

**LAC LA BICHE COUNTY  
REGULAR COUNCIL MEETING  
MCARTHUR PLACE, LAC LA BICHE**

**April 24, 2018 – 10:00 am**

Minutes of the Lac La Biche County Regular Council Meeting held April 24, 2018, at 10:00 a.m.

**CALL TO ORDER** Mayor Moghrabi called the meeting to order at 10:05 a.m.

<b>PRESENT</b>	Omer Moghrabi	Mayor
	Colette Borgun	Councillor / Deputy Mayor (Departed at 5:22 p.m.)
	Darlene Beniuk	Councillor
	George L'Heureux	Councillor (Departed at 5:22 p.m.)
	Jason Stedman	Councillor
	Charlyn Moore	Councillor
	Sterling Johnson	Councillor
	Colin Cote	Councillor
	Lorin Tkachuk	Councillor

<b>STAFF IN ATTENDANCE</b>	Shadia Amblie	Chief Administrative Officer
	Dan Small	Assistant Chief Administrative Officer / Senior Manager, Finance & Grants
	Darrell Lessmeister	Senior Manager, Recreation & Community Enhancement (in part)
	Brian Shapka	Senior Manager, Public Works (in part)
	Clayton Kittlitz	Senior Manager, Planning & Development (in part)
	Jihad Moghrabi	Communications Coordinator (in part)
	Heather Reid	Legislative Services Coordinator

**REGRETS**

**ADOPTION OF AGENDA**

18.545 Motion by Councillor Stedman to approve the April 24, 2018, Regular Council Meeting agenda as amended:

- Addition of Item(s):
  - o 8.3 Venture Building Supplies Lease (s.25 FOIP) (Handout) (in camera);
  - o 7.18 Lac La Biche Libraries Report (Discussion);
  - o 8.4 Briefing on community liaison (s.17 FOIP) (in-camera);
  - o 8.5 Personnel (s.17 FOIP) (In camera);
  - o 8.6 Chamber of Commerce Survey Results (Discussion) (in camera) – moved from New Business Item # 7.17.

**CARRIED UNANIMOUSLY**

## **ADOPTION OF MINUTES**

- 3.1 April 3, 2018 Regular Council Meeting;  
-it was noted to change the date for motion 18.482 to April 26 – 28, 2018
- 3.2 April 5, 2018 Strategic Session;
- 3.3 April 10, 2018 Regular Council Meeting;
- 3.4 April 18, 2018 Special Council Meeting.

- 18.546 Motion by Deputy Mayor Borgun to adopt the April 3, 2018 Regular Council Meeting minutes as amended; April 5, 2018 Strategic Session minutes; April 10, 2018 Regular Council Meeting minutes; and April 18, 2018 Special Council Meeting minutes.

**CARRIED UNANIMOUSLY**

## **UNFINISHED BUSINESS**

There was no unfinished business to discuss.

## **URGENT MATTERS**

There were no urgent matters to discuss.

## **PUBLIC HEARINGS**

There were no public hearings scheduled.

## **DELEGATIONS**

- 6.1 10:15 am Sun Gro Horticulture (Briefing);

Ms. Carolyn Moore-Robin, Stakeholder Engagement Specialist; Warren Walker, Western Canadian Bog Manager; Cassandra Brown, Alberta Natural Resources Manager; and Brett Boduex, Vertex, Environmental Specialist presented to Council to provide an overview of Sun Gro Horticulture's operations and proposed project in the Avenir area in Lac La Biche County.

- 6.1.1 Disposition of Delegation Business.

- 18.547 Motion by Deputy Mayor Borgun to thank Sun Gro Horticulture for their presentation to Council.

**CARRIED UNANIMOUSLY**

## **RECESS**

Mayor Moghrabi called a recess at 10:51 am.

**RECONVENE**

Mayor Moghrabi reconvened the meeting at 11:05 am with all those Members of Council previously listed in attendance

**NEW BUSINESS**

7.1 Bylaw 18-006: Land Use Bylaw Amendment; Work Camps (Request for Decision);

Mr. Clayton Kittlitz, Senior Manager Planning and Development and Ms. Sheera Bourassa, Acting Manager, Planning & Development, presented Bylaw 18-006: Land Use Bylaw Amendment; Work Camps Request for Decision and responded to questions.

18.548 Motion by Councillor L’Heureux that Bylaw 18-006 be amended by deleting the wording in Clause 1 of Schedule A, and replacing it with the following wording, *“No work camps shall be permitted within the areas identified within Figure C2.2 unless they are accessory to federal or provincial government emergency services or County-related activities in support of these services. (see Figure C2.2 for location buffer around the hamlets of Lac La Biche, Plamondon, Hylo, Beaver Lake and Venice).”*

**CARRIED UNANIMOUSLY**

18.549 Motion by Councillor Johnson that Figure C2.2 of Bylaw 18-006 be amended to include additional lands identified and to change the wording in the legend to reflect the same.

**CARRIED UNANIMOUSLY**

7.2 Request for First Extension to the Subdivision Approval for File 2017-S-005; Rogers, Garry; Pt. of SE-1-67-14-W4M & Lot C, Block 1, Plan 625KS (Request for Decision);

Mr. Kittlitz and Ms. Bourassa presented the Request for First Extension to the Subdivision Approval for File 2017-S-005; Rogers, Garry; Pt. of SE-1-67-14-W4M & Lot C, Block 1, Plan 625KS Request for Decision and responded to questions.

18.550 Motion by Councillor Tkachuk that County Council grants a one (1) year extension to the Subdivision Approval for File 2017-S-005 until April 19, 2019.

**In Favour**  
**Mayor Moghrabi**  
**Deputy Mayor Borgun**  
**Councillor L'Heureux**  
**Councillor Stedman**  
**Councillor Moore**  
**Councillor Cote**  
**Councillor Tkachuk**

**Opposed**  
**Councillor Johnson**  
**Councillor Beniuk**

**CARRIED**

7.3 Draft Public Participation Policy (Briefing);

Mr. Alex Fuller, Communications Coordinator, presented the Draft Public Participation Policy Briefing and responded to questions.

18.551 Motion by Councillor Tkachuk to approve the Public Participation Policy as presented.

**CARRIED UNANIMOUSLY**

7.5 Municipal Lease – Lac La Biche Regional Humane Society (Request for Decision);

Mr. Kittlitz and Ms. Bourassa presented the Municipal Lease – Lac La Biche Regional Humane Society Request for Decision and responded to questions.

18.552 Motion by Councillor Tkachuk to exempt the advertising and tendering requirements for Lot 10, Block 2, Plan 7822995 as identified in Section 11(i) of Policy PI-61-004, Land Lease Agreement.

**CARRIED UNANIMOUSLY**

18.553 Motion by Councillor Stedman to endorse a 20-year term with option to renew and have the lease agreement with the Lac la Biche Regional Humane Society brought back with option of County funding municipal servicing of lot and option to waive cost for the land lease agreement subject to the approval of the development permit application.

**CARRIED UNANIMOUSLY**

7.4 Communication System Emergency Expenditure Approval (Request for Decision);

Mr. Dan Small, Assistant Chief Administrative Officer and Senior Manager, Finance and Grants and Mr. Travis Simmons, Manager, Information Technology, presented the Communication System Emergency Expenditure Approval Request for Decision and responded to questions.

18.554 Motion by Deputy Mayor Borgun that County Council approve the transfer from the Information Technology reserves of \$4,000 to the 2018 Information Technology operational expense budget for the emergent replacement of the communications system on the water tower.

**CARRIED UNANIMOUSLY**

18.555 Motion by Councillor Stedman that County Council approve the transfer from Information Technology reserves of \$70,000 to the 2018 Information Technology capital expense budget for the emergent replacement of the communication system on the water tower.

**CARRIED UNANIMOUSLY**

18.556 Motion by Councillor Tkachuk that County Council direct Administration to remove the funds from accumulated surplus and not reserves as per previous motions.

**CARRIED UNANIMOUSLY**

**PUBLIC INPUT SESSION**

6.4 Public Input Session.

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

Mr. David Phillips addressed Council to share concerns related to the County's contracted safety inspector, the Inspections Group and noted several issues he had faced during the inspection process. Mr. Phillips advised he would like to see the County transition to having their own safety inspector for building permits.

18.557 Motion by Councillor Stedman to thank Mr. Phillips for his presentation to Council.

**CARRIED UNANIMOUSLY**

Mayor Moghrabi thanked the presenters for their comments, and declared the public input session closed at 12:25 p.m.

7.7 Employee Wellness Program (Request for Decision);

Mr. Darrell Lessmeister, Senior Manager, Recreation and Community Enhancement, presented the Employee Wellness Program Request for Decision and responded to questions.

18.558 Motion by Councillor Cote that County Council approves the employee wellness policy and procedure for May 1, 2018.

**CARRIED UNANIMOUSLY**

7.14 Councillor Expense Claims Processed in March 2018 (Request for Decision);

Mr. Small and Mr. Zeeshan Hasan, Manager, Finance, presented the Councillor Expense Claims Processed in March 2018 Request for Decision and responded to questions.

18.559 Motion by Councillor Tkachuk to approve the Councillor Expense Claims processed in March 2018.

**CARRIED UNANIMOUSLY**

7.11 AUMA Come Together Alberta Conference (Request for Decision);

Ms. Shadia Amblie, Chief Administrative Officer presented the AUMA Come Together Alberta Conference Request for Decision and responded to questions.

18.560 Motion by Councillor Johnson to direct Administration to register Mayor Moghrabi, Deputy Mayor Borgun, Councillor Tkachuk, Councillor Beniuk, Councillor L'Heureux, Councillor Stedman, Councillor Moore and Councillor Cote to attend the AUMA Come Together Alberta Conference.

**CARRIED UNANIMOUSLY**

7.12 Program for Adult Learning (PAL) – 2018 Grant Funding (Request for Decision);

Mr. Small presented the Program for Adult Learning (PAL) – 2018 Grant Funding Request for Decision and responded to questions.

18.561 Motion by Councillor Tkachuk to defer the item to In-Camera under section 16 of FOIP.

**CARRIED UNANIMOUSLY**

**RECESS** Mayor Moghrabi called a recess at 12:33 p.m.

**RECONVENE** Mayor Moghrabi reconvened the meeting at 1:30 p.m. with all those Members of Council previously listed in attendance.

**NEW BUSINESS**

7.15 2018 Mill Rate Bylaw Discussion (Briefing);

Mr. Small and Mr. Hasan presented the 2018 Mill Rate Bylaw Discussion Briefing and responded to questions.

18.562 Motion by Councillor Tkachuk to direct Administration to bring forward a proposed mill rate bylaw for residential rates of 3 mills for residential/farm, 10 mills for urban non residential, and rural non-residential sufficient enough to ensure total taxes budgeted are collected as discussed for first reading at the May 1, 2018 Regular Council meeting.

**In Favour**  
**Deputy Mayor Borgun**  
**Councillor L'Heureux**  
**Councillor Beniuk**  
**Councillor Tkachuk**

**Opposed**  
**Mayor Moghrabi**  
**Councillor Stedman**  
**Councillor Moore**  
**Councillor Johnson**  
**Councillor Cote**

**DEFEATED**

18.563 Motion by Mayor Moghrabi to direct Administration to bring forward a proposed mill rate bylaw for residential rates of 3 mills for residential/farm, 10 mills for urban non residential, and 18 mills for rural non-residential as discussed for first reading at the May 1, 2018 Regular Council meeting.

**In Favour**  
**Mayor Moghrabi**  
**Councillor Beniuk**  
**Councillor L'Heureux**  
**Councillor Moore**

**Opposed**  
**Councillor Johnson**  
**Councillor Cote**  
**Councillor Tkachuk**  
**Councillor Stedman**  
**Deputy Mayor Borgun**

**DEFEATED**

18.564 Motion by Councillor Johnson to direct Administration to bring forward a proposed mill rate bylaw for residential rates of 3 mills for residential/farm, 10.5 mills for urban non residential, and 18.4 mills for rural non-residential as discussed for first reading at the May 1, 2018 Regular Council meeting.

**In Favour  
Councillor Johnson**

**Opposed  
Mayor Moghrabi  
Councillor Beniuk  
Councillor L'Heureux  
Councillor Moore  
Councillor Cote  
Councillor Tkachuk  
Councillor Stedman  
Deputy Mayor Borgun**

**DEFEATED**

18.565 Motion by Councillor Stedman to direct Administration to bring forward a proposed mill rate bylaw using scenario 4 as presented in today's council meeting to the May 1, 2018 Regular Council Meeting.

**In Favour  
Councillor Beniuk  
Deputy Mayor Borgun  
Councillor Stedman  
Councillor Cote  
Councillor L'Heureux**

**Opposed  
Mayor Moghrabi  
Councillor Johnson  
Councillor Moore  
Councillor Tkachuk**

**CARRIED**

18.566 Motion by Councillor Tkachuk to direct Administration to bring forward a briefing at the May 1, 2018 Council meeting to provide an overview of estimated extra tax revenue and discuss plans for the use of these funds.

**CARRIED UNANIMOUSLY**

**RECESS**

Mayor Moghrabi called a recess at 2:26 p.m.

**RECONVENE**

Mayor Moghrabi reconvened the meeting at 2:39 p.m. with all those Members of Council previously listed in attendance.



7.6 Boat Launch Survey (Briefing);

Mr. Darrell Lessmeister, Senior Manager, Recreation & Community Enhancement, presented the Boat Launch Survey Briefing and responded to questions.

18.567 Motion by Councillor L'Heureux to accept the Boat Launch Survey briefing as information.

**CARRIED UNANIMOUSLY**

7.10 Plamondon North Water and Sewer Extension Pricing (Briefing);

Mr. Brian Shapka, Senior Manager, Public Works, presented the Plamondon North Water and Sewer Extension Pricing Briefing and responded to questions.

18.568 Motion by Deputy Mayor Borgun to direct Administration to accept the quote from Thompson Infrastructure and proceed with extending the contract.

**CARRIED UNANIMOUSLY**

18.569 Motion by Councillor Johnson to direct Administration to bring back a request for decision to a future meeting of Council information regarding recommendations for partial cost recovery and funding for the extension.

**CARRIED UNANIMOUSLY**

7.8 Completion of the Elinor Lake Landfill Closure (Request for Decision);

Mr. Shapka and Molly Fyten, Manager, Environmental Services presented the Completion of the Elinor Lake Landfill Closure Request for Decision and responded to questions.

18.570 Motion by Councillor Stedman that Council directs Administration to resume capital expenditures and tendering for the Environmental Services Department to continue with the final capping for the closure of the Elinor Lake and Owl River Landfill sites, as per regulatory requirements and also to direct Administration to pursue local employment/day labour options for the work, where possible, within budgeted amounts.

**CARRIED UNANIMOUSLY**

7.9 Digester Initiative (Discussion);

Administration provided an update on the Alberta Innovates application. Councillor Johnson provided an update on discussions with Alberta Innovates regarding project status and options for next steps.

18.571 Motion by Councillor L'Heureux to direct Administration to halt further steps with Alberta Innovates.

**In Favour**

**Deputy Mayor Borgun  
Councillor L'Heureux  
Councillor Tkachuk**

**Opposed**

**Mayor Moghrabi  
Councillor Beniuk  
Councillor Stedman  
Councillor Moore  
Councillor Cote  
Councillor Johnson**

**DEFEATED**

18.572 Motion by Councillor Tkachuk to direct Administration to bring back a full review of the waste reduction strategy and potential waste diversion opportunities with tangible timelines and associated costs for review at a future meeting of Council.

**CARRIED UNANIMOUSLY**

18.573 Motion by Councillor Johnson to direct Administration to bring forward information on a compost facility at a future meeting of council.

**CARRIED UNANIMOUSLY**

**EXTENSION OF MEETING**

18.574 Motion by Deputy Mayor Borgun to extend the April 24, 2018, Regular Council Meeting until all items on the agenda are addressed.

**In Favour**

**Deputy Mayor Borgun  
Councillor L'Heureux  
Councillor Tkachuk  
Councillor Beniuk  
Councillor Stedman  
Councillor Moore  
Councillor Cote  
Councillor Johnson**

**Opposed**

**Mayor Moghrabi**

**CARRIED**

**RECESS**

Mayor Moghrabi called a recess at 4:18 p.m.

**RECONVENE**

Mayor Moghrabi reconvened the meeting at 4:25 p.m. with all those Members of Council previously listed in attendance.

**DELEGATION**

6.2 3:00 pm Mr. Michael Epp, Metrix Group LLP and County Auditor – In Camera (in part) (s.26 FOIP) (Briefing);

Mr. Michael Epp with Metrix Group LLP presented the results of the audit of the 2017 Lac La Biche County Financial Statements and responded to questions.

Councillor Tkachuk exited Chambers at 4:56 pm.

Councillor Beniuk exited Chambers at 4:56 pm.

Councillor Tkachuk returned to Chambers at 5:00 pm

6.2.1 Disposition of Delegation Business.

18.575 Motion by Deputy Mayor Borgun to thank Mr. Epp with Metrix Group LLP for the presentation to Council.

**CARRIED UNANIMOUSLY**

**IN CAMERA SESSION**

18.576 Motion by Councillor L’Heureux to go in camera at 5:04 p.m.

8.2 2017 Audit Findings Letter and Comments on Internal Control (s.26 FOIP) (Request for Decision).

Mr. Epp presented the 2017 Audit Findings Letter and Comments on Internal Control and responded to questions.

Councillor Beniuk returned to Chambers during the In-Camera session; the time was not noted as there were no members of Administration present.

Deputy Mayor Borgun and Councillor L’Heureux departed the meeting at 5:22 pm.

There were no members of Administration present for the in camera discussion.

**RETURN TO REGULAR MEETING**

18.577 Motion by Councillor Moore to proceed with the meeting out of camera at 5:27 p.m.

**CARRIED UNANIMOUSLY**

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

8.2 2017 Audit Findings Letter and Comments on Internal Control (s.26 FOIP) (Request for Decision).

18.578 Motion by Councillor Cote that County Council accepts the audit findings letter as presented to Council in camera as information.

**CARRIED UNANIMOUSLY**

18.579 Motion by Councillor Stedman that County Council accepts the comments on internal control as presented to Council in camera as information.

**CARRIED UNANIMOUSLY**

**NEW BUSINESS**

7.16 2017 Annual Financial Statements and Auditor’s Report (Request for Decision);

Mr. Small and Mr. Hasan presented the 2017 Annual Financial Statements and Auditor’s Report Request for Decision and responded to questions.

18.580 Motion by Councillor Tkachuk that County Council approves the 2017 Annual Financial Statements of Lac La Biche County, as presented in draft form.

**CARRIED UNANIMOUSLY**

18.581 Motion by Councillor Johnson that County Council approves the 2017 Financial Information Return of Lac La Biche County, as presented in draft form.

**CARRIED UNANIMOUSLY**

18.582 Motion by Councillor Tkachuk that County Council accepts the Auditor’s Report of the 2017 Annual Financial Statements of Lac La Biche County as information.

**CARRIED UNANIMOUSLY**

18.583 Motion by Councillor Stedman that County Council directs Administration to make the 2017 Annual Financial Statements and the Auditor's Report available to the public via the County's website, www.laclabichcounty.com,

**CARRIED UNANIMOUSLY**

7.13 Statement of Revenues & Expenditures for the Period Ended March 31, 2018 (Request for Decision);

18.584 Motion by Councillor Moore to defer Item 7.13 to the next meeting.

**CARRIED UNANIMOUSLY**

7.18 Lac La Biche Libraries Report (Discussion).

18.585 Motion by Councillor Moore to defer Item 7.18 to the next council meeting.

**CARRIED UNANIMOUSLY**

#### **IN CAMERA SESSION**

18.586 Motion by Councillor Tkachuk to go in camera at 5:34 pm

**CARRIED UNANIMOUSLY**

8.3 Venture Building Supplies Lease (s.25 FOIP) (Handout);

Ms. Amblie presented the Venture Building Supplies Lease handout briefing and responded to questions.

Members of Administration present for the in camera discussion were: Shadia Amblie, Dan Small, Clayton Kittlitz, Sheera Bourassa, Zeeshan Hasan, and Heather Reid.

8.1 Renewal of Assessment Services Contracts (s.16 FOIP) (Request for Decision);

This item was deferred to the May 1, 2018, Regular Council Meeting.

Members of Administration present for the in camera discussion: Shadia Amblie, Dan Small, Zeeshan Hasan, and Heather Reid.

8.6 Chamber of Commerce Survey Results (s.17 FOIP) (Discussion);

A discussion ensued related to the Chamber of Commerce survey results.

Members of Administration present for the in camera discussion: Shadia Amblie, Dan Small, and Heather Reid.

8.4 Briefing on Community Liaison (s.17 FOIP) (Discussion);

A discussion ensued related to the community liaison.

Members of Administration present for the in camera discussion: Shadia Amblie

8.5 Personnel (s.17 FOIP) (In camera);

A discussion ensued in regards to a personnel topic.

Members of Administration present for the in camera discussion: Shadia Amblie

8.7 Program for Adult Learning (PAL) – 2018 Grant Funding (s. 16 FOIP) (Request for Decision);

A discussion ensued on the Program for Adult Learning (PAL) - 2018 Grant funding request for decision.

Members of Administration present for the in camera discussion: Shadia Amblie.

#### **RETURN TO REGULAR MEETING**

18.587 Motion by Councillor Moore to proceed with the meeting out of camera at 6:19.pm.

**CARRIED UNANIMOUSLY**

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

8.3 Venture Building Supplies Lease (Handout);

18.588 Motion by Councillor Johnson to direct Administration to start the process of preparing land sale as per the land sale policy PI-61-012.

**CARRIED UNANIMOUSLY**

8.4 Briefing on Community Liaison (s.17 FOIP) (in-camera)

No further action required.

8.5 Personnel (s.17 FOIP) (In camera);

- 18.589 Motion by Councillor Tkachuk to direct Administration to increase foot patrol in the hamlet of Lac La Biche downtown core and further to develop a public information campaign.

**CARRIED UNANIMOUSLY**

- 8.6 Chamber of Commerce Survey Results (Discussion).

No action required.

- 8.7 Program for Adult Learning (PAL) – 2018 Grant Funding (Request for Decision);

Mr. Small presented the Program for Adult Learning (PAL) – 2018 Grant Funding Request for Decision and responded to questions.

- 18.590 Motion by Councillor Moore that Council approve the release of the approved \$40,000 in 2018 Community Grant funding and remove the condition to grant funding imposed by Council motion 18.262.

**CARRIED UNANIMOUSLY**

- 8.1 Renewal of Assessment Services Contracts (s.16 FOIP) (Request for Decision);

- 18.591 Motion by Councillor Tkachuk to defer Item 8.1 until the May 1, 2018, Regular Council Meeting.

**CARRIED UNANIMOUSLY**

## **ADJOURNMENT**

- 18.592 Motion by Councillor Stedman to adjourn the Regular Council Meeting of April 24, 2018 at 6:28 p.m.

**CARRIED UNANIMOUSLY**

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**Omer Moghrabi, Mayor**

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**Shadia Amblie  
Chief Administrative Officer**