

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

**June 5, 2018 – 10:00 a.m.**

Minutes of the Lac La Biche County Regular Council Meeting held June 5, 2018 at 10:00 a.m.

**CALL TO ORDER** Mayor Moghrabi called the meeting to order at 10:07 a.m.

<b>PRESENT</b>	Omer Moghrabi	Mayor
	Colette Borgun	Councillor / Deputy Mayor
	Darlene Beniuk	Councillor
	Jason Stedman	Councillor
	Charlyn Moore	Councillor
	Sterling Johnson	Councillor
	Colin Cote	Councillor
	George L'Heureux	Councillor
	Lorin Tkachuk	Councillor

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

**ADOPTION OF AGENDA**

18.729 Motion by Deputy Mayor Borgun to approve the June 5, 2018 Regular Council Meeting agenda as amended:

- Addition of Items:
  - o 8.3 - Meeting with Portage College Board (s.25 FOIP);
  - o 7.16 - Heart Lake Golf Tournament (Discussion);
  - o 7.17 - Pow Wow Grant Agreement (Discussion).

**CARRIED UNANIMOUSLY**

## **ADOPTION OF MINUTES**

- 18.730 Motion by Councillor Cote to approve the following minutes as presented:
- May 22, 2018 Regular Council Meeting
  - May 24, 2018 Strategic Session-Capital Projects
  - May 24, 2018 Special Council Meeting-Affordable Housing Project

**CARRIED UNANIMOUSLY**

## **UNFINISHED BUSINESS**

*There was no unfinished business.*

## **URGENT MATTERS**

*There were no urgent matters.*

## **DELEGATIONS**

*There were no scheduled delegations.*

## **NEW BUSINESS**

- 7.1 Human Resources Standard Operating Procedure- Maternity Leave & Statutory Pay (Briefing)

Mr. Kashif Ijaz, Manager, Human Resources presented to Council the Standard Operating Procedure pertaining to Statutory Pay & Maternity Leave as a result of changes introduced to the Alberta Standards code effective January 1, 2018.

- 18.731 Motion by Councillor Stedman to accept the Human Resources Standard Operating Procedure- Statutory Pay & Maternity Leave Briefing as information.

**CARRIED UNANIMOUSLY**

- 7.2 Bylaw 18-015 Assessment Review Boards- (Request for Decision)

Mr. Dan Small, Assistant Chief Administrative Officer, presented, and responded to Council questions, with respect to Bylaw 18-015 which incorporates changes impacting the formation and appointments of the Assessment Review Boards (Local and Composite) as a result of the Modernized Municipal Government Act.

18.732 Motion by Councillor Stedman that Bylaw 18-015 be given first reading this 5<sup>th</sup> day of June, 2018.

**CARRIED UNANIMOUSLY**

18.733 Motion by Councillor Johnson that Bylaw 18-015 be given second reading this 5<sup>th</sup> day of June, 2018.

**CARRIED UNANIMOUSLY**

18.734 Motion by Deputy Mayor Borgun that Bylaw 18-015 be submitted for third reading this 5<sup>th</sup> day of June, 2018.

**CARRIED UNANIMOUSLY**

18.735 Motion by Councillor Moore that Bylaw 18-015 be given third reading this 5<sup>th</sup> day of June, 2018.

**CARRIED UNANIMOUSLY**

18.736 Motion by Councillor L'Heureux that Councillor Cote be appointed as the Chair of the Local Assessment Review Board and the Composite Assessment Review Board for a term ending January 31, 2021.

**CARRIED UNANIMOUSLY**

7.3 Council Workshop-Planning 101 Workshop (Request for Decision)

Mr. Clayton Kittlitz, Senior Manager, Planning and Development presented a recommendation to have Administration present a Planning and Development workshop to Council that will focus on pertinent legislation, with the goal of establishing a common understanding on how the County can work towards delivering transparent and consistent planning and development services.

18.737 Motion by Councillor Tkachuk that Administration schedule a Council workshop to gain a common understanding of the planning and development legislation and process.

**CARRIED UNANIMOUSLY**

7.4 Options for Managing Private Use of Municipally Owned Lands (Briefing)

Mr. Clayton Kittlitz provided options to Council aimed at managing private use of municipally owned lands, and responded to questions. Mr. Kittlitz referenced the following draft policies and procedures: Encroachment Agreements, License of Occupation Agreements, and Land Lease Agreements, that are aimed to provide a consistent and clear process, reduction of applicant wait times, defined roles and responsibilities of Council and Administration, and overall will introduce operational efficiencies.

18.738 Motion by Deputy Mayor Borgun to accept the Options for Managing Private Use of Municipally Owned Lands Briefing as Information.

**CARRIED UNANIMOUSLY**

18.739 Motion by Councillor Beniuk to implement a License of Occupation Agreements, at no fee, for Missawawi Estates and Fork Lake Estates as discussed during the May 8, 2018 Regular Council Meeting.

Councillor Tkachuk exited Council Chambers at 10:59 a.m. and returned at 11:03 a.m.

**CARRIED UNANIMOUSLY**

7.5 Rezoning Bylaw No. 18-013; Elliot, Thomas & Carol-Anne; Lot 3, Block 1, Plan 1023466; from Agricultural District (AG) to On-Site Estate Residential District 2 (OE2) (Request for Decision)

Mr. Clayton Kittlitz and Ms. Sheera Bourassa, Acting Manager, Planning and Development, presented to Council, and responded to questions, in regards to Bylaw Rezoning Bylaw 18-013, which would allow for the landowners to subdivide one parcel approximately 2.3 hectares in size.

Granting first reading to Bylaw 18-013 would allow Administration to proceed with advertisements and notification of a public hearing to allow affected landowners an opportunity to bring forward any concerns or comments on the proposed rezoning.

18.740 Motion by Councillor Johnson Bylaw 18-013 be given first reading this 5<sup>th</sup> day of June, 2018.

**CARRIED UNANIMOUSLY**

- 7.6 Rezoning Bylaw No. 18-014; 1027511 Alberta Ltd.; Pt. NW-30-66-13-W4M; from Agricultural District (AG) to Highway Commercial District (HC). (Request for Decision)

Mr. Clayton Kittlitz and Ms. Sheera Bourassa, presented to Council Rezoning Bylaw 18-014 that would allow for the landowners to occupy the existing building for a commercial use.

Granting first reading to Bylaw 18-014 would allow Administration to proceed with advertisements and notification of a public hearing to allow affected landowners an opportunity to bring forward any concerns or comments on the proposed rezoning.

- 18.741 Motion by Councillor Cote that Bylaw 18-014 be given first reading this 5<sup>th</sup> day of June, 2018.

**In Favour**

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

**Opposed**

Councillor Tkachuk

**CARRIED**

**RECESS**

Mayor Moghrabi called a recess at 11:23 a.m.

**RECONVENE**

Mayor Moghrabi reconvened the meeting at 11:37 a.m. with all those Members of Council previously listed in attendance.

**NEW BUSINESS**

- 7.7 Summer Programming (Briefing)

Mr. Darrell Lessmeister, Senior Manager, Recreation and Community Enhancement and Ms. Staci Latimer, Manager, Recreation and Ms. Aimee Gauthier, Coordinator, Family Community Support Services, provided an update to Council regarding summer programming.

- 18.742 Motion by Councillor Tkachuk to accept the Summer Program Briefing as information.

**CARRIED UNANIMOUSLY**

7.8 Bingo Hut Naming (Briefing)

Mr. Darrell Lessmeister presented Council with a letter received from the Lac La Biche Pow Wow and Fish Derby Association regarding the naming of the McArthur Park Bingo/Outdoor Pavilion.

18.743 Motion by Councillor Stedman to accept the Bingo Hut Naming Briefing as Information and for Administration to bring forward a Policy and Procedure regarding naming of community facilities to a future Council Meeting.

**CARRIED UNANIMOUSLY**

Councillor Cote exited Council Chambers at 12:14 p.m. and returned at 12:15 p.m.

Councillor Stedman exited Council Chambers at 12:15 p.m. and returned at the same time.

7.9 Recreation & Parks Master Plan (Request for Decision)

Mr. Darrell Lessmeister presented Council the terms of reference for the completion of the Lac La Biche County Recreation, Parks and Open Space Master Plan.

The County is recommending that Expedition Management Consulting be engaged to complete the Master Plan, and requires a Council resolution to sole-source the project, as per the Procurement Policy.

**PUBLIC INPUT SESSION**

6.2 Public Input Session

Mayor Moghrabi declared the Public Input Session open at 12:23 p.m.

There was no one present for the Public Input Session.

Mayor Moghrabi declared the Public Input Session closed at 12:24 p.m.

**NEW BUSINESS**

7.9 Recreation & Parks Master Plan (Request for Decision)

18.744 Motion by Deputy Mayor Borgun that County Council approves \$74,000 for Expedition Management Consulting to

complete a Lac La Biche County Recreation & Parks Master Plan.

**CARRIED UNANIMOUSLY**

**RECESS** Mayor Moghrabi called a recess at 12:38 p.m.

**RECONVENE** Mayor Moghrabi reconvened the meeting at 2:00 p.m. with all those Members of Council previously listed in attendance, except Councillor Stedman.

**NEW BUSINESS**

7.10 Capital Projects List (Discussion)

Mr. Brian Shapka, Senior Manager, Public Works provided Council with an overview of the 2018 Capital Project listing, and responded to Council questions.

Councillor Stedman entered Council Chambers at 2:11 p.m.

18.745 Motion by Councillor Beniuk to accept the Capital Projects List as information.

**CARRIED UNANIMOUSLY**

7.11 Day Labour Policy (Briefing)

Mr. Brian Shapka, in response to a previous request from Council wanting to utilize local contractors for County projects wherever practical, presented the Policy Truck and Equipment Policy & Procedure for Council's review and consideration.

18.746 Motion by Councillor L'Heureux to approve the Day Labour Policy as presented.

**CARRIED UNANIMOUSLY**

7.12 Walking Trail Lighting Policy (Briefing)

Mr. Brian Shapka, presented to Council the Walking Trail Lighting Policy and Procedure for Council's review and consideration. Administration and Council have both received requests from the public for lighting along some of the County owned and maintained walking trails.

18.747 Motion by Councillor Cote to accept the Walking Trail Lighting Policy Briefing as information and for Administration to bring forward an amended policy to a future Council Meeting.

**CARRIED UNANIMOUSLY**

Councillor Beniuk exited Council Chambers at 2:43 p.m.

7.13 Request for Approval to Proceed with Request for Proposal (RFP) ENVS-43-2017-01 Curbside Collection of Residential Waste Material and Recycling (Request for Decision)

Mr. Brian Shapka and Ms. Molly Fyten, Manager, Environmental Services, presented Council with a Request for Proposal for the Curbside Collection of Residential Waste Material and Recycling to be issued by the end of June 2018.

Councillor Beniuk returned to Council Chambers at 2:51 p.m.

18.748 Motion by Councillor Stedman to authorize Administration to proceed with the Request for Proposal (RFP) ENVS-43-2018-01: Curbside Collection of Residential Waste Material and Recycling for a three-year period to perform the curbside collection of waste and recyclables.

**CARRIED UNANIMOUSLY**

7.14 2018 Council Priorities Tactical Plan (Request for Decision)

Ms. Shadia Amblie, Chief Administrative Officer, presented Council with the 2018 Council Priorities Tactical Plan, as developed at the December 18, 2017 Strategic Council Meeting, and narrowed down to the following five areas of focus: Operations, Infrastructure; Environmental; Social, and Other.

18.749 Motion by Deputy Mayor Borgun that County Council accepts the updated 2018 Council Priorities Tactical Plan as presented.

**CARRIED UNANIMOUSLY**



7.15 Council Highlights in the Lac La Biche Post Newspaper (Briefing)

Mr. Jihad Moghrabi, Communications Coordinator presented Council with four options, inclusive of costing, for publication of Council Highlights in the local newspaper.

- 18.750 Motion by Councillor Tkachuk to direct Administration to proceed with Option 2 (weekly, full highlights) at a cost of \$9,450 for the rest of the year.

**CARRIED UNANIMOUSLY**

7.8 Bingo Hut Naming (Briefing)

Supplemental discussion regarding the Bingo Hut Naming item ensued, in particular if additional steps should be undertaken by Administration to respond to the request by the Lac La Biche Pow Wow & Fish Derby Association.

- 18.751 Motion by Councillor Stedman to direct Administration to forward a letter to the Lac La Biche Pow Wow & Fish Derby Association, on behalf of the County, in response to their Bingo Hut Naming request.

**CARRIED UNANIMOUSLY**

7.16 Heart Lake Golf Tournament (Discussion)

Ms. Shadia Amblie informed Council that the County received an invitation to attend the Heart Lake First Nation Treaty Days Golf Tournament scheduled for Friday, June 8, 2018.

- 18.752 Motion by Councillor Tkachuk to purchase one team to attend the Heart Lake First Nation Treaty Days Golf Tournament for 2018 at a cost of \$800.

**CARRIED UNANIMOUSLY**

7.17 Pow Wow Grant Agreement (Discussion)

Mr. Dan Small, Assistant Chief Administrative Officer and Mr. Carl Kurppa, Policy and Grant Coordinator responded to Council questions regarding the proposed Pow Wow Grant Agreement.

**IN CAMERA SESSION**

- 8.1 Craigend Grader Shop (Request for Decision) (s.21-FOIP)
- 8.2 Letter of Support (Discussion) (s.16-FOIP)
- 8.3 Meeting with Portage College Board (s.25-FOIP)

18.753 Motion by Councillor Beniuk to go in camera at 3:18 p.m.

In attendance from Administration included: Ms. Shadia Amblie, Mr. Dan Small, Mr. Brian Shapka, and Ms. Danielle Cardinal.

**RECESS**

Mayor Moghrabi called a recess at 3:18 p.m.

**RECONVENE**

Mayor Moghrabi reconvened the meeting at 3:29 p.m. with all those Members of Council previously listed in attendance.

18.754 Motion by Councillor Beniuk to proceed with the meeting out of camera at 3:31 p.m.

**CARRIED UNANIMOUSLY**

18.755 Motion by Councillor L'Heureux to add Land Acquisitions (s.25- FOIP) as an in camera agenda item.

**CARRIED UNANIMOUSLY**

18.756 Motion by Councillor Tkachuk to go in camera at 3:32 p.m.

**CARRIED UNANIMOUSLY**

Councillor Tkachuk exited Council Chambers at 4:11 p.m. and did not return.

**RETURN TO REGULAR MEETING**

18.757 Motion by Deputy Mayor Borgun to proceed with the meeting out of camera at 4:12 p.m.

**CARRIED UNANIMOUSLY**

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

8.1 Craigend Grader Shop (Request for Decision) (s.21-FOIP)

18.758 Motion by Councillor Beniuk to direct Administration to proceed as discussed in camera.

**CARRIED UNANIMOUSLY**

8.2 Letters of Support (Discussion) (s.16-FOIP)

No action required on this item.

8.3 Meeting with Portage College Board (s.25-FOIP)

18.759 Motion by Councillor Stedman to approve the Mayor, Councillor Moore, Councillor Tkachuk and Councillor Stedman to attend the Portage College Board Meeting scheduled for June 14, 2018.

**CARRIED UNANIMOUSLY**

8.4 Land Acquisitions (s.25 FOIP)

18.760 Motion by Councillor Cote to direct Administration to review land acquisitions and bring forward recommendations to Council during the June 12, 2018, Regular Council Meeting.

**CARRIED UNANIMOUSLY**

18.761 Motion by Mayor Moghrabi to direct Administration to schedule a Strategic Session specific to long term planning and visioning for the County.

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

18.762 Motion by Councillor Stedman to adjourn the Regular Council Meeting of June 5, 2018 at 4:23 p.m.

**CARRIED UNANIMOUSLY**

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**Omer Moghrabi, Mayor**

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**Shadia Amblic  
Chief Administrative Officer**

ADOPTED