

LAC LA BICHE COUNTY
REGULAR COUNCIL MEETING

DATE: March 14, 2017
TIME: 10:00 a.m.
PLACE: Council Chambers – McArthur Place

AGENDA

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. ADOPTION OF MINUTES
 - 3.1 February 23, 2017 Special Council (Budget) Meeting;
 - 3.2 February 24, 2017 Special Council (Budget) Meeting;
 - 3.3 February 28, 2017 Regular Council Meeting;
 - 3.4 March 01, 2017 Special Council (Budget) Meeting;
 - 3.5 March 06, 2017 Special Council (Budget) Meeting.
4. UNFINISHED BUSINESS
5. URGENT MATTERS
 - 5.1 Letter of Support – Men’s Shelter (addition to agenda).
6. PUBLIC INPUT SESSION
 - 6.1 12:15 p.m. Public Input Session;
 - 6.1.1 Disposition of Public Input Session.
7. *IN CAMERA* SESSION
 - 7.1 Processing Off-site Levies Uncollected Due to Appeals (s. 27 FOIP) (Briefing);
 - 7.2 Ministerial Briefings to Minister of Municipal Affairs (s. 21 FOIP) (Discussion);
 - 7.3 Discussion – Greater North Foundation (s. 25 FOIP) (addition to agenda).
8. NEW BUSINESS
 - 8.1 2017 Budget Approval (RFD);
Not a part of this agenda package. Will be posted prior to the meeting and distributed as a supplemental handout at the meeting.

- 8.2 Councillor Remuneration & Expenses Policy (CS-11-001) (RFD);
- 8.3 Committee Members Remuneration Policy (CS-11-007) (RFD);
- 8.4 Chief Administrative Officer Report (Briefing);
- 8.5 Attendance of Councillor Siebold at Energizing the North Conference (RFD);
- 8.6 Update to the South Lac La Biche Major Area Structure Plan – Open House Results (RFD);
- 8.7 Optional Fill Material for Water & Sewer Projects (Briefing);
- 8.8 Pesticide Inventory Control – Policy & Procedure (RFD);
- 8.9 Equipment Rental Policy & Procedure (RFD);
- 8.10 100-Year Farm Family Award Policy & Procedure (RFD);
- 8.11 Rural Beautification Award Policy & Procedure (RFD);
- 8.12 Cut Hay on Right of Way Policy & Procedure (RFD);
- 8.13 Integrated Vegetation Management Policy & Procedure (RFD);
- 8.14 Dust Abatement (Policy PI-30-001) (RFD);
- 8.15 Additional Funds for 91st Ave. West Extension & Storm water Pond (RFD);
- 8.16 Watershed Management Plan (Briefing);
- 8.17 Human Resources – Standard Operating Procedures (Briefing);
- Authorities for Personnel Management Action (SOP-CS-014-01);
 - Retirement Planning (SOP-CS-03-014-18);
 - Termination Process (SOP-CS-03-014-19);
 - Progressive Discipline (SOP - CS-03-015-09);
 - Bereavement/Funeral Leave (SOP - CS-03-016-07).
- 8.18 Health and Safety Policy (Policy - CS-34-001) (Briefing);
- 8.19 Bylaw 17-002: Transportation Master Plan Advisory Committee (RFD);
- 8.20 Discussion – Housing (addition to agenda).

9. ADJOURNMENT

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

March 14, 2017 – 10 a.m.

Minutes of the Lac La Biche County Regular Council Meeting held March 14, 2017 at 10 a.m.

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

PRESENT	Omer Moghrabi	Mayor
	Robert Richard	Councillor / Deputy Mayor
	Wanda Austin	Councillor
	Richard Olson	Councillor
	David Phillips	Councillor
	Tim Thompson	Councillor
	Hajar (Jerry) Haymour	Councillor
	John Nowak	Councillor
STAFF IN ATTENDANCE	Shadia Amblie	Chief Administrative Officer
	Dan Small	Assistant Chief Administrative Officer and Senior Manager, Finance & Grants (in part)
	Brian Shapka	Senior Manager, Public Works (in part)
	Gordon Shaw	Senior Manager, Planning & Development
	Alex Fuller	Communications Coordinator
	Joanne Onciul	Legislative Services Coordinator
REGRETS	MJ Siebold	Councillor

ADOPTION OF AGENDA

Mr. Brian Shapka, Senior Manager of Public Works, introduced Mr. Gary Mayhew as the new Manager of Transportation.

17.269 Motion by Councillor Austin to approve the March 14, 2017 Regular Council Meeting agenda as amended:

- Addition of Item 5.1 Letter of Support – Men’s Shelter;
- Addition of Item 7.3 Discussion – Greater North Foundation (s. 25 FOIP);
- Addition of Item 8.20 Discussion – Housing;
- Move agenda item 8.1 to later in the agenda.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

3.1 February 23, 2017 – Special Council (Budget) Meeting;

It was noted that an error occurred on page 2 of the minutes whereby Sea Can was misspelled as Sea Cab.

17.270 Motion by Councillor Richard to adopt the February 23, 2017 – Special Council (Budget) Meeting minutes as amended.

CARRIED UNANIMOUSLY

3.2 February 24, 2017 – Special Council (Budget) Meeting;

17.271 Motion by Councillor Olson to adopt the February 24, 2017 – Special Council (Budget) Meeting minutes as circulated.

CARRIED UNANIMOUSLY

3.3 February 28, 2017 – Regular Council Meeting;

17.272 Motion by Councillor Haymour to adopt the February 28, 2017 Regular Council Meeting minutes as circulated.

CARRIED UNANIMOUSLY

3.4 March 1, 2017 – Special Council (Budget) Meeting;

17.273 Motion by Councillor Olson to adopt the March 1, 2017 – Special Council (Budget) Meeting minutes as circulated.

CARRIED UNANIMOUSLY

3.5 March 6, 2017 – Special Council (Budget) Meeting.

It was noted that an error occurred on page 2 of the minutes whereby Mr. Dan Small was referred to as Ms. Dan Small.

17.274 Motion by Councillor Austin to adopt the March 6, 2017 – Special Council (Budget) Meeting minutes as amended.

CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

There was no unfinished business to discuss.

URGENT MATTERS

- 5.1 Letter of Support – Men’s Shelter (addition to agenda).
- 17.275 Motion by Mayor Moghrabi to accept the Letter of Support for the Men’s Shelter as amended.

CARRIED UNANIMOUSLY

NEW BUSINESS

- 8.1 2017 Budget Approval (RFD);
- 17.276 Motion by Councillor Richard to defer agenda item 8.1 to later in the meeting.

CARRIED UNANIMOUSLY

- 8.2 Councillor Remuneration & Expenses Policy (CS-11-001) (RFD);
- 17.277 Motion by Councillor Thompson that the Councillor Remuneration and Expenses Policy CS-11-001 be approved as presented, and further that the next review date be set for March 31, 2019.

CARRIED UNANIMOUSLY

- 8.3 Committee Members Remuneration Policy (CS-11-007) (RFD);
- 17.278 Motion by Councillor Olson that the Committee Members Remuneration Policy CS-11-007 be approved as presented, and further that the next review date be set for March 31, 2019.

CARRIED UNANIMOUSLY

- 8.4 Chief Administrative Officer Report (Briefing);
- 17.279 Motion by Councillor Haymour that Administration bring back to the March 28, 2017 Regular Council Meeting, information on the possibility of having the Portage Pool open on Sundays.

CARRIED UNANIMOUSLY

- 17.280 Motion by Councillor Olson that the Chief Administrative Officer’s Report be accepted as information.

CARRIED UNANIMOUSLY

The Follow Up Action List will be presented at the March 28, 2017 Regular Council Meeting.

8.5 Attendance of Councillor Siebold at Energizing the North Conference (RFD);

17.281 Motion by Councillor Richard that Councillor MJ Siebold be authorized to attend the “Energizing the North” Seminar at Athabasca on March 28, 2017.

CARRIED UNANIMOUSLY

8.6 Update to the South Lac La Biche Major Area Structure Plan – Open House Results (RFD);

Councillor Olson left Council Chambers at 10:56 a.m. and returned at 10:57 a.m.

17.282 Motion by Councillor Nowak that the South Lac La Biche Major Area Structure Plan is considered for first reading at a future Council Meeting.

CARRIED UNANIMOUSLY

8.7 Optional Fill Material for Water & Sewer Projects (Briefing);

17.283 Motion by Councillor Phillips to accept the briefing regarding optional fill material for water and sewer projects as information.

IN FAVOUR

**Mayor Moghrabi
Councillor Austin
Councillor Richard
Councillor Olson
Councillor Phillips
Councillor Thompson
Councillor Nowak**

OPPOSED

Councillor Haymour

CARRIED

RECESS

Mayor Moghrabi called a recess at 11:19 a.m.

RECONVENE

Mayor Moghrabi reconvened the meeting at 11:33 a.m. with all those Members of Council previously listed in attendance.

NEW BUSINESS

8.8 Pesticide Inventory Control – Policy & Procedure (RFD);

17.284 Motion by Councillor Olson that County Council approve the amended Pesticide Inventory Control Policy and Procedure PI-62-003 as presented.

CARRIED UNANIMOUSLY

17.285 Motion by Councillor Thompson that Administration bring back a policy, for Council’s review, regarding sale of surplus items.

CARRIED UNANIMOUSLY

8.9 Equipment Rental Policy & Procedure (RFD);

17.286 Motion by Councillor Phillips that County Council approve the amended ASB Equipment Rental Policy and Procedure PI-62-005 as presented.

CARRIED UNANIMOUSLY

8.10 100-Year Farm Family Award Policy & Procedure (RFD);

17.287 Motion by Councillor Thompson that County Council approve the amended 100-Year Farm Family Award Policy and Procedure PI-62-009 as presented.

CARRIED UNANIMOUSLY

8.11 Rural Beautification Award Policy & Procedure (RFD);

17.288 Motion by Councillor Richard that County Council approve the Rural Beautification Award Policy and Procedure PI-62-008 as presented.

CARRIED UNANIMOUSLY

8.12 Cut Hay on Right of Way Policy & Procedure (RFD);

17.289 Motion by Councillor Thompson that County Council approve the amended Cut Hay on Right-of-Way Policy and Procedure PI-30-008 as presented.

CARRIED UNANIMOUSLY

8.13 Integrated Vegetation Management Policy & Procedure (RFD);

17.290 Motion by Councillor Thompson that County Council approve the amended Integrated Vegetation Management Policy and Procedure PI-63-002 as presented.

CARRIED UNANIMOUSLY

17.291 Motion by Councillor Thompson that County Council repeal the Roadside Mowing Policy and Procedure PI-30-018.

CARRIED UNANIMOUSLY

8.14 Dust Abatement (Policy PI-30-001) (RFD);

17.292 Motion by Councillor Olson that County Council approve the amended Dust Abatement Policy and Procedure PI-30-001 as amended.

CARRIED UNANIMOUSLY

8.15 Additional Funds for 91st Ave. West Extension & Storm Water Pond (RFD);

Councillor Olson left Council Chambers at 12:04 p.m. and returned at 12:06 p.m.

17.293 Motion by Councillor Haymour that the discussion regarding agenda item 8.15 – Additional Funds for 91st Ave. West Extension & Storm Water Pond (RFD) be brought forward to the in camera portion of the meeting.

CARRIED UNANIMOUSLY

PUBLIC INPUT SESSION

6.1 Public Input Session.

There was no one present for the public input session.

NEW BUSINESS

8.16 Watershed Management Plan (Briefing);

17.294 Motion by Councillor Richard that a strategic session be scheduled to review the Watershed Management Plan.

CARRIED UNANIMOUSLY

RECESS

Mayor Moghrabi called a recess at 12:45 p.m.

RECONVENE

Mayor Moghrabi reconvened the meeting at 2:23 p.m. with all those Members of Council previously listed in attendance.

NEW BUSINESS

8.17 Human Resources – Standard Operating Procedures (Briefing);

Authorities for Personnel Management Action SOP – CS-03-014-01;

17.295 Motion by Councillor Thompson that County Council accept the amended Authorities for Personnel Management Action Standard Operation Procedure CS-03-014-01 as information.

CARRIED UNANIMOUSLY

Retirement Planning SOP – CS-03-014-18;

17.296 Motion by Councillor Olson that County Council accept the amended Retirement Planning Standard Operating Procedure CS-03-014-018 as information.

CARRIED UNANIMOUSLY

Termination Process SOP – CS-03-014-19;

17.297 Motion by Councillor Nowak that County Council accept the amended Termination Process Standard Operating Procedure CS-03-014-19 as information.

CARRIED UNANIMOUSLY

8.17 Human Resources – Standard Operating Procedures (Briefing) – continued;

Progressive Discipline SOP – CS-03-015-09;

17.298 Motion by Councillor Haymour that County Council accept the amended Progressive Discipline Standard Operating Procedure CS-03-015-09 as information.

CARRIED UNANIMOUSLY

Bereavement/Funeral Leave SOP – CS-03-016-07;

17.299 Motion by Councillor Austin that County Council accept the Bereavement/Funeral Leave Standard Operating Procedure CS-03-016-07 as information.

CARRIED UNANIMOUSLY

8.18 Health and Safety Policy CS-34-001 (Briefing);

17.300 Motion by Councillor Phillips that County Council approve the amended Health and Safety Policy CS-34-001 as presented.

CARRIED UNANIMOUSLY

8.19 Bylaw 17-002: Transportation Master Plan Advisory Committee (RFD).

17.301 Motion by Councillor Thompson that Bylaw 17-002 be given first reading this 14th day of March, 2017.

CARRIED UNANIMOUSLY

17.302 Motion by Councillor Olson that Bylaw 17-002 be given second reading this 14th day of March, 2017.

CARRIED UNANIMOUSLY

17.303 Motion by Councillor Richard that Bylaw 17-002 be submitted for third and final reading this 14th day of March, 2017.

CARRIED UNANIMOUSLY

8.19 Bylaw 17-002: Transportation Master Plan Advisory Committee (RFD) - continued.

17.304 Motion by Councillor Haymour that Bylaw 17-002 be given third and final reading this 14th day of March, 2017.

CARRIED UNANIMOUSLY

8.20 Discussion – Housing (addition to agenda).

Councillor Haymour expressed his concern regarding the shortage of available residential lots within the hamlet of Lac La Biche. He suggested the development of County owned lands to increase the availability of residential lots. Discussion ensued regarding the same.

Councillor Phillips left Council Chambers at 3:24 p.m. and returned at 3:26 p.m.

17.305 Motion by Councillor Olson that a Special Council Meeting be held on March 30, 2017 at 10 a.m. to discuss land availability in the County of Lac La Biche.

CARRIED UNANIMOUSLY

NEW BUSINESS

8.1 2017 Budget Approval (RFD) (continued);

Councillor Olson left Council Chambers at 3:43 p.m. and returned at 3:44 p.m.

Councillor Olson left Council Chambers at 3:57 p.m.

EXTENSION OF MEETING

17.306 Motion by Councillor Austin to extend the March 14, 2017 Regular Council Meeting until such time that all agenda items have been discussed.

CARRIED UNANIMOUSLY

NEW BUSINESS

8.1 2017 Budget Approval (RFD) (continued);

Councillor Phillips declared a pecuniary interest as he has family that works in the Utilities department and left Council Chambers at 3:58 p.m.

17.307 Motion by Councillor Austin that County Council approves the 2017 operating budget expenditure for salaries, wages, and benefits of the Utilities Department in the amount of \$1,323,547.

CARRIED UNANIMOUSLY

Councillor Austin declared a pecuniary interest as she has family that works at the Bold Center and left Council Chambers at 3:58 p.m.

Councillor Nowak declared a pecuniary interest due to personal business interests and left Council Chambers at 3:58 p.m.

Councillor Olson returned to Council Chambers at 3:59 p.m.

17.308 Motion by Councillor Haymour that County Council approves the 2017 operating budget for Bold Center programming of \$196,830 in revenues and \$961,865 in expenditures; and further approve Bold Center facility operations and maintenance revenues of \$466,391 and expenditures of \$8,280,306.

CARRIED UNANIMOUSLY

Councillors Phillips and Nowak returned to Council Chambers at 3:59 p.m. once Motion 17.308 was voted upon. Councillor Austin remained out of Council Chambers as she has family that works with the Fire Department.

17.309 Motion by Councillor Richard that County Council approves the 2017 operating budget expenditure for salaries, wages, and benefits of the Fire Department in the amount of \$552,380.

CARRIED UNANIMOUSLY

Councillor Austin returned to Council Chambers at 3:59 p.m. once Motion 17.309 was voted upon.

8.1 2017 Budget Approval (RFD) (continued);

17.310 Motion by Councillor Olson that County Council approves the 2017 operational budget as attached to and forming part of these minutes with operating revenues of \$79,898,352 and operating expenditures of \$51,913,497 excluding:

- Salaries, wages, and benefits of the Utilities Department in the amount of \$1,323,547,
- Bold Center programming of \$196,830 in revenues and \$961,865 in expenditures; and Bold Center operations and maintenance revenues of \$466,391 and expenditures of \$8,280,306.
- Salaries, wages, and benefits of the Fire Department in the amount of \$552,380.

CARRIED UNANIMOUSLY

17.311 Motion by Councillor Phillips that County Council approves the 2017 capital budget with estimated revenues from general revenues, grants and reserves, of \$4,883,204 and expenditures and transfers of \$28,013,082.

CARRIED UNANIMOUSLY

17.312 Motion by Councillor Richard that the County's 2017 operational budget be amended to decrease the Lakeland Interpretive Society's operating funding to \$75,000, until Council further discusses this matter at a future Council meeting.

CARRIED UNANIMOUSLY

RECESS Mayor Moghrabi called a recess at 4:04 p.m.

RECONVENE Mayor Moghrabi reconvened the meeting at 4:17 p.m. with all those Members of Council previously listed in attendance.

IN CAMERA SESSION

17.313 Motion by Councillor Austin to go in camera at 4:17 p.m.

CARRIED UNANIMOUSLY

7.2 Ministerial Briefings to Minister of Municipal Affairs (s. 21 FOIP) (Discussion);

Councillor Nowak left Council Chambers at 4:53 p.m. and did not return to the meeting.

7.3 Discussion – Greater North Foundation (s. 25 FOIP) (addition to agenda);

7.1 Processing Off-site Levies Uncollected Due to Appeals (s. 27 FOIP) (Briefing);

Councillor Olson left Council Chambers at 5:20 p.m. and returned at 5:21 p.m.

RECESS Mayor Moghrabi called a recess at 5:39 p.m.

RECONVENE Mayor Moghrabi reconvened the meeting at 5:44 p.m. with all those Members of Council previously listed in attendance.

IN CAMERA SESSION

8.15 Additional Funds for 91st Ave. West Extension & Storm Water Pond (RFD) – (moved from New Business).

RETURN TO REGULAR MEETING

17.314 Motion by Councillor Austin to proceed with the meeting out of camera at 6:02 p.m.

CARRIED UNANIMOUSLY

BUSINESS ARISING OUT OF “IN CAMERA SESSION”

7.2 Ministerial Briefings to Minister of Municipal Affairs (s. 21 FOIP) (Discussion).

17.315 Motion by Councillor Thompson that the Ministerial Briefings to the Minister of Municipal Affairs be accepted as information.

CARRIED UNANIMOUSLY

7.3 Discussion – Greater North Foundation (s. 25 FOIP) (addition to agenda).

No action required.

7.1 Processing Off-site Levies Uncollected Due to Appeals (s. 27 FOIP) (Briefing);

17.316 Motion by Councillor Haymour that Administration is directed to contact landowners with outstanding off-site levies to advise them they are required to pay the outstanding amount or re-apply where County Council has not previously waived, deferred or altered their obligation to pay them.

IN FAVOUR
Mayor Moghrabi
Councillor Austin
Councillor Richard
Councillor Olson
Councillor Phillips
Councillor Haymour

OPPOSED
Councillor Thompson

CARRIED

8.15 Additional Funds for 91st Ave. West Extension & Storm Water Pond (RFD);

17.317 Motion by Councillor Phillips that County Council approve an additional allocation of \$184,406 to the 2017 Capital Budget for completion of Base and Pave construction of 91 Avenue west of Beaver Hill Road for access to the Points West Living Complex.

CARRIED UNANIMOUSLY

17.318 Motion by Councillor Richard that County Council approve transferring previously reserved County funds of \$1,100,000 as part of 2016 Capital Budget to initialize Base and Pave construction of 91 Avenue west of Beaver Hill Road for access to the Points West Living Complex.

CARRIED UNANIMOUSLY

17.319 Motion by Councillor Austin that County Council approve the allocation of \$391,946 in the 2017 Capital Budget to complete engineering and construction of a stormwater management pond for the Points West Living Complex and surrounding subdivisions.

CARRIED UNANIMOUSLY

ADJOURNMENT

17.320 Motion by Councillor Thompson to adjourn the Regular Council Meeting of March 14, 2017 at 6:04 p.m.

CARRIED UNANIMOUSLY

Omer Moghrabi, Mayor

**Shadia Amblie
Chief Administrative Officer**

ADOPTED