

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

February 3, 2016 – 9:30 a.m.

Minutes of the Lac La Biche County Policy Review Committee Meeting held February 3, 2016 at 9:30 a.m.

CALL TO ORDER Councillor Siebold called the meeting to order at 9:38 a.m.

PRESENT	MJ Siebold	Councillor (Chairperson)
	John Nowak	Councillor/Deputy Mayor
	David Phillips	Councillor

STAFF IN ATTENDANCE	Shadia Amblie	Chief Administrative Officer (in part)
	Melanie McConnell	Assistant Chief Administrative Officer
	Kashif Ijaz	Manager, Human Resources (in part)
	Vicki Versteeg	Legislative Services Coordinator

REGRETS	Omer Moghrabi	Mayor
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ADOPTION OF AGENDA

PR.16.015 Motion by Councillor Nowak to approve the February 3, 2016 Policy Review Committee Meeting agenda as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

3.1 January 20, 2016 – Policy Review Committee Meeting.

PR.16.016 Motion by Councillor Phillips to adopt the January 20, 2016 Policy Review Committee Meeting minutes as presented/amended.

CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

There was no unfinished business to address.

URGENT MATTERS

There were no urgent matters to address.

NEW BUSINESS

6.1 Briefing – Revisions to the Whistleblowing SOP;

Ms. Shadia Amblie, Chief Administrative Officer, and Mr. Kashif Ijaz, Manager of Human Resources, spoke to proposed revisions of the Whistleblowing Standard Operating Procedure.

PR.16.017 Motion by Councillor Nowak to refer the Whistleblower Standard Operating Procedure, with amendments, to a Regular Council Meeting.

CARRIED UNANIMOUSLY

6.2 Briefing – Councillor Financial Liability Policy (CS-11-008) & Councillor and Employee Legal Costs Policy (CS-11-005);

Ms. Melanie McConnell, Assistant Chief Administrative Officer, addressed proposed revisions to the Councillor Financial Liability Policy.

PR.16.018 Motion by Councillor Phillips to refer the Councillor Financial Liability Policy CS-11-008, with amendments, to a Regular Council Meeting.

CARRIED UNANIMOUSLY

Ms. McConnell addressed the proposed changes to the Council and Employee Legal Costs Policy CS-11-005.

PR.16.019 Motion by Councillor Phillips to refer the Council and Employee Legal Costs CS-11-005, with amendments, to a Regular Council Meeting.

CARRIED UNANIMOUSLY

6.3 Briefing – Electronic Communications with Residents Policy (CS-11-013);

Ms. McConnell addressed Administration’s recommendation to rescind the Electronic Communication with Residents Policy (CS-11-013) policy.

PR.16.020 Motion by Councillor Nowak to bring forward a recommendation to Council that Policy CS-11-013 be rescinded.

CARRIED UNANIMOUSLY

6.4 Briefing – Attendance at Political Functions Policy (CS-11-014)

Ms. McConnell addressed the proposed revisions to the Attendance at Political Functions Policy (CS-11-014).

PR.16.021 Motion by Councillor Nowak to forward the Attendance at Political Functions Policy CS-11-014 to a Regular Council Meeting for adoption.

CARRIED UNANIMOUSLY

RECESS

Councillor Siebold called a recess at 10:58 a.m.

RECONVENE

Councillor Siebold reconvened the meeting at 11:30 a.m. with all those members of the Policy Review Committee previously listed in attendance.

AMENDMENT TO AGENDA

PR.16.022 Motion by Councillor Siebold to amend the agenda such that Item 7.1 Briefing – Council Code of Conduct – Conflict of Interest be addressed out of camera.

CARRIED UNANIMOUSLY

NEW BUSINESS

6.5 Briefing – Council Code of Conduct – Conflict of Interest.

Ms. McConnell addressed accommodating conflict of interest concerns in the Council Code of Conduct.

PR.16.023 Motion by Councillor Nowak to forward proposed changes to the Council Code of Conduct and elected official position descriptions to a Regular Council Meeting.

CARRIED UNANIMOUSLY

PR.16.024 Motion by Councillor Phillips to reschedule the March 16, 2016 Policy Review Committee meeting to March 21, 2016 at 10 a.m.

CARRIED UNANIMOUSLY

ADJOURNMENT

PR.16.025 Motion by Councillor Nowak to adjourn the Policy Review Committee Meeting of February 3, 2016 at 11:49 a.m.

CARRIED UNANIMOUSLY

MJ Siebold, Chairperson

**Melanie McConnell
Assistant Chief Administrative Officer**