

LAC LA BICHE COUNTY

REGULAR COUNCIL MEETING

DATE: August 12, 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 July 22, 2014 Regular Council Meeting;
 - 3.2 August 5, 2014 Special Council Meeting.
4. UNFINISHED BUSINESS
 - 4.1 RFD – Amend Off-Site Levies Bylaw 11-010 to exclude SE-34-67-16-W4M.
5. URGENT MATTERS
6. PUBLIC INPUT SESSION/DELEGATIONS/PUBLIC HEARINGS
 - 6.1 11:00 a.m. Delegation – Community Futures – Lac La Biche;
 - 6.2 1:30 p.m. Public Hearing – Rezoning Bylaw No. 14-012; Martushev, Nick and Vassa; Pt. SE 4-68-16-W4M; from Agricultural District (AG) to On-Site Estate Residential District 1 (OE1) and Natural Open Space District (NOS);
 - 6.3 1:30 p.m. Public Hearing – Bylaw 14-030; Amendment to Land Use Bylaw 12-024 (New Definition of Aggregate Extraction; Change of Definition of Natural Resource Extraction/Processing Facility to Natural Resource Industry and changes to Use in the Agricultural District, Crown Land District, Rural Industrial District and Urban Reserve District);
 - 6.4 1:30 p.m. Public Hearing – Rezoning Bylaw 14-033; Plamondon Co-op; Lot 22, Block 12, Plan 0728029; from Hamlet Commercial District (HC) to Public/Institutional District (PI);
 - 6.5 2:00 p.m. Public Input Session.

7. DISPOSITION OF DELEGATION BUSINESS

7.1 Delegation – Community Futures – Lac La Biche;

7.2 Public Input Session.

8. NEW BUSINESS

8.1 RFD – Social Media Policy CS-15-001;

8.2 RFD – Agricultural Service Board Communications Plan;

8.3 RFD – Predator Control Policy and Procedure;

8.4 Briefing – Biological Nutrient Removal (BNR) Waste Water Treatment Plant Grand Opening;

8.5 RFD – Tender Award – Claude Lake and Eagle Haunt Water & Sewer Project;

8.6 Briefing – Council Appointments to Committees;

8.7 RFD – Proposed Amended Cheque and Document Signing Authority Policy;

8.8 RFD – Ratification of Library Board Bylaws;

8.9 Briefing – Fork Lake Resident Concerns and Boat Launch Study Update;

8.10 RFD – Proposed Amendment to Land Sale Policy;

8.11 RFD – Request for First Extension – Subdivision Approval for File 2013-S-006; Proposed Subdivision of Lot 5, Block 1, Plan 2518ET;

8.12 RFD – Rezoning Bylaw 14-036; Ryan, Blaise & Wlodarczak, Peter; Pt. of RL-13-68-14-W4M; from Agricultural District (AG) to Serviced Estate Residential District 1 (ES1) – 1st Reading;

8.13 RFD – Rezoning Bylaw No. 14-012; Martushev, Nick and Vassa; Pt. SE 4-68-16-W4M; from Agricultural District (AG) to On-Site Estate Residential District 1 (OE1) and Natural Open Space District (NOS) – 2nd and 3rd Reading;

8.14 RFD – Bylaw 14-030; Amendment to Land Use Bylaw 12-024 (New Definition of Aggregate Extraction; Change of Definition of Natural Resource Extraction/Processing Facility to Natural Resource Industry and changes to Use in the Agricultural District, Crown Land District, Rural Industrial District and Urban Reserve District) – 2nd and 3rd Reading;

8.15 RFD – Rezoning Bylaw 14-033; Plamondon Co-op; Lot 22, Block 12, Plan 0728029; from Hamlet Commercial District (HC) to Public/Institutional District (PI); - 2nd and 3rd Reading.

9. IN CAMERA SESSION

- 9.1 RFD – FCSS Coordinator Business Case (section 17 FOIP);
- 9.2 RFD – Fitness Instructor Business Case (section 17 FOIP);
- 9.3 RFD – Review Offer to Purchase County Owned Lands: Parcel 1, legally described as Plan 1320611, Lot 3, Block 3 – (section 16 and 25 FOIP);
- 9.4 RFD – Review Offer to Purchase County Owned Lands: Parcel 3, legally described as Plan 1222024, Lot 1, Block 3 – (section 16 and 25 FOIP);
- 9.5 Sponsorship Matter (section 25 FOIP) (addition to agenda).

10. ADJOURNMENT

ADOPTED

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

August 12, 2014 – 10:00 a.m.

Minutes of the Lac La Biche County Regular Council Meeting held on August 12, 2014 at 10:00 a.m.

CALL TO ORDER Mayor Moghrabi called the meeting to order at 10:03 a.m.

PRESENT	Omer Moghrabi	Mayor
	Wanda Austin	Councillor
	Robert Richard	Councillor / Deputy Mayor (entered at 10:31 a.m.)
	Richard Olson	Councillor
	David Phillips	Councillor
	MJ Siebold	Councillor
	Tim Thompson	Councillor
	Hajar (Jerry) Haymour	Councillor
	John Nowak	Councillor (entered at 10:04 a.m.)

STAFF IN ATTENDANCE	Shadia Amblie	Interim Chief Administrative Officer/ Manager, Communications
	Melanie McConnell	Interim Assistant Chief Administrative Officer/Manager, Legislative Services
	Barry Kolenosky	Acting General Manager, Operations (in part)
	Dan Small	Senior Manager (in part)
	Joanne Onciul	Legislative Services Coordinator

ADOPTION OF AGENDA

Councillor Nowak entered Council Chambers at 10:04 a.m

14.601 Motion by Councillor Haymour to approve the August 12, 2014 Regular Council Meeting agenda as amended:

- Addition of Item 9.5 Sponsorship Matter (section 25 FOIP).

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

3.1 July 22, 2014 Regular Council Meeting;

14.602 Motion by Councillor Siebold to adopt the July 22, 2014 Regular Council Meeting minutes as circulated.

CARRIED UNANIMOUSLY

3.2 August 5, 2014 Special Council Meeting.

14.603 Motion by Councillor Phillips to adopt the August 5, 2014 Special Council Meeting minutes as circulated.

CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

4.1 RFD – Amend Off-Site Levies Bylaw 11-010 to exclude SE-34-67-16-W4M.

14.604 Motion by Councillor Nowak that Council denies the request to amend Off-Site Levies Bylaw 11-010 excluding SE-34-67-16-W4M from the Mission Basin.

CARRIED UNANIMOUSLY

NEW BUSINESS

8.1 RFD – Social Media Policy CS-15-001;

14.605 Motion by Councillor Siebold to approve Social Media Policy CS-15-001 as attached to and forming part of these minutes.

CARRIED UNANIMOUSLY

14.606 Motion by Councillor Nowak to instruct Administration to bring forward the Council Code of Conduct for review, and further that the provision for Social Media be addressed.

CARRIED UNANIMOUSLY

Councillor Richard entered Council Chambers at 10:31 a.m.

8.2 RFD – Agricultural Service Board Communications Plan;

14.607 Motion by Councillor Phillips that Lac La Biche County Council approves the Agricultural Service Board Communications Plan as attached to and forming part of these minutes.

CARRIED UNANIMOUSLY

8.3 RFD – Predator Control Policy and Procedure;

14.608 Motion by Councillor Olson that Lac La Biche County Council approves the amended Predator Control Policy and Procedure PI-62-010 as attached to and forming part of these minutes.

CARRIED UNANIMOUSLY

RECESS

Mayor Moghrabi called a recess at 10:55 a.m.

RECONVENE

Mayor Moghrabi reconvened the meeting at 11:04 a.m. with all those Members of Council previously listed in attendance.

PUBLIC INPUT SESSION/DELEGATIONS/PUBLIC HEARINGS

6.1 Delegation – Community Futures – Lac La Biche;

Council members introduced themselves to the delegation.

Reuel Thomas and Jaclyn Denman of Community Futures – Lac La Biche provided an overview of what Community Futures is, what Community Futures does, and why the Tourism Contract is valuable to the Community. It was requested that, if Council agrees to sign the Tourism Contract, that the same be signed by the end of September at the latest.

Discussion ensued regarding the future of tourism in the Lac La Biche County.

Mayor Moghrabi thanked the delegation for their presentation.

RECESS

Mayor Moghrabi called a recess at 11:45 a.m.

RECONVENE

Mayor Moghrabi reconvened the meeting at 11:47 a.m. with all those Members of Council previously listed in attendance, with the exception of Councillor Phillips.

NEW BUSINESS

- 8.4 Briefing – Biological Nutrient Removal (BNR) Waste Water Treatment Plant Grand Opening;

Councillor Phillips returned to Council Chambers at 11:48 a.m.

- 14.609 Motion by Councillor Nowak to accept the Briefing regarding the Biological Nutrient Removal (BNR) Waste Water Treatment Plant Grand Opening as information.

CARRIED UNANIMOUSLY

- 8.9 Briefing – Fork Lake Resident Concerns and Boat Launch Study Update;

Discussion ensued regarding concerns raised by residents of Fork Lake Estates regarding their request for a boat launch and dock replacement.

Randy Fedchuk, resident of Fork Lake Estates, was present and expressed his concern with the lack of a boat launch and dock on the South East side of Fork Lake. He further noted that the North side of Fork Lake has a floating dock and boat launch, and provided his opinion that a similar one for the South East side of the lake would be used by many. A request was also made to have washroom facilities made available for this area as well.

- 14.610 Motion by Councillor Haymour to accept the briefing regarding Fork Lake Resident Concerns and Boat Launch Study Update as information, and further that Administration bring forward information regarding costs associated with conducting a boat launch study for the County.

CARRIED UNANIMOUSLY

RECESS

Mayor Moghrabi called a recess at 12:20 p.m.

RECONVENE

Mayor Moghrabi reconvened the meeting at 1:31 p.m. with all those Members of Council previously listed in attendance, with the exception of Councillors Thompson and Haymour.

PUBLIC INPUT SESSION/DELEGATIONS/PUBLIC HEARINGS

Mayor Moghrabi provided an overview of the Public Hearing process.

Councillor Thompson returned to Council Chambers at 1:32 p.m.

Councillor Haymour returned to Council Chambers at 1:32 p.m.

6.2 Public Hearing - Rezoning Bylaw No. 14-012; Martushev, Nick and Vassa; Pt. SE 4-68-16-W4M; from Agricultural District (AG) to On-Site Estate Residential District 1 (OE1) and Natural Open Space District (NOS);

Mayor Moghrabi declared the public hearing open at 1:33 p.m.

Mayor Moghrabi asked the Manager, Legislative Services whether or not the public hearing was advertised and notice was provided in accordance with the applicable legislation. The Manager, Legislative Services advised that this was the case and further noted there were no written submissions received.

Diane Cloutier, Planning & Development Officer summarized the purpose for the hearing.

Mayor Moghrabi asked if the Applicant was present and wishing to speak to the proposed Rezoning Bylaw 14-012.

Nick Martushev, Developer, was present and expressed his desire to work with everyone with respect to the above noted rezoning.

Mayor Moghrabi asked if there was anyone present wishing to speak in support of the proposed bylaw.

No one came forward.

Mayor Moghrabi asked if there was anyone present wishing to speak in opposition of the proposed bylaw.

Sabina Vaughn, adjacent land owner, was present and agreed with the developer with respect to setting aside a portion of land as a natural reserve. She expressed her concern with the 15 lots that are currently vacant in the Plamondon area and provided her opinion that those lots should be sold prior to more being developed.

Mayor Moghrabi asked if the Applicant wishes to make any closing comments.

Mr. Martushev confirmed that he is proposing this development of 5 or 6 lots for his children.

Mayor Moghrabi thanked the presenters for their comments, and declared the public hearing closed at 1:57 p.m.

PUBLIC INPUT SESSION/DELEGATIONS/PUBLIC HEARINGS

6.3 Public Hearing – Bylaw 14-030; Amendment to Land Use Bylaw 12-024 (New Definition of Aggregate Extraction; Change of Definition of Natural Resource Extraction/Processing Facility to Natural Resource Industry and changes to Use in the Agricultural District, Crown Land District, Rural Industrial District and Urban Reserve District);

Councillor Thompson declared a conflict of interest due to his personal business interests and left Council Chambers at 1:57 p.m.

Mayor Moghrabi declared the public hearing open at 1:57 p.m.

Mayor Moghrabi asked the Manager, Legislative Services whether or not the public hearing was advertised and notice was provided in accordance with the applicable legislation. The Manager, Legislative Services advised that this was the case and further noted there were no written submissions received.

Diane Cloutier, Planning & Development Officer summarized the purpose for the hearing.

Councillor Phillips left Council Chambers at 2:03 p.m.

Discussion ensued regarding the Natural Resource Industry as a Use in the following Districts: Section 109: Crown Land District (Permitted Use); Section 125: Rural Industrial District (Permitted Use); and Section 131: Urban Reserve District (Discretionary Use). It was noted that any industrial activities on Crown Land should be revisited when the Land Use Bylaw is revised.

Councillor Phillips returned to Council Chambers at 2:06 p.m.

Mayor Moghrabi asked if there was anyone present wishing to speak in support of the proposed bylaw.

Shelley Williams was present and noted that she has been trying to sell gravel for 4 months and would like a decision made on this issue so she can carry on with her business.

Mayor Moghrabi asked if there was anyone present wishing to speak in opposition of the proposed bylaw.

No one came forward.

Mayor Moghrabi thanked the presenters for their comments, and declared the public hearing closed at 2:09 p.m.

Councillor Thompson returned to Council Chambers at 2:09 p.m.

6.4 Public Hearing – Rezoning Bylaw 14-033; Plamondon Co-op; Lot 22, Block 12, Plan 0728029; from Hamlet Commercial District (HC) to Public/Institutional District (PI);

Mayor Moghrabi declared the public hearing open at 2:10 p.m.

Mayor Moghrabi asked the Manager, Legislative Services whether or not the public hearing was advertised and notice was provided in accordance with the applicable legislation. The Manager, Legislative Services advised that this was the case and further noted that no written submissions were received.

Sheera Bourassa, Planning & Development Officer summarized the purpose for the hearing.

Mayor Moghrabi asked if the Applicant was present and wishing to speak to the proposed Rezoning Bylaw 14-033.

Carol Plamondon, on behalf of the Applicant and the Historical Chapelle Society of Plamondon, was present and noted she is in favour of the proposed rezoning. She further noted that the Historical Chapelle Society wishes to purchase the said property from the Plamondon Co-op and is unable to do so unless the land is rezoned Public/Institutional District.

Mayor Moghrabi asked if there was anyone present wishing to speak in support of the proposed bylaw.

Judy Noseworthy, on behalf of the Historical Chapelle Society, noted she was in favour of the proposed rezoning bylaw 14-033.

Mayor Moghrabi asked if there was anyone present wishing to speak in opposition of the proposed bylaw.

No one came forward.

Mayor Moghrabi asked if the Applicant wishes to make any closing comments.

Carol Plamondon asked that Council please consider the rezoning application and thanked Council for their time.

Mayor Moghrabi thanked the presenters for their comments, and declared the public hearing closed at 2:16 p.m.

Councillor Olson left Council Chambers at 2:17 p.m.

PUBLIC INPUT SESSION

6.5 Public Input Session.

Mayor Moghrabi declared the public input session open at 2:18 p.m.

There was no one present for the public input session.

Mayor Moghrabi declared the public input session closed at 2:18 p.m.

Councillor Nowak left Council Chambers at 2:18 p.m.

Councillor Olson returned to Council Chambers at 2:19 p.m.

Councillor Nowak returned to Council Chambers at 2:19 p.m.

NEW BUSINESS

8.5 RFD – Tender Award – Claude Lake and Eagle Haunt Water & Sewer Project;

14.611 Motion by Councillor Richard that County Council approves the awarding of the construction contract for the Claude Lake and Eagle Haunt Subdivisions Water and Wastewater Servicing to Nu Edge Construction Ltd., at a cost of \$965,246.70.

CARRIED UNANIMOUSLY

RECESS

Mayor Moghrabi called a recess at 2:50 p.m.

RECONVENE

Mayor Moghrabi reconvened the meeting at 2:56 p.m. with all those Members of Council previously listed in attendance, with the exception of Councillors Richard, Nowak and Haymour.

NEW BUSINESS

8.7 RFD – Proposed Amended Cheque and Document Signing Authority Policy;

Councillor Nowak returned to Council Chambers at 2:57 p.m.

Councillor Richard returned to Council Chambers at 2:57 p.m.

Councillor Haymour returned to Council Chambers at 2:59 p.m.

14.612 Motion by Councillor Siebold that County Council adopts the Proposed Amended Cheque and Document Signing Authority Policy No. CS-10-016.

CARRIED UNANIMOUSLY

14.613 Motion by Councillor Olson that County Council designates the following personnel as cheque signing authorities effective immediately:

- One of:
 - Mayor Omer Moghrabi;
 - Deputy Mayor Robert Richard;
 - Ward 5 Councillor MJ Siebold;
 - Ward 6 Councillor Tim Thompson;
 - Ward 7 Councillor John Nowak; and
- One of:
 - Interim Chief Administrative Officer Shadia Amblie;
 - Interim Assistant Chief Administrative Officer Melanie McConnell;
 - General Manager, Operations Jeff Lawrence;
 - Senior Manager, Daniel Small.

CARRIED UNANIMOUSLY

8.8 RFD – Ratification of Library Board Bylaws;

14.614 Motion by Councillor Austin that County Council ratifies the revised bylaws of the Lac La Biche County Library Board.

CARRIED UNANIMOUSLY

NEW BUSINESS

8.10 RFD – Proposed Amendment to Land Sale Policy;

14.615 Motion by Councillor Haymour that County Council adopts the amendment to the Land Sale Policy PI-61-012.

IN FAVOUR

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

OPPOSED

Councillor Siebold

CARRIED

8.11 RFD – Request for First Extension – Subdivision Approval for File 2013-S-006; Proposed Subdivision of Lot 5, Block 1, Plan 2518ET;

14.616 Motion by Councillor Thompson that Lac La Biche County Council approves an extension to the Subdivision Approval for File 2013-S-006 until March 21, 2015.

CARRIED UNANIMOUSLY

8.12 RFD – Rezoning Bylaw 14-036; Ryan, Blaise & Wlodarczak, Peter; Pt. of RL-13-68-14-W4M; from Agricultural District (AG) to Serviced Estate Residential District 1 (ES1) – 1st Reading;

14.617 Motion by Councillor Richard that Bylaw 14-036 be given first reading this 12th day of August, 2014.

CARRIED UNANIMOUSLY

8.13 RFD – Rezoning Bylaw No. 14-012; Martushev, Nick and Vassa; Pt. SE 4-68-16-W4M; from Agricultural District (AG) to On-Site Estate Residential District 1 (OE1) and Natural Open Space District (NOS) – 2nd and 3rd Reading;

14.618 Motion by Councillor Olson that Bylaw 14-012 be given second reading this 12th day of August, 2014.

IN FAVOUR

**Mayor Moghrabi
Councillor Austin
Councillor Olson
Councillor Phillips
Councillor Siebold
Councillor Thompson
Councillor Haymour
Councillor Nowak**

OPPOSED

Councillor Richard

CARRIED

14.619 Motion by Councillor Nowak that Bylaw 14-012 be given third and final reading this 12th day of August, 2014.

IN FAVOUR

**Mayor Moghrabi
Councillor Austin
Councillor Olson
Councillor Phillips
Councillor Siebold
Councillor Thompson
Councillor Haymour
Councillor Nowak**

OPPOSED

Councillor Richard

CARRIED

Councillor Thompson declared a conflict of interest due to his personal business interests and left Council Chambers at 3:23 p.m.

8.14 RFD – Bylaw 14-030; Amendment to Land Use Bylaw 12-024 (New Definition of Aggregate Extraction; Change of Definition of Natural Resource Extraction/Processing Facility to Natural Resource Industry and changes to Use in the Agricultural District, Crown Land District, Rural Industrial District and Urban Reserve District) – 2nd and 3rd Reading;

14.620 Motion by Councillor Haymour that County Council permits a text amendment to Bylaw 14-030; number 4 to delete the wording “Resource Industry” after “Natural Resource Extraction/Processing Facility”.

CARRIED UNANIMOUSLY

NEW BUSINESS

8.14 RFD – Bylaw 14-030; Amendment to Land Use Bylaw 12-024 (New Definition of Aggregate Extraction; Change of Definition of Natural Resource Extraction/Processing Facility to Natural Resource Industry and changes to Use in the Agricultural District, Crown Land District, Rural Industrial District and Urban Reserve District) – 2nd and 3rd Reading (continued);

14.621 Motion by Councillor Siebold that Bylaw 14-030 be given second reading this 12th day of August, 2014.

CARRIED UNANIMOUSLY

14.622 Motion by Councillor Richard that Bylaw 14-030 be given third and final reading this 12th day of August, 2014.

CARRIED UNANIMOUSLY

Councillor Thompson returned to Council Chambers at 3:28 p.m.

8.15 RFD – Rezoning Bylaw 14-033; Plamondon Co-op; Lot 22, Block 12, Plan 0728029; from Hamlet Commercial District (HC) to Public/Institutional District (PI); - 2nd and 3rd Reading.

14.623 Motion by Councillor Nowak that Bylaw 14-033 be given second reading this 12th day of August, 2014.

CARRIED UNANIMOUSLY

14.624 Motion by Councillor Haymour that Bylaw 14-033 be given third and final reading this 12th day of August, 2014.

CARRIED UNANIMOUSLY

8.6 Briefing – Council Appointments to Committees;

14.625 Motion by Councillor Haymour to appoint Mayor Moghrabi and Deputy Mayor Richard to the Municipal Planning Commission.

CARRIED UNANIMOUSLY

8.6 Briefing – Council Appointments to Committees (continued);

14.626 Motion by Councillor Olson that Mayor Moghrabi, Councillors Richard, Haymour, and Nowak be appointed to the Chief Administrative Officer Recruitment Committee.

CARRIED UNANIMOUSLY

14.627 Motion by Councillor Richard that Mayor Moghrabi is appointed to the following Committees:

- Regional Economic Development – Chair;
- Health Services/Doctor Recruitment Board;
- Northeast Alberta Information HUB Ltd.;
- Oil Sands Developers Group;
- Greater North Foundation.

CARRIED UNANIMOUSLY

14.628 Motion by Councillor Olson that Councillor Richard is appointed to the following Committees:

- Agricultural/Environmental Appeals Committee;
- Solid Waste Committee;
- Transportation Master Plan Committee – Chair;
- Ports to Plains Alliance/Veteran’s Memorial Highway Association;
- Coalition for a Safer 63 & 881 / Fort McMurray Traffic Corridors Working Group.

CARRIED UNANIMOUSLY

14.629 Motion by Councillor Olson to extend the meeting to the conclusion of the agenda.

CARRIED UNANIMOUSLY

DISPOSITION OF DELEGATION BUSINESS

7.1 Delegation – Community Futures – Lac La Biche;

14.630 Motion by Councillor Siebold to send a letter of thanks to Community Futures for their presentation.

CARRIED UNANIMOUSLY

7.2 Public Input Session.

There was no one present for the Public Input Session.

IN CAMERA SESSION

14.631 Motion by Councillor Siebold to go in camera at 3:52 p.m.

CARRIED UNANIMOUSLY

RECESS

Mayor Moghrabi called a recess at 3:53 p.m.

RECONVENE

Mayor Moghrabi reconvened the meeting at 4:00 p.m. with all those Members of Council previously listed in attendance.

IN CAMERA SESSION

9.2 RFD – Fitness Instructor Business Case (section 17 FOIP);

Councillor Nowak declared a conflict due to his personal business interests and left Council Chambers at 4:00 p.m. Councillor Nowak did not participate in the discussion.

Councillor Thompson left Council Chambers at 4:40 p.m. and did not return to the meeting.

Councillor Olson left Council Chambers at 4:59 p.m.

Councillor Nowak returned to Council Chambers at 4:59 p.m.

9.3 RFD – Review Offer to Purchase County Owned Lands: Parcel 1, legally described as Plan 1320611, Lot 3, Block 3 – (section 16 and 25 FOIP);

Councillor Olson returned to Council Chambers at 5:00 p.m.

9.4 RFD – Review Offer to Purchase County Owned Lands: Parcel 3, legally described as Plan 1222024, Lot 1, Block 3 – (section 16 and 25 FOIP);

7.1 Delegation – Community Futures – Lac La Biche;

9.5 Sponsorship Matter (section 25 FOIP) – addition to agenda.

Councillor Richard left Council Chambers at 5:59 p.m.

9.1 RFD – FCSS Coordinator Business Case (section 17 FOIP);

This item was not discussed and deferred to a later date.

RETURN TO REGULAR MEETING

- 14.632 Motion by Councillor Olson to proceed with the meeting out of camera at 5:59 p.m.

CARRIED UNANIMOUSLY

BUSINESS ARISING OUT OF “IN CAMERA SESSION”

- 9.2 RFD – Fitness Instructor Business Case (section 17 FOIP);

No action required.

- 9.3 RFD – Review Offer to Purchase County Owned Lands: Parcel 1, legally described as Plan 1320611, Lot 3, Block 3 – (section 16 and 25 FOIP);

Councillor Richard returned to Council Chambers at 6:00 p.m.

- 14.633 Motion by Councillor Haymour that Lac La Biche County accepts the offer to purchase for the lands legally described as Plan 1320611, Lot 3, Block 3 in the amount of \$835,000 including, but not limited to, the following terms and conditions:

1. Complete construction of 6 homes in the \$350,000 to \$395,000 range within two years of closing date, where to complete construction means construction to the foundation stage;
2. Lac La Biche County has first right of refusal within two years of closing date;
3. Lac La Biche County is provided a re-purchase or transfer back provision if the development is not undertaken as specified, within two years of closing date;
4. The closing date of this transaction shall be on or before October 15, 2014.

CARRIED UNANIMOUSLY

BUSINESS ARISING OUT OF “IN CAMERA SESSION”

9.4 RFD – Review Offer to Purchase County Owned Lands: Parcel 3, legally described as Plan 1222024, Lot 1, Block 5 – (section 16 and 25 FOIP);

14.634 Motion by Councillor Richard that Lac La Biche County accepts the offer to purchase for the lands legally described as Plan 1222024, Lot 1, Block 5 in the amount of \$980,000 including, but not limited to, the following terms and conditions:

1. The purchaser commences and completes construction of the lands as soon as possible and in any event, not later than two years after the closing date. Completes construction means construction to the foundation stage;
2. Lac La Biche County has first right of refusal within two years of closing date;
3. Lac La Biche County is provided a re-purchase or transfer back provision if the development is not undertaken as specified, within two years of closing date;
4. The closing date of this transaction shall be on or before October 15, 2014;
5. Subject to the lands being rezoned to accommodate the proposed development.

CARRIED UNANIMOUSLY

7.1 Delegation – Community Futures – Lac La Biche;

14.635 Motion by Councillor Nowak that Administration be authorized to commence negotiations with Community Futures – Lac La Biche for the tourism services contract.

CARRIED UNANIMOUSLY

9.5 Sponsorship Matter (section 25 FOIP) – addition to agenda.

No action required.

9.1 RFD – FCSS Coordinator Business Case (section 17 FOIP);

This item was not discussed and deferred to a later date.

ADJOURNMENT

14.636 Motion by Councillor Haymour to adjourn the Regular Council Meeting of August 12, 2014 at 6:05 p.m.

CARRIED UNANIMOUSLY

Omer Moghrabi, Mayor

**Shadia Amblie
Interim Chief Administrative Officer**



LAC LA BICHE COUNTY POLICY

TITLE: SOCIAL MEDIA POLICY	POLICY NO: CS-15-001
RESOLUTION: 14.605	EFFECTIVE DATE: AUGUST 12, 2014
LEAD ROLE: MANAGER, COMMUNICATIONS	NEXT REVIEW DATE: AUGUST 12, 2016
SPECIAL NOTES/CROSS REFERENCE: CS-15-001 Corporate Use of Social Media Procedure	AMENDMENT DATE:

POLICY STATEMENT:

Lac La Biche County is committed to fostering clear, effective and professional communication with social media tools. Lac La Biche County will ensure that its social media sites align with the County’s Communication Plan, County policies and all applicable laws.

Lac La Biche County is committed to providing a respectful, relevant and family-friendly environment on its social media sites, and as such, reserves the right to remove material deemed inappropriate.

“Original Signed”

 Chief Administrative Officer

August 22, 2014

 Date

“Original Signed”

 Mayor

August 25, 2014

 Date



LAC LA BICHE COUNTY PROCEDURE

TITLE: CORPORATE USE OF SOCIAL MEDIA PROCEDURE	PROCEDURE NO: CS-15-001
SPECIAL NOTES/CROSS REFERENCE: CS-15-001 Social Media Policy	AMENDMENT DATE:

PROCEDURE:

1.0 Specific Objectives

Lac La Biche County seeks to set guidelines which are to be followed by Lac La Biche County staff using social media in official or unofficial communications on behalf of the County.

2.0 Definitions

Social media refers to web-based technologies used to interact through text, images, video and audio in order to inform.

3.0 Procedures

- 3.1 Lac La Biche County recognizes that social media is a powerful communications tool that provides the public with timely information, promotes County programs and services, and engages with citizens. As an important part of Lac La Biche County's Communication Plan, the following procedures have been created to establish the standards and expectations for employees when using social media on behalf of the County.
- 3.2 The establishment and use of County social media sites are subject to approval by the Communications Manager. All new and existing social media sites being used by Lac La Biche County will be monitored by a member of the Communications department, who will also be included as an administrator of the page.
- 3.3 The use of all social media sites by Lac La Biche County will adhere to:
 - a) Applicable provincial and federal laws, regulations and policies
 - b) The terms of service of each social media site
 - c) All Administrative, Human Resources and Records Management policies and any other applicable County policies
- 3.4 These guidelines apply to all County staff and third party employees working for the County, particularly those who make public statements on corporate or personal social media sites, social media networks and/or personal websites that discuss, share or comment on County business.

- 3.5 The following content posted by either County staff or public users will not be permitted on Lac La Biche County social media sites and may be removed:
- Comments not relevant to the site or material being presented
 - Comments to an individual or organization that are abusive, hateful or profane
 - Content that discriminates on the basis of race, national or ethnic origin, age, creed, gender, marital status, socio-economic status, physical or mental disability, or sexual orientation
 - Sexual content or links to sexual content
 - Content for advertising/marketing purposes not posted by the County
 - Content that conducts or encourages illegal activity
 - Content that invades personal privacy
 - Information that could compromise public safety or security, or County operations
 - Unintelligible or irrelevant content
 - Messages that impersonate or misrepresent someone else, including public figures, County employees or County officials
 - Promoting or opposing political campaigns
- 3.6 The County website shall remain the County’s primary and predominant internet presence.
- a) Content posted to social media sites will also be available on the County’s website, wherever possible.
 - b) Content posted to social media sites should also include links directing users back to the County’s website for more information, or to access forms or documents.
- 3.7 Employees representing Lac La Biche County via social media sites must conduct themselves at all times as a representative of the County, and practice proper grammar and spelling when posting public information.
- 3.8 Unless for the purpose of sharing County-related information, County employees shall not represent the County on personal social media sites.
- 3.9 Lac La Biche County will monitor compliance with this policy and procedures and will address any concerns, including investigation and, if appropriate, disciplinary action.
- 3.10 The unauthorized use of the County’s name, logo, official marks and other forms of intellectual property owned by the County, is prohibited. Use of the corporate logo must adhere to the corporate graphic standards.
- 3.11 The unauthorized use of the intellectual property of others, i.e. brand names, logos, images and text, is potentially actionable by law. Proper permission to use others’ intellectual property must be obtained.

4.0 Social Media Sites—Personal Use

The following principles apply to personal use of social media when referencing Lac La Biche County or any employee thereof.

- 4.1 Lac La Biche County does not permit the personal use of the County's logo by any employee.
- 4.2 If someone chooses to self-identify as an employee of Lac La Biche County, that person must clarify that all opinions posted are their own and do not necessarily reflect those of Lac La Biche County.
- 4.3 Employees must not post comments, images or video that may damage the reputation of, or otherwise negatively impact, Lac La Biche County or its officers, officials or employees. Employees should be aware that taking public positions online that are counter to Lac La Biche County's interests might violate County policies.
- 4.4 Employees can be personally liable for defamatory or discriminating content about other individuals, even if those people are not directly identified.

5.0 Content Protocols

- 5.1 Content on County social media sites will only pertain to County-sponsored or County-endorsed programs, services and events.
- 5.2 Any County employee engaged in an online dialogue that involves information about County business, is required to meet a standard demanding that:
 - Communications on the County's behalf, on all social networking sites, should be based on current, accurate, complete and relevant data.
 - The County will not conduct activities that are illegal or contrary to the County's corporate policies.
 - County employees must maintain confidentiality of information, including company financial and business information, citizen and customer personal information, personal information about County Council, partner or supplier information, personal employee data, or any information not generally available to the public.

County employees who fail to comply with this policy and its procedures will be subject to discipline, up to and including termination of employment. In addition, depending on the nature of the policy violation, participants may also be subject to civil and/or criminal penalties.

“Original Signed”
Chief Administrative Officer

August 22, 2014
Date

Communications Plan Agriculture Service Board (ASB)

Background

Lac La Biche County has strong agricultural roots, with 170 mixed or cattle farms and several additional grain farm operations across the municipality.

However, the County's remote location and the absence of agricultural processing facilities means that local producers have to rely on other regions for support. Decreasing interest in farming as a career, fragmentation of agricultural land, and recreational development present some additional challenges to producers. On the other hand, agri-tourism, market gardens, and value-added agriculture represent potential future opportunities.

Lac La Biche County—then known as I.D 18—first established an Agricultural Service Board (ASB) on January 1, 1968. Since then, the municipality has gone through a number of organizational changes, going from I.D. 18, to the M.D. of Bonnyville, to Lakeland County, and finally, after amalgamation, to Lac La Biche County.

The ASB is composed of two Lac La Biche County Councillors, three Members at Large and and Lac La Biche County's Agricultural Fieldman. The ASB's main goal is to foster and promote growth in the agricultural community. The Board provides ongoing support and advocacy to all areas of the agricultural community, as well as assisting and encouraging agricultural management practices through the use of applicable resources and technical advice.

The ASB works in cooperation, and shares information, with other governments, agencies and associations with similar sustainable agriculture mandates. The Board provides recommendations to Council on agricultural policies and other agricultural-related matter.

This communications plan outlines an approach that will educate target audiences, encourage positive growth and development in the agricultural field, and provide support for the Board's work.

Communications Goal

To promote agricultural growth and development as an important factor in the future prosperity of the County and quality of life of residents.

Communications Objectives

1. Educate companies, organizations and the public about agriculture.
2. Encourage and promote positive agricultural growth and development.
3. Publicize the work of the Board and the opportunities for input and participation.
4. Gather increasing levels of public support for County investment and effort into agricultural growth and development.

5. Foster and promote growth in our agricultural community, while being an organization trusted for its advocacy and support.
6. Provide ongoing support and advocacy to all areas of the agricultural community.
7. Assist and promote agricultural growth and management practices through the use of all applicable resources and technical advice.
8. Values: sustainable agriculture, environmental integrity, and agriculture awareness.
9. Ability to enforce municipal policy through properly trained and equipped staff.
10. Ability to enforce provincial legislation through properly trained and equipped staff.
11. Advocate for economic development, grants, programs, etc that will support local agriculture industry, i.e. quality vet services, fair animal drug prices, agriculture supply stores.

Initiatives

- A. Produce a monthly “Snapshot” via e-bulletin providing updates to a dedicated database of stakeholders.
- B. Stage agriculture awareness activities like Agriculture Appreciation day.
- C. Arrange to speak at organized gatherings of key organizations and companies in the County, e.g. a Chamber of Commerce luncheon; the AGM of local Agriculture Society; a high school assembly; meeting of local senior operation managers for oil and gas companies operating in the area (arranged by ASB members if necessary), etc.
- D. Provide public involvement opportunities for local producers to develop standards, policies and provide recommendations to Council.
- E. Produce appropriate promotional items.
- F. Develop an annual awards program that recognizes outstanding Agriculture Achievements.
- G. Promote on-farm safety through educational talks.
- H. InTouch newsletter and web articles about ASB, sustainable agriculture, agriculture as a career and Noxious and Prohibited Noxious weeds.
- I. Delivery/support of the Agricultural Pests Act
- J. Delivery/support of the Soil Conservation Act
- K. Delivery/support of the Weed Control Act

- i. Establish a continuing awareness campaign through local meetings, tours, and local newspapers for good weed control practices within the municipal boundaries
 - ii. Conduct onsite or farm visits to recipients of weed notices or weed letters during the winter months to remind them of their commitment to weed control on their property
- L. Support of the Animal Health Act
- M. Trained ASB staff and Board
- N. Advise Council of requests/proposals from Community groups
- O. Student bursaries
 - i. Advertise for applications for the ASB Bursary each fall in local paper
- P. Integrated vegetation management
- Q. Field crop demonstrations/agricultural tours and events
 - i. Provide demonstrations to residents of new crop techniques and products in demonstration plots
 - ii. Report on successes and failures of growing at the demonstration plots
 - iii. Plan and implement an annual Agricultural Appreciation event with guest speakers and talk about current issues
 - iv. Field tours will be supported by Lac La Biche County through LARA
- R. Shelterbelt orders
 - i. Provide residents ordering information in the fall of the year (rates, on website, etc.)
- S. Coyote predation management program
 - i. Provide information and assistance to landowners in Lac La Biche County on managing coyote predation of their livestock
 - ii. Placement of advertisements in local paper about coyote control
- T. Equipment rentals
- U. Veterinary service incorporated
- V. Pesticide sales

Timeline

Target audiences have to be educated before they can be expected to change their behaviours. Therefore, Phase One of this communications effort will be education, with a more focused campaign to change behaviours to follow.

Implementation of a timeline/action plan will commence after the Communications Plan is approved by Council.

Budget Estimate of Phase I*

\$10,000*

**To be used in 2014 Agricultural Services Budget under Assorted Items*

Evaluation

- Tracking of participation rates for key activities like Agriculture Appreciation Day.
- Tracking feedback received from attendees of presentations or special events.
- Regular debrief with Committee and support staff.
- Increased awareness of residents in relation to weed control and their willingness to control weeds.
- Regular debrief with Board and support staff.
- Semi-annual program reviews especially during spring and fall.



LAC LA BICHE COUNTY POLICY

TITLE: PREDATOR CONTROL POLICY	POLICY NO: PI-62-010
RESOLUTION: 14.608	EFFECTIVE DATE: FEBRUARY 22, 2011
LEAD ROLE: MANAGER, ENVIRONMENTAL & AGRICULTURAL SERVICES	NEXT REVIEW DATE: AUGUST 12, 2019
SPECIAL NOTES/CROSS REFERENCE: PI-62-010 Predator Control Procedure	AMENDMENT DATE: AUGUST 12, 2014

POLICY STATEMENT:

Lac La Biche County recognizes that agricultural producers need to take responsibility for livestock predatory losses and do everything to prevent these losses. However, producers who have adopted good husbandry may require Lac La Biche County's assistance via additional tools to mitigate inventory loss.

"Original Signed"
Chief Administrative Officer

August 22, 2014
Date

"Original Signed"
Mayor

August 25, 2014
Date



LAC LA BICHE COUNTY PROCEDURE

TITLE: PREDATOR CONTROL

PROCEDURE NO: PI-62-010

SPECIAL NOTES/CROSS REFERENCE:
PI-62-010 Predator Control Policy

AMENDMENT DATE:

PROCEDURE:

- 1) Predator Control Information will be available to all residents within Lac La Biche County.
- 2) Control work shall be provided on a first come first serve basis.
- 3) The Agricultural Fieldman or designate shall discuss prevention, control techniques, and management strategies with the landowner.
- 4) If the Agricultural Fieldman and landowner mutually agree Lac La Biche County may send staff to place neck snares on the residence private land to control predators; with consent of Alberta Environment and Sustainable Resource Development snares maybe placed on crown land.
- 5) If Lac La Biche County staff place snares on private land a hold harmless agreement must first be in place between Lac La Biche County and the landowner.
- 6) If toxicants are to be used, the proper forms supplied by Alberta Agriculture and Rural Development are to be used.
- 7) These forms shall be completed in full and signed by the landowner/lessee before any toxicants are to be removed from storage.
- 8) Residents will be provided a maximum of six (6) tablets per year.
- 9) The Agricultural Fieldman or designate will not issue toxicants if it is of their opinion that public safety could be at risk.
- 10) The Agricultural Fieldman or designate may refuse to issue toxicants if in the opinion of the inspector the resident is not showing good stewardship through:
 - i. Use of alternative methods of predator control through fencing, snaring or the use of guardian dogs.
 - ii. Adequate safety or management of the toxicants

- 11) The Agricultural Fieldman or designate will instruct the resident on toxicant use. Resident will be expected to set out and supervise toxicant sets according to the form 8 provided by the Agricultural Fieldman or designate.
- 12) The landowner shall contact all adjacent landowners, forewarning them that potentially harmful predator control mechanisms are being set.
- 13) All toxicants to be used for control work shall be set according to the Alberta Agriculture Coyote Predation Management Programs Operations Policy and Procedure as amended from time to time.

“Original Signed”

Chief Administrative Officer

August 22, 2014

Date



LAC LA BICHE COUNTY POLICY

TITLE: CHEQUE & DOCUMENT SIGNING AUTHORITY	POLICY NO: CS-10-016
RESOLUTION: 14.612	EFFECTIVE DATE: JANUARY 22, 2013
LEAD ROLE: GENERAL MANAGER, CORPORATE SERVICES	NEXT REVIEW DATE: OCTOBER 31, 2015
CROSS REFERENCE: Sections 212, 213 MGA	AMENDMENT DATE: AUGUST 12, 2014

POLICY STATEMENT:

Cheque Signing:

Sections 213(4) and (5) of the *Municipal Government Act* state 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, and
- (c) any other councillors appointed by a resolution of Council,

and:

- (d) the Chief Administrative Officer (CAO) and
- (e) any Assistant CAO, General Manager, or Senior Manager appointed by resolution.

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.

For internal control purposes, 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

August 22, 2014
Date

“Original Signed”
Mayor

August 25, 2014
Date



LAC LA BICHE COUNTY POLICY

TITLE: LAND SALE POLICY	POLICY NO: PI-61-012
RESOLUTION: 14.615	EFFECTIVE DATE: MARCH 12, 2013
LEAD ROLE: ACTING MANAGER, PLANNING & ECONOMIC DEVELOPMENT	NEXT REVIEW DATE: AUGUST 12, 2015
SPECIAL NOTES/CROSS REFERENCE: PI-61-012 Land Sale Procedure	AMENDMENT DATE: AUGUST 12, 2014

POLICY STATEMENT:

Lac La Biche County owns a wide variety of land assets, some of which are essential to maintaining services and operations for the municipality.

Over time land may become surplus to the County's needs. When land is made available for sale it will be done with the consent of Council, ensuring the value obtained from the sale is reinvested into future land development activities. Furthermore, all land sales must be approved by Council.

The sale of lands shall use a consistent, transparent procedure and shall be in accordance with the Municipal Government Act. The process shall seek to maximize the financial benefit to the County and shall be sold at fair or greater than fair market value.

The sale of lands that is for the purpose of development shall be sold to ensure it maximizes the community benefit to the County by ensuring the creation of new employment or other economic development benefits. The sale of lands for land banking shall not be allowed.

When the Council deems it is appropriate to sell land to an independent third party seeking to purchase land from the County, Council may authorize by resolution, Administration to negotiate a sole source sale. Any such sale through a sole source process shall be advertised for a minimum of two weeks to allow the public to comment on the proposed sale.

If an independent third party seeks to purchase lands and require a change in use, Council may consider an offer subject to the land being appraised as the best use and determine a fair market value.

Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

“Original Signed”

Chief Administrative Officer

August 22, 2014

Date

“Original Signed”

Mayor

August 26, 2014

Date