

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

**DATE:** February 22, 2017  
**TIME:** 1 p.m.  
**PLACE:** Council Chambers  
McArthur Place

**AGENDA**

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. ADOPTION OF MINUTES
  - 3.1 January 25, 2017 Policy Review Committee.
4. NEW BUSINESS
  - 4.1 Human Resources – Standard Operating Procedures (SOP)
    - 4.1.1 Authorities for Personnel Management Actions SOP – CS-03-014-01
    - 4.1.2 Employee Recognition Programs SOP – CS-03-016-04
    - 4.1.3 Retirement Planning SOP – CS-03-014-18
    - 4.1.4 Termination Process SOP – CS-03-014-19
  - 4.2 Council Member Per Diem;
    - 4.2.1 Councillor Remuneration and Expenses Policy CS-11-001
    - 4.2.2 Committee Members Remuneration Policy CS-11-007
  - 4.3 Discussion – Conference Attendance
5. ADJOURNMENT

**LAC LA BICHE COUNTY  
POLICY REVIEW COMMITTEE  
MCARTHUR PLACE, LAC LA BICHE**

**February 22, 2017 – 1 p.m.**

Minutes of the Lac La Biche County Policy Review Committee Meeting held February 22, 2017 at 1 p.m.

**CALL TO ORDER** Councillor Siebold called the meeting to order at 1:10 p.m.

<b>PRESENT</b>	Omer Moghrabi	Mayor
	MJ Siebold	Councillor (Chairperson)
	David Phillips	Councillor

<b>STAFF IN ATTENDANCE</b>	Shadia Amblie	Chief Administrative Officer
	Joanne Onciul	Legislative Services Coordinator

<b>REGRETS</b>	John Nowak	Councillor
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**ADOPTION OF AGENDA**

PR.17.009 Motion by Mayor Moghrabi to approve the February 22, 2017 Policy Review Committee Meeting agenda as presented.

**CARRIED UNANIMOUSLY**

**ADOPTION OF MINUTES**

3.1 January 25, 2017 – Policy Review Committee Meeting.

PR.17.010 Motion by Councillor Phillips to adopt the January 25, 2017 Policy Review Committee Meeting minutes as circulated.

**CARRIED UNANIMOUSLY**

**NEW BUSINESS**

4.1 Human Resources – Standard Operating Procedures (SOP)

Ms. Shadia Amblie, Chief Administrative Officer, provided an overview of the proposed changes made to the Human Resources Standard Operating Procedures. Discussion ensued regarding the same.

4.1.1 Authorities for Personnel Management Actions – Standard Operating Procedures – CS-03-014-01

4.1.2 Employee Recognition Programs – Standard Operating Procedures – CS-03-016-04

PR.17.011 Motion by Mayor Moghrabi to defer matter 4.1.2 Employee Recognition Programs – Standard Operating Procedures – CS-03-016-04 to a future Policy Review Committee meeting.

**CARRIED UNANIMOUSLY**

4.1.3 Retirement Planning – Standard Operating Procedures – CS-03-014-18

PR.17.012 Motion by Mayor Moghrabi that Administration bring forward the Retirement Planning – Standard Operating Procedures – CS-03-014-18, as presented, to a future meeting of Council for their information.

**CARRIED UNANIMOUSLY**

4.1.4 Termination Process – Standard Operating Procedures – CS-03-014-19

PR.17.013 Motion by Councillor Phillips that Administration bring forward the Authorities for Personnel Management Actions – Standard Operating Procedures – CS-03-014-01 and the Termination Process – Standard Operating Procedures – CS-03-014-19, as presented, to a future meeting of Council for their information.

**CARRIED UNANIMOUSLY**

4.3 Discussion – Conference Attendance

Discussion ensued regarding Councillor Conference Attendance.

## **IN CAMERA SESSION**

PR.17.014 Motion by Mayor Moghrabi to go in camera at 1:54 p.m.

**CARRIED UNANIMOUSLY**

4.3 Discussion – Conference Attendance

## **RETURN TO REGULAR MEETING**

PR.17.015 Motion by Councillor Phillips to proceed with the meeting out of camera at 2:22 p.m.

**CARRIED UNANIMOUSLY**

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

4.3 Discussion – Conference Attendance

PR.17.016 Motion by Mayor Moghrabi to bring forward the Councillor Conference Attendance Policy CS-11-004, to the next Policy Review Committee meeting.

**CARRIED UNANIMOUSLY**

## **NEW BUSINESS**

4.2 Council Member Per Diem;

4.2.1 Councillor Remuneration and Expenses Policy CS-11-001

Discussion ensued regarding the Councillor Remuneration and Expenses Policy.

## **RECESS**

Councillor Siebold called a recess at 2:28 p.m.

## **RECONVENE**

Councillor Siebold reconvened the meeting at 2:31 p.m. with all those Members of the Policy Review Committee previously listed in attendance.

## **NEW BUSINESS**

4.2.1 Councillor Remuneration and Expenses Policy CS-11-001  
(continued)

PR.17.017 Motion by Mayor Moghrabi that Administration bring forward the Councillor Remuneration and Expenses Policy CS-11-001, with amendments as discussed, to a future meeting of Council.

**CARRIED UNANIMOUSLY**

4.2.2 Committee Members Remuneration Policy CS-11-007

PR.17.018 Motion by Phillips that Administration bring forward the Committee Members Remuneration Policy CS-11-007, with amendments as discussed, to a future meeting of Council.

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

PR.17.019 Motion by Councillor Phillips to adjourn the Policy Review Committee Meeting of February 22, 2017 at 2:43 p.m.

**CARRIED UNANIMOUSLY**

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**MJ Siebold, Chairperson**

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**Shadia Amblie  
Chief Administrative Officer**