

LAC LA BICHE COUNTY

**MONTHLY
STRATEGIC SESSION**

DATE: March 5, 2013
TIME: 9:30 a.m.
PLACE: Council Chambers
County Centre

AGENDA

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. NEW BUSINESS
 - 3.1 Human Resources Policies and Procedures;
 - 3.2 Briefings to Ministers at AAMDC Spring Convention.
4. IN CAMERA SESSION
5. ADJOURNMENT

**LAC LA BICHE COUNTY
MONTHLY STRATEGIC SESSION
COUNTY CENTRE, LAC LA BICHE**

Tuesday, March 5, 2013 – 9:30 a.m.

Minutes of the Lac La Biche County Strategic Session held on Tuesday, March 5, 2013 at 9:30 a.m.

CALL TO ORDER Deputy Mayor Broadbent-Ludwig called the meeting to order at 9:35 a.m.

PRESENT	Aurel Langevin	Mayor (entered at 12:40 p.m.)
	Alvin Kumpula	Councillor
	Guy Piquette	Councillor
	Eugene Uganecz	Councillor
	MJ Siebold	Councillor
	Tim Thompson	Councillor
	Gail Broadbent-Ludwig	Councillor / Deputy Mayor
	John Nowak	Councillor

STAFF IN ATTENDANCE	Roy Brideau	Chief Administrative Officer
	Shadia Amblie	General Manager, Communications & Human Services
	Melanie Kanarek	Manager, Legislative Services
	Debbie Menard	Manager, Human Resources
	Lonna Hoggan	Legislative Services Liaison

REGRETS	Robert Richard	Councillor
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ADOPTION OF AGENDA

SS.13.024 Motion by Councillor Piquette to approve the March 5, 2013 Strategic Session agenda as amended; Items 3.1 and 3.2 will be reversed.

CARRIED UNANIMOUSLY

NEW BUSINESS

3.1 Human Resources Policies and Procedures;

Deputy Mayor Broadbent-Ludwig welcomed the delegation; Shadia Amblie, General Manager Communications and Human Resources, and Debbie Menard, Manager Human Resources.

Ms. Menard presented a PowerPoint presentation of the new Human Resources Policies and Procedures manual.

Discussion ensued regarding:

- Date of completion of the Human Resources Policies and Procedures manual. When Council has approved the final draft, it will go to legal for review;

Councillor Nowak left Council Chambers at 10:05 a.m.

Councillor Nowak returned to Council Chambers at 10:06 a.m.

- Acting Pay SOP (Ref. pkg. p. 63 subsection 28.09, New p. 39) needs to be defined more clearly;
- “Red Circled” should be added to the policies and clearly defined;

Councillor Thompson left Council Chambers at 10:20 a.m.

Councillor Thompson returned to Council Chambers at 10:27 a.m.

RECESS

Deputy Mayor Broadbent-Ludwig called a recess at 10:50 a.m.

RECONVENE

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

Further discussions ensued regarding:

- Accrued vacation pay. (Ref. pkg. p.77, New pg. 171) Council was assured that the accrued time that employees have banked will be managed properly;
- Council benefits. It was advised that Council review their benefit package in the near future, keeping in mind that it will apply to the next Council;
- Change one word in Yellow section, pg. 7 to: o) ... committed to succession planning and counseling employees... ; instead of the word assisting;

- Add a paragraph to Section 3, Employee Conduct Policy, pg. 9, referencing:
 - Council communication should be through the CAO.
 - Council may approach General Managers for information purposes.
 - Council is not allowed to direct employees;
- In Section 4, add the following words in the Policy Statement: "... reward employees for their contributions, attract & retain suitable candidates, and foster a satisfying ..."

Councillor Kumpula left Council Chambers at 11:50 a.m.

Councillor Kumpula returned to Council Chambers at 11:51 a.m.

RECESS

Deputy Mayor Broadbent-Ludwig called a recess at 12:05 p.m.

RECONVENE

Deputy Mayor Broadbent-Ludwig reconvened the meeting at 12:35 p.m., with all those members of Council previously listed in attendance, except Councillor Kumpula.

Further discussion ensued regarding:

- Page 8, section 2, item c., amend to include the underlined portion: "... written notification to the next level Supervisor, General Manager or to the CAO";

Mayor Langevin entered Council Chambers at 12:40 p.m. and Deputy Mayor Broadbent-Ludwig maintained the chair.

- Page 20 item d, needs clarification of intent in procedure regarding the two (2) day period of orientation;

Councillor Nowak left Council Chambers at 12:43 p.m.

Councillor Nowak returned to Council Chambers at 12:43 p.m.

- Page 25, 4.0, b, should reference clause for employment agreements in procedures;
- Page 26, c, examine and present ideas on how you can re-hire in these situations;

Mayor Langevin left Council Chambers at 12:59 p.m.

Mayor Langevin returned to Council Chambers at 1:00 p.m.

- Examine the implementation of a drug/alcohol testing policy due to liability of County. Mr. Brideau stated that this can be explored further;
- Pg. 27, regarding the last bullet, item 1.0, should include information on benefits and social media;
- Pg. 27, Procedure: Orientation ..., should read 2.0 instead of 1.0;
- Pg. 31, Confidentiality should be FOIP based, not “trade secrets or compete with the County”. Re-examine 2.0;

Councillor Nowak left Council Chambers at 1:10 p.m.

Councillor Uganez left Council Chambers at 1:13 p.m.

Councillor Uganez returned to Council Chambers at 1:15 p.m.

Councillor Nowak returned to Council Chambers at 1:18 p.m.

- Administration will review the timelines of term positions.

Councillor Kumpula returned to Council Chambers at 1:20 p.m.

3.2 Briefings to Ministers at AAMDC Spring Convention.

This item will be discussed at the March 5, 2013 Policies and Priorities Committee Meeting to be held at 1:30 p.m.

ADJOURNMENT

SS.13.025 Motion by Councillor Siebold to adjourn the Strategic Session of March 5, 2013 at 1:25 p.m.

CARRIED UNANIMOUSLY

Gail Broadbent-Ludwig, Deputy Mayor

**J. Roy Brideau, CLGM, CMM
Chief Administrative Officer**