

LAC LA BICHE COUNTY
POLICY REVIEW COMMITTEE

DATE: January 25, 2017
TIME: 1:00 p.m.
PLACE: Council Chambers
McArthur Place

AGENDA

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. ADOPTION OF MINUTES
 - 3.1 September 28, 2016 Policy Review Committee Minutes
4. UNFINISHED BUSINESS
5. URGENT MATTERS
6. NEW BUSINESS
 - 6.1 Policy CS-10-018 – Disposal of Surplus Assets
 - 6.2 Policy PI-61-001 – Consultation Requirements for Planning & Development Processes
 - 6.3 Policy PI-63-005 – Environmental Reserve Encroachment Policy
 - 6.4 Human Resources – Standard Operating Procedures (Procedure CS-03-016-07; Procedure CS-03-015-09)
 - 6.5 Policy CS-34-001 – Health and Safety Policy
7. IN CAMERA SESSION
8. ADJOURNMENT

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

JANUARY 25, 2017 – 1:00 p.m.

Minutes of the Lac La Biche County Policy Review Committee Meeting held January 25, 2017 at 1:00 p.m.

CALL TO ORDER Councillor Siebold called the meeting to order at 1:00 p.m.

PRESENT	MJ Siebold	Councillor (Chairperson)
	John Nowak	Councillor
	David Phillips	Councillor

STAFF IN ATTENDANCE	Shadia Amblie	Chief Administrative Officer
	Gordon Shaw	Senior Manager, Planning & Development
	Joanne Onciul	Legislative Services Coordinator

REGRETS	Omer Moghrabi	Mayor
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ADOPTION OF AGENDA

PR.17.001 Motion by Councillor Nowak to approve the January 25, 2017 Policy Review Committee Meeting agenda as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

3.1 September 28, 2016 – Policy Review Committee Meeting.

PR.17.002 Motion by Councillor Phillips to adopt the September 28, 2016 Policy Review Committee Meeting minutes as circulated.

CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

There was no unfinished business to discuss.

URGENT MATTERS

There were no urgent matters to discuss.

NEW BUSINESS

6.1 Policy CS-10-018 – Disposal of Surplus Assets;

Mr. Carl Kurppa, Policy & Grants Coordinator, reviewed the proposed Disposal of Surplus Assets Policy and fielded questions of the Committee. The following changes were suggested:

- Change the word disposal to liquidation throughout the document; and
- Specify within the Procedure how liquidation of surplus assets for donation are advertised, and the means of deciding who receives these donated surplus assets.

PR.17.003 Motion by Councillor Nowak to amend the Disposal of Surplus Assets Policy as discussed, and that the amended policy be brought forward to a future Council Meeting for Council's consideration.

CARRIED UNANIMOUSLY

6.2 Policy PI-61-001 – Consultation Requirements for Planning & Development Processes;

Mr. Gordon Shaw, Senior Manager of Planning and Development, provided an overview of the amended proposed Policy PI-61-001 – Consultation Requirements for Planning & Development Processes. Discussion ensued regarding the same.

PR.17.004 Motion by Councillor Phillips to accept Policy PI-61-001 – Consultation Requirements for Planning & Development Processes as presented, and further, that the Policy be brought forward to a future Council meeting for Council's consideration.

CARRIED UNANIMOUSLY

6.3 Policy PI-63-005 – Environmental Reserve Encroachment Policy;

Mr. Shaw provided an overview of the proposed Municipal Land Regulation Bylaw. Discussion ensued regarding the same.

PR.17.005 Motion by Councillor Nowak that Administration amend the proposed bylaw regarding Municipal Land Regulation as discussed, and that the amended bylaw be brought forward to a future Policy Review Committee Meeting.

CARRIED UNANIMOUSLY

6.4 Human Resources – Standard Operating Procedures (Procedure CS-03-016-07; Procedure CS-03-015-09);

Mr. Kashif Ijaz, Manager of Human Resources, provided an overview of the proposed changes to Procedure CS-03-016-07 Bereavement/Funeral Leave Standard Operating Procedure and CS-03-015-09 Progressive Discipline Standard Operating Procedure. The following changes were recommended:

Within the Progressive Discipline Standard Operating Procedure CS-03-015-09:

- Under section 2.0 Progressive Discipline Process, the first sentence of the last paragraph on the page should be changed to read: “All formal warnings will be kept on file for a period of three (3) years”, rather than eighteen (18) months.
- In section 4.0 Suspensions and Review Periods, subsection 4.3 Review Period, the complaint record should start after the review period is over.

PR.17.006 Motion by Councillor Nowak to accept the proposed changes to Procedure CS-03-016-07 Bereavement/Funeral Leave Standard Operating Procedure and CS-03-015-09 Progressive Discipline Standard Operating Procedure as information, and that the Procedures be brought forward to Council for their review.

CARRIED UNANIMOUSLY

6.5 Policy CS-34-001 – Health and Safety Policy.

Mr. Ijaz provided an overview of the proposed changes to Policy CS-34-001 – Health & Safety Policy. The following changes were recommended:

In paragraph 4 of the Policy, rather than “Management supports participation in the program by all employees...” it should read that, “Lac La Biche County supports participation in the program by all employees...”.

PR.17.007 Motion by Councillor Phillips to bring forward the CS-34-001 – Health & Safety Policy, with changes as discussed, to a future meeting of Council for their review.

CARRIED UNANIMOUSLY

IN CAMERA SESSION

There were no in camera matters to discuss.

ADJOURNMENT

PR.17.008 Motion by Councillor Siebold to adjourn the Policy Review Committee Meeting of January 25, 2017 at 2:08 p.m.

CARRIED UNANIMOUSLY

MJ Siebold, Chairperson

**Shadia Amblie
Chief Administrative Officer**

ADOPTED