP);

Councillor Nowak left Council Chambers at 7:18 p.m. and did not return to the meeting.

RETURN TO REGULAR MEETING

16.653 Motion by Councillor Siebold to proceed with the meeting out of camera at 7:25 p.m.

CARRIED UNANIMOUSLY

BUSINESS ARISING OUT OF “IN CAMERA SESSION”

7.1 RFD – Tourism Service Agreement with Community Futures (s. 25 FOIP);

16.654 Motion by Councillor Siebold that Administration is directed to advise Community Futures in writing that the County will contribute an additional \$2,500 to the originally approved \$22,500 for a total of \$25,000 and amend the General Service Agreement accordingly.

CARRIED UNANIMOUSLY

7.2 RFD – Land Matter – Lease (s. 25 FOIP);

16.655 Motion by Councillor Olson that Administration notify Plamondon Motor Sports Club in writing of the County’s desire to seek reassignment of Recreation Lease 850005, for the purpose of developing a public boat launch on the lands within SE-25-68-16-W4M.

CARRIED UNANIMOUSLY

7.3 Briefing – Improvement District 349 – Potential Revenue Allocation Options (s. 24 FOIP);

16.656 Motion by Councillor Haymour to accept the briefing regarding Improvement District 349 – potential revenue allocation options as information.

CARRIED UNANIMOUSLY

7.4 Discussion – Tax Waiver Request (s. 17 FOIP);

16.657 Motion by Councillor Richard to accept the discussion regarding a tax waiver request as information.

CARRIED UNANIMOUSLY

16.658 Motion by Councillor Richard to deny the tax waiver request as presented by Administration *in camera*.

CARRIED UNANIMOUSLY

7.5 Discussion – Negotiations with Northern Lights School Division (s. 25 FOIP);

16.659 Motion by Councillor Austin to accept the information from Administration regarding negotiations with Northern Lights School Division as information.

CARRIED UNANIMOUSLY

7.6 Discussion – Personnel Matter (s. 17 FOIP).

16.660 Motion by Councillor Richard that the CAO proceed with the 360 evaluation service.

CARRIED UNANIMOUSLY

8.10 RFD – Approve Additional Overtime for Project Coordination Team;

16.661 Motion by Councillor Haymour to direct Administration to increase the wages and salaries budget for the Project Coordination Team from \$12,751 to \$62,751.

IN FAVOUR
Mayor Moghrabi
Councillor Austin
Councillor Richard
Councillor Olson
Councillor Siebold
Councillor Haymour

OPPOSED
Councillor Thompson

CARRIED

NEW BUSINESS

8.9 RFD – Increase Budget for Engineering Design of Temporary Storm Water Pond and 90th Avenue/Beaver Hill Road Intersection in Dumasfield Area (continued);

Councillor Thompson left Council Chambers at 7:33 p.m.

Councillor Thompson returned to Council Chambers at 7:33 p.m.

16.662 Motion by Councillor Austin to defer the matter concerning 90th Avenue/Beaver Hill Road Intersection in Dumasfield Area to a future Council meeting.

CARRIED UNANIMOUSLY

ADJOURNMENT

16.663 Motion by Councillor Haymour to adjourn the Regular Council Meeting of June 28, 2016 at 7:34 p.m.

CARRIED UNANIMOUSLY

Omer Moghrabi, Mayor

John Nowak, Deputy Mayor

Shadia Amblie
Chief Administrative Officer

LAC LA BICHE COUNTY POLICY

TITLE: COUNCILLOR REMUNERATION AND EXPENSES	POLICY NO: CS-11-001
RESOLUTION: 16.644	EFFECTIVE DATE: JANUARY 1, 2012
LEAD ROLE: MANAGER, LEGISLATIVE SERVICES	NEXT REVIEW DATE: APRIL 30, 2018
SPECIAL NOTES/CROSS REFERENCE:	AMENDMENT DATE: JUNE 28, 2016

POLICY STATEMENT:

Lac La Biche County believes that those elected to public office and serve as members of County Council should be adequately and fairly compensated for this work and attendant responsibilities. Councillors shall receive remuneration for attending the meetings of Council and the Committees thereof and for assuming or performing additional duties.

PROCEDURE:

1. Annual Honorarium

- a. Elected Officials shall receive a basic annual salary, as detailed under “Annual Salary ” in Part 1 of Schedule A, for activities as described in “Salary Criteria” in Part 2 attached Schedule A.
- b. The annual salary described under “Annual Salary” in Schedule A shall be set during the annual budget process.
- c. The basic salary will not be reduced if a Councillor is unable to attend any of the activities identified as “Honorarium Salary” in attached Schedule A.

2. Per Diems

- a. Councillors shall be eligible to claim a per diem for time spent attending meetings and/or functions identified under Part 1 as Per Diem in attached Schedule B.
- b. For those meetings and/or functions identified under Part 1 of Schedule B, Councillors shall be compensated at \$250 per day or \$125 per half day or evening meeting subject to the following qualifications, inclusive of travel time:
 - i. meeting(s) 0 – 4 hours – one half per diem,
 - ii. meeting(s) 4 – 8 hours – one per diem,
 - iii. meeting(s) 8 + hours – one and one half per diem. Total claim may not exceed one and one half per diems per day,
 - iv. For attending conferences and conventions, Councillors shall receive a maximum of one per diem of \$250 per day,

- v. Notwithstanding the above, per diems for consecutive meetings of Council and/or Committees of the Whole Council shall be based on total time, not number of meetings, to a maximum of one and one half per diems per day.
- c. Notwithstanding clause 2(b), Councillors are eligible to claim per diems for required travel, on the day before and/or day after, to attend meetings and/or functions identified under Part 1 Per Diem in attached Schedule B.

3. Communication Allowance

- a. All Councillors are provided with tablets or laptop computers for the duration of their term as Councillor for Lac La Biche County. Charges related to mobile data/internet for these tables/laptops shall be paid by the County.
- b. Councillors are eligible to receive a communication allowance, in accordance with one of the following options:
 - i. Receive a County paid cell phone and an allowance of \$50.00 per month to cover household telephone and internet expenses; or
 - ii. Receive a \$150.00 per month allowance to cover household telephone expenses, cell phone charges and internet expenses.
- c. Should Members of Council be travelling outside of Canada with their County issued mobile devices(s) they shall advise the Chief Administrative Officer, or his or her designate such that Administration will purchase the appropriate data travel plan. If a Member of Council fails to advise Administration and there are excessive charges due to travel, the Councillor will be invoiced for the travel related charges.
- d. All Councillors shall be reimbursed, upon submission of a receipt, for communication consumables, such as fax/printer ink and paper.

4. Boards, Commissions or Committees

- a. In the event that a Councillor shall receive any remuneration from another board, commission or committee for that Councillor's duly authorized attendance, on behalf of the County at a meeting of said board, commission or committee, the Councillor shall pay to the County said remuneration before accepting any remuneration, allowance or expenses from the County for the Councillor's attendance at the external meeting of the board, committee or commission. If remuneration by the external entity is less than the County policy, the difference will be paid to match current County policy.
- b. Remuneration will only be provided for attendance at board, commission or committee meetings for the primary appointee. The alternate appointee will only receive remuneration for attendance at board, commission or committee meetings if the primary appointee is unavailable or by specific authorization of County Council.

5. Travel Remuneration

- a. Travel claims are permitted to events as listed in attached Schedule B. All travel claims must detail the date, travel location and purpose of the event or activity. Lump sum travel claims will not be approved.
- b. Use of personal vehicles for conducting County business shall be paid at a rate of \$0.52/kilometer.
- c. Notwithstanding clause 5(b), Councillors representing Ward 7 are eligible for a \$5.00 per meeting travel allowance for attendance at meetings or events that are held within the Hamlet of Lac La Biche. This provision is a substitute for claiming at a rate of \$0.52/kilometer for personal vehicle use in these instances.
- d. Other travel expenses (parking, taxis, etc.) will require a receipt in order to be reimbursed.
- e. Where travel is authorized, the most direct, economical and logical mode of travel shall be utilized. Where transportation is provided (for example, as part of convention registration), it is expected that Councillors will make use of the complimentary transportation services.
- f. If multiple Councillors are attending the same event or function, it is expected, when practical, that the Councillors will commute together.
- g. Where a Councillor chooses to use a mode of transportation other than the most economical method, reimbursement shall be as though the most economical method was used.
- h. A Councillor may select a route or mode of transportation to combine personal activities with County business, but reimbursement for travel expenses shall be paid on the basis of the expenses that would have been incurred had the trip been made using the prescribed route and/or mode.
- i. Air travel shall not exceed regular economy class rates.
- j. Travel outside Canada shall be reimbursed in Canadian currency with the costs adjusted using the applicable exchange rate.
- k. In the event of adverse weather conditions Councillors shall be permitted to seek accommodations until safe travel can be resumed. Unexpected meal and accommodation expenses incurred as a result of adverse weather shall be reimbursed in accordance with this policy upon submission of all applicable receipts.

6. Meals and Accommodation

- a. Where a Councillor is required to travel on approved County business, the Councillor may claim a meal allowance as listed below (inclusive of G.S.T):

Meals	
Breakfast	\$15.00
Lunch	\$20.00
<u>Supper</u>	<u>\$30.00</u>
Total	\$65.00

- b. If meal expenses exceed the meal allowances listed above, including a 15% gratuity, Lac La Biche County will reimburse the meal upon submission of a receipt.
- c. Notwithstanding clause 6(b) above, Lac La Biche County will reimburse meal expenses upon submission of a receipt to a maximum of twice the claimable amounts listed in clause 6(a) above.
- d. Lac La Biche County will not provide reimbursement for alcoholic beverages.
- e. Councillors may pay for the meal costs of other Councillors or other elected officials, if the meeting for which the meal costs relate to is a meeting regarding Lac La Biche County business. Reimbursement for meal costs will be in accordance with clauses 6(a.), 6(b.), 6(c.) and 6(d).
- f. An incidental allowance of \$20.00 per day will be provided to cover gratuities and miscellaneous expenses while a Councillor is required to travel on County business.
- g. Hotel accommodations will require a receipt in order to be reimbursed. It is expected that the Councillor's hotel accommodations be in the most economical room available. Unnecessary or unreasonably excessive costs or hotel upgrades will be the financial responsibility of the Councillor.
- h. Lac La Biche County will reimburse Councillors \$50.00 for private accommodations except for when the accommodation is a private dwelling of the Councillor in which case no reimbursement will be paid.
- i. If a Councillor's adult partner chooses to attend a County event, the resulting costs will be borne by the Councillor.

7. Registrations

- a. Registration fees for duly authorized attendance at conventions, seminars, workshops, Elected Officials Education Program courses or other similar functions shall be paid by the County.
- b. Registration fees for duly authorized attendance at conventions, seminars, workshops, Elected Officials Educations Program courses or other similar functions will require a receipt in order to be reimbursed.

- c. Registrations are to be submitted to the designated municipal employee who will submit registrations and make hotel accommodations.

8. Signing Authority

- a. The Mayor or Deputy Mayor shall review, sign and approve for payment all expense claims submitted under this policy.
- b. Where remuneration or expenses requested are beyond those outlined in this policy, or if a conflict arises, the matter shall be referred to Council as a whole for resolution.
- c. On a monthly basis, the Chief Administrative Officer, or his or her designate, shall ensure the most recently approved expense sheets are submitted to Council as part of a regular meeting agenda, for information purposes.

9. Administration

- a. In accordance with Section 275.1(1) of the Municipal Government Act, one third of Councillors remuneration is deemed to be an allowance for expenses that are incidental to the discharge of the Councillor's duties. Therefore, one third of a Councillor's remuneration and expenses are non-taxable.
- b. Councillor remuneration and expense budgets are approved in the annual budget.
- c. If a Councillor exhausts the budget allocations for remuneration and expenses a Council resolution will be required to approve subsequent claims.
- d. Councillors must submit remuneration and expense claims within two months following the end of the month which the expenses were incurred. For example, expenses incurred in January must be submitted by March 31 of that year.
- e. Notwithstanding clause 9(d.) above, Councillors must submit all outstanding remuneration and expense claims within one month of closing of a budget year. This means that all expenses incurred prior to December 31 of a given year, must be submitted by January 31 of the next year.
- f. Councillor expense claims must be accompanied by all necessary receipts and/or documentation. Receipts must be detailed; a credit card slip or statement will not be accepted for expense claim reimbursement.
- g. All approved Councillor remuneration and expense claim values will be posted on the Lac La Biche County website in an aggregate form as considered appropriate by the Chief Administrative Officer, or his or her designate.
- h. The compliance of this policy is the responsibility of each individual Councillor in cooperation with the County Council as a whole.

- i. The procedures of this policy apply to all expense claims that are submitted on or after the effective date of this policy.
- j. Should a Councillor wish to decline any portion of the eligible annual salary or allowances under this policy, the Councillor shall submit a written request to the Chief Administrative Officer, or his or her designate, specifying the time frame or parameters of the cessation.

10. Other

- a. Newly elected Councillors shall receive the established per diem and mileage rates for attendance at orientation meetings held prior to the organizational meeting.
- b. Councillors shall be entitled to participate in County health benefits as per the requirements and limits set out in each plan.
- c. Councillors will be given the opportunity to join the Great West Life pension plan in accordance with those rules and regulations set out in the plan.
- d. A Councillor who is not eligible to contribute to the Great West Life pension plan due to age shall be compensated by Lac La Biche County an amount equal to the employer contributions as set out in the plan.

“Original Signed”
Chief Administrative Officer

July 7, 2016
Date

“Original Signed”
Mayor

July 10, 2016
Date

Schedule "A"

Part 1 – Annual Salary

Councillors shall receive the following annual honorarium:

Mayor	\$47,940
Deputy Mayor	\$32,640
Councillor	\$27,540

Part 2 – Honorarium Criteria

Councillors shall receive the annual salary for:

- Work within their respective Ward with residents and businesses including communicating with residents and business owners.
- Preparation for Council and Committee meetings, including travel time to the County Office to pick up Council agenda packages.
- Informal meetings with the Chief Administrative Officer, or his or her designate, to discuss County business.
- Attendance at social functions as dignitaries representing the County. This would include Remembrance Day Ceremonies, and grand openings within the County.
- Meetings with the media. This includes press conferences, interviews and/or meetings.
- Attendance at functions for staff and Councillors, including staff barbecues, Christmas Parties and farewell lunches/dinners.

Schedule “B”

Part 1 – Per Diem

In addition to his/her salary, a per diem will be paid to a Councillor for meetings, conferences and official duties as listed:

- Attendance at Regular Council Meetings, Committees of the Whole, Special Council Meetings, Organizational Meetings of Council and Council-Management Meetings.
- Attendance, as the Council representative, at all internal committee meetings of the County.
- Attendance, as the Council representative, at all external committee meetings of the County.
- Conferences, in accordance with the Councillor Conference Attendance Policy.
- AUMA & AAMDC Zone Meetings.
- Meetings with other municipalities, including Regional Mayor and Reeve meetings and joint council meetings.
- Meetings with other government agencies and businesses, including meetings with the Province, School Division, Regional Health Authority, and MLA or MP Meetings.
- Public planning meetings, not held as part of the regular Council Meetings. This includes Town Hall Meetings and Open Houses.
- Training sessions, including orientation meetings prior to the Organizational Meeting, Assessment Review Board training, law seminars, etc.
- Attendance at community social events and celebrations, either within or outside the County, if formally invited to deliver a presentation or speech, or attend in an official capacity.
- AUMA & AAMDC Ad Hoc Committees, if no remuneration from AUMA or AAMDC.
- All other meetings, conferences and seminars as approved by the majority of Council.
- Excluding the Mayor and Deputy Mayor, attendance at County officers for cheque and document signing, when the Mayor or Deputy Mayor are not available and special travel to County offices is required to fulfill the signing officer duties.
- Regularly scheduled meetings between the Mayor and Chief Administrative Officer to review and plan upcoming Council/Committee of the Whole agenda packages.

Part 2 – Travel Remuneration

A Councillor is eligible to submit mileage claims for:

- Attendance at all meetings, conferences and seminars as listed in Schedule B Part 1 – Per Diem (above).
- Ward mileage for traveling within the County and Wards for the purposes of meeting with residents and businesses.
- Attendance at social functions and celebrations, whereby the Councillor has been invited by the organizing group to attend and represent the County.
- Attendance at networking opportunities and community events while representing the County.