

LAC LA BICHE COUNTY

POLICY AND PRIORITIES COMMITTEE

DATE: April 7, 2015
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 March 3, 2015 Policy & Priorities Committee Meeting.
4. COUNCILLOR REPORTS
5. CHIEF ADMINISTRATIVE OFFICER REPORT
 - 5.1 Chief Administrative Officer Report;
 - 5.2 Follow-Up Action List.
6. UNFINISHED BUSINESS
 - 6.1 Local Improvement Practices of Municipalities in Alberta for Paved and Surface Infrastructure (carried forward from March 3, 2015 Planning & Priorities Meeting).
7. URGENT MATTERS
8. DELEGATIONS/PUBLIC INPUT SESSION
 - 8.1 12:15 p.m. Public Input Session.
9. DISPOSITION OF DELEGATION BUSINESS
 - 9.1 Public Input Session.
10. NEW BUSINESS
 - 10.1 Briefing - Allocation of Surplus to Capital Reserves – 2014 Fiscal Year;
 - 10.2 Briefing - Provincial Budget Commentary;

- 10.3 Briefing - Event Permitting;
- 10.4 Briefing – Amendments to Lac La Biche County Municipal Development Plan;
- 10.5 Briefing - Review of Council Related Policies;
- 10.6 Briefing - Economic Development Authority – Terms of Reference;
- 10.7 Briefing – Records and Information Management: Retention & Disposition Bylaw and Policy.

11. BOARDS AND COMMITTEES – REPORTS & MINUTES

- 11.1 January 12, 2015 FCSS Minutes;
- 11.2 January 19, 2015 PDCDS Minutes;
- 11.3 January 21, 2015 Municipal Planning Commission Minutes;
- 11.4 January 26, 2015 FCSS Minutes;
- 11.5 February 4, 2015 Municipal Planning Commission Minutes;
- 11.6 March 13, 2015 Municipal Planning Commission Minutes.

12. CORRESPONDENCE

- Received March 2, 2015 from Honourable Jim Prentice, PC, QC Premier of Alberta. Re: Thanking Mayor Moghrabi for letter his letter regarding provincial highway maintenance;
- Sent March 2, 2015 to Judy Thompson, Owl River Recreation Assoc. Re: Grant approval, Capital Projects Assistance;
- Sent March 2, 2015 to Judy Thompson, Owl River Recreation Assoc. Re: Grant approval, operation funding;
- Sent March 2, 2015 to Ms. Fern Plamondon, Lac La Biche Mission Historical Society. Re: Grant approval;
- Sent March 2, 2015 to Ms. Terri Rudiger, Lac La Biche Agricultural Society. Re: Grant approval;
- Sent March 2, 2015 to Mr. Roger Monahan, Lakeland Interpretive Society. Re: Grant approval;
- Sent March 2, 2015 to Ms. Shauna Hannin, Hylo/Venice Recreation & Agricultural Society. Grant Approval;
- Sent March 2, 2015 to Mr. Carl Beniuk, Craigen Recreation & Agricultural Society. Grant Approval;
- Sent March 2, 2015 to Ms. Verboom, 5HV Club. Re: Grant Approval;

- Sent March 2, 2015 to Mrs. Celine Berlinguette, Normandeau Community Centre. Re: Grant Approval;
- Sent March 2, 2015 to Mr. Dennis Michaud, Chair PDCDS. Re: Grant approval, Capital Projects;
- Sent March 2, 2015 to Mr. Dennis Michaud, Chair PDCDS. Re: Grant approval, Operation Funding;
- Sent March 2, 2015 to Mr. Don Kossey, President Rich Lake Recreation & Agriculture Society. Re: Grant approval;
- Sent March 3, 2015 to Mr. Roger Monahan, Lakeland Interpretive Society. Re: Grant approval;
- Received March 3, 2015 from FCSS. Re: National Volunteer Week, along with an invitation to attend luncheon on April 13, 2015;
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- Received March 3, 2015 from Minister Diana McQueen Municipal Affairs. Re: Announcing a Small Communities Fund (SCF) to communities with a population of less than 100,000;
- Received March 4, 2015 from Canada Post. Re: Hours changing at the Lac La Biche branch from 8:30 am opening to 9:00 am;
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- Sent March 6, 2015 to Darren Happner. Re: Thanking Mr. Happner for his concerns on cash-in-lieu parking at the Feb 3, 2015 POP;
- Sent March 6, 2015 to Charlyn Moore. Re: Thanking Ms. Moore for her concerns at the meeting;
- Sent March 6 2015 to Kevin Nashim. Re: Thanking Mr. Nashim for his concerns at the Feb 3, 2015 POP;
- Sent March 11, 2015 to Mr. Ali Fyith, Tournament Chair LLB Minor Hockey. Re: Grant approval;
- Sent March 11, 2015 to Aurora Middle School, Grade Six Students. Thank you letter for presentation at the Feb 24, 2015 RCM;
- Sent March 13, 2015 to Mr. David Yurdiga, MP. Re: Invitation to Volunteer Luncheon April 13, 2015;
- Sent March 13, 2015 to Mr. Shayne Saskiw, M.L.A. Re: Invitation to Volunteer Luncheon April 13, 2015;
- Sent March 17, 2015 to Ms. Donna Webster, Lac La Biche Canadian Native Friendship Centre. Re: Grant Approval;
- Sent March 17, 2015 to Mr. Martin Desjarlais, Lac La Biche Pow Wow and Fish Derby Association. Re: Grant approval;
- Received March 19, 2015 from PDCDS. Re: Thanking Council for 2015 budget allocation;

- Received March 24, 2015 from Northern Alberta Development Council. Re: Introduction of newest member Janis Simpkins;
- Received March 25, 2015 from Athabasca County. Re: Review of Athabasca's Municipal Development Plan and Land Use Bylaw;
- Received March 27, 2015 from Minister Diana McQueen Municipal Affairs. Re: Application for 2015/16 Second Year Municipal Internship Program and approval of 24,000;
- Received March 27, 2015 from Minister Diana McQueen Municipal Affairs. Re: MSI increase of 1,429,121 for Lac La Biche;
- Received March 30, 2015 from Worker's Compensation Board. Re: National Day of Mourning;
- Sent March 31, 2015 to Thorsten Hebben Environment and Sustainable Resource Development. Re: Presentation at the March 3, 2015 POP;
- Sent March 31, 2015 to Mircea Panciuk, Northern Lights Library System. Re: Presentation at Feb 3, 2015 POP;
- Sent March 31, 2015 to Steve Visnoski RCMP Staff Sargent. Re: Presentation at March 10, 2015 RCM;
- Sent March 31, 2015 to Minister Johnson. Re: Thank you for meeting at 2015 AAMDC Conference;
- Sent March 31, 2015 to Minister Fawcett. Re: Thank you for meeting at 2015 AAMDC Conference;
- Sent March 31, 2015 to Minister Mandel. Re: Thank you for meeting at 2015 AAMDC Conference;
- Sent March 31, 2015 to Deputy Commissioner Ryan. Re: Thank you for meeting at 2015 AAMDC Conference.

13. IN CAMERA SESSION

14. ADJOURNMENT

**LAC LA BICHE COUNTY
POLICY AND PRIORITIES COMMITTEE MEETING
COUNTY CENTRE, LAC LA BICHE**

April 7, 2015 – 10:00 a.m.

Minutes of the Lac La Biche County Policy and Priorities Committee Meeting held on April 7, 2015, at 10:00 a.m.

CALL TO ORDER Mayor Moghrabi called the meeting to order at 10:02 a.m.

PRESENT	Omer Moghrabi	Mayor
	Robert Richard	Councillor
	David Phillips	Councillor
	MJ Siebold	Councillor
	John Nowak	Councillor / Deputy Mayor
STAFF IN ATTENDANCE	Shadia Amblie	Interim Chief Administrative Officer/ Manager, Communications
	Melanie McConnell	Interim Assistant Chief Administrative Officer/Senior Manager, Legislative & Information Services
	Karen Gingras	Interim Senior Manager, Planning & Economic Development (in part)
	Jeff Lawrence	Senior Manager, Recreation & Community Enhancement (in part)
	Carl Kurppa	Municipal Intern (in part)
	Julie MacIsaac	Communications Coordinator
	Vicki Versteeg	Legislative Services Coordinator
REGRETS	Wanda Austin	Councillor
	Richard Olson	Councillor
	Tim Thompson	Councillor
	Hajar (Jerry) Haymour	Councillor

ADOPTION OF AGENDA

P.15.067 Motion by Councillor Siebold to approve the April 7, 2015 Policy and Priorities Committee Meeting Agenda as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

3.1 March 3, 2015 – Policy and Priorities Committee Meeting.

P.15.068 Motion by Councillor Phillips to adopt the March 3, 2015 Policy and Priorities Committee Meeting minutes as circulated.

CARRIED UNANIMOUSLY

COUNCILLOR REPORTS

4.1 Councillor Reports.

Councillor Nowak

- Attended Alberta Association of Municipal Districts and Counties (AAMDC) conference in Edmonton;
 - Met with Minister Mandel;
 - Met representatives from Ledcor and discussed the opportunities with Fiber Optic technology. Underscoring this discussion was the consideration for technology infrastructure in existing and new developments.

Councillor Siebold

- Attended Library Board meeting.
 - The Library Board is moving from a three year to five year plan of service due to increased stability in staffing and governance practices.
 - A new book recycling program will utilize Lac La Biche County's recycling facilities.
 - Advertising of Library programs will be extended to the local Francophone radio station.
- Attended Alberta Urban Municipalities Association Governance Committee meeting.
 - Attended presentation by Dr. Ergete Ferede, Associate Professor of Economics, MacEwan University, on potential tax sources for municipal revenues.
 - Attended session on Community Aggregate Payment Levy recommendations where concerns regarding the application and design of the levy were expressed and will be forwarded to Minister McQueen.

Councillor Phillips

- Attended AAMDC conference and enjoyed sessions and meetings with Ministers.

Councillor Richard

- Attended AAMDC conference in Edmonton. Of particular interest were two sessions:
 - Alberta Transportation – discussed status of provincial highways network of was discussed.
 - Environment and Sustainable Resource Development – discussed opportunities with gravel exploration across municipalities.
- Attended Veterans Memorial Highway Association meeting where discussion ensued regarding small-scale improvements to the Veterans Memorial Highways such as the addition of passing lanes, routing options, and enhancements to meet heavy load requirements. It is hoped that these improvements would raise the profile of the Veterans Memorial Highway.
- Attended Plamondon District Community Development Society Annual General Meeting, which went very well.

Mayor Moghrabi

- Attended AAMDC conference in Edmonton.
- Attended roundtable discussion in Fort McMurray with Minister Rona Ambrose, Member of Parliament David Yurdiga, and representatives from Athabasca County. The Minister spoke of Building Canada Fund opportunities and underscored the importance of strong connections with Metis and First Nations communities and settlements. Also highlighted was the importance of strong working relationships with neighboring municipalities for the purpose of common developments.

15.069

Motion by Councillor Phillips that Administration liaises with the Regional Municipality of Wood Buffalo to schedule a joint council meeting.

CARRIED UNANIMOUSLY

CHIEF ADMINISTRATIVE OFFICER REPORT

5.1 Chief Administrative Officer's Report and Follow-Up Action List.

The Chief Administrative Officer's Report and first-quarter Follow-Up Action List were presented as a summary of tasks and activities.

P.15.070

Motion by Councillor Siebold to accept the Chief Administrative Officer's Report and the Follow-Up Action List as information.

CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

- 6.1 Briefing - Local Improvement Practices of Municipalities in Alberta for Paved and Surface Infrastructure (carried forward from March 3, 2015 Planning & Priorities Meeting).

Discussion ensued regarding the varied approaches taken across Alberta for local improvements and the need for a distinction in how local improvement levies will be administered in rural areas, urban areas, and multi-lot developments.

- P.15.071 Motion by Councillor Richard that Administration expands research into Local Improvement practices with respect to urban and rural jurisdictions, including, but not limited to, multi-lot subdivisions, and downtown commercial zones.

CARRIED UNANIMOUSLY

- P.15.072 Motion by Councillor Nowak to accept the Briefing - Local Improvement Practices of Municipalities in Alberta for Paved and Surface Infrastructure as information.

CARRIED UNANIMOUSLY

RECESS

Mayor Moghrabi called a recess at 10:57 a.m.

RECONVENE

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

NEW BUSINESS

- 10.1 Briefing – Allocation of Surplus to Capital Reserves – 2014 Fiscal Year;

Discussion ensued regarding the necessity and opportunities in allocating Lac La Biche County's unallocated surplus to capital reserves.

- P.15.073 Motion by Mayor Moghrabi to accept the briefing regarding the Allocation of Surplus to Capital Reserves – 2014 Fiscal Year as information, and further, that Administration present a Request for Decision to Council at the April 14, 2015 Regular Council Meeting.

CARRIED UNANIMOUSLY

10.2 Briefing – 2015-2016 Provincial Budget Commentary;

P.15.074 Motion by Councillor Richard to accept the briefing regarding 2015-2016 Provincial Budget Commentary as information.

CARRIED UNANIMOUSLY

10.3 Briefing – Event Permitting;

Discussion ensued regarding:

- The necessity to balance regulation of events while maintaining an openness and permissiveness for large community events;
- The need for event permitting regulations to support events, ensure the safety of attendees, not be onerous for event organizers, and ensure events do not strain municipal services.
- The need to define conditions under which event permits would be necessary (such as attendance, size, nature of event).

P.15.075 Motion by Councillor Siebold to accept the briefing regarding Event Permitting as information.

CARRIED UNANIMOUSLY

10.4 Briefing – Amendments to the Lac La Biche County Municipal Development Plan;

Discussion ensued regarding the distinction between major and minor Area Structure Plans in the Municipal Development Plan.

P.15.076 Motion by Councillor Nowak to accept the briefing regarding Amendments to the Lac La Biche County Municipal Development Plan as information, and further that Administration bring forward amendments to the Municipal Development Plan that are not limited to: expanded definitions and triggers for major and minor Area Structure Plans.

CARRIED UNANIMOUSLY

RECESS

Mayor Moghrabi called a recess at 12:11 p.m.

RECONVENE

Mayor Moghrabi reconvened the meeting at 12:18 p.m. with all those Members of Council previously listed in attendance.

DELGATIONS/PUBLIC INPUT SESSION

8.1 Public Input Session.

At 12:15 p.m., Melanie McConnell, Interim Assistant Chief Administrative Officer/Senior Manager, Legislative & Information Services confirmed no persons were present for the Public Input Session.

NEW BUSINESS

10.5 Briefing – Review of Council Related Policies;

Discussion ensued regarding the need to review and update Council policies that are outdated and underused, as well as the best mode for this review to take place.

P.15.077 Motion by Councillor Siebold to direct Administration to prepare Terms of Reference for the subcommittee that will address the development and review of Council Policies.

CARRIED UNANIMOUSLY

P.15.078 Motion by Councillor Richard to accept the briefing regarding the Review of Council Related Policies as information.

CARRIED UNANIMOUSLY

10.6 Briefing – Economic Development Authority – Terms of Reference;

Discussion ensued regarding the now expired appointments to the Economic Development Authority that advises Council, and the need to review the status and Terms of Reference for all committees of Council.

P.15.079 Motion by Councillor Richard to accept the briefing regarding the Economic Development Authority – Terms of Reference as information, and further, that Administration schedule a strategic session to review internal and external committees.

CARRIED UNANIMOUSLY

10.7 Briefing – Records and Information Management: Retention & Disposition Bylaw and Policy;

P.15.080 Motion by Councillor Siebold to accept the briefing regarding the Records and Information Management: Retention & Disposition Bylaw and Policy as information.

CARRIED UNANIMOUSLY

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P.15.081 Motion by Councillor Phillips to accept the Boards and Committees – Reports and Minutes, Agenda items 11.1 through 11.6, as information.

CARRIED UNANIMOUSLY

CORRESPONDENCE

12.0 Correspondence.

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- Sent March 31, 2015 to Minister Mandel. Re: Thank you for meeting at 2015 AAMDC Conference;

- Sent March 31, 2015 to Deputy Commissioner Ryan. Re: Thank you for meeting at 2015 AAMDC Conference

P.15.082 Motion by Councillor Siebold to accept the Correspondence items listed under agenda item 12.0 as information.

CARRIED UNANIMOUSLY

ADJOURNMENT

P.15.083 Motion by Councillor Siebold to adjourn the Policy and Priorities Committee Meeting of April 7, 2015 at 1:03 p.m.

CARRIED UNANIMOUSLY

Omer Moghrabi, Mayor

**Shadia Amblie
Interim Chief Administrative Officer**