

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

November 1, 2011– 5:00 p.m.

**MINUTES OF
NOVEMBER 1,
2011**

Minutes of the Lac La Biche County Policy and Priorities Committee meeting held on November 1, 2011.

CALL TO ORDER Mayor Peter Kirylchuk called the meeting to order at 5:00 p.m.

PRESENT

Peter Kirylchuk	Mayor
Alvin Kumpula	Councillor
Aurel Langevin	Deputy Mayor/Councillor
Guy Piquette	Councillor
Eugene Uganecz	Councillor
MJ Siebold	Councillor
Gail Broadbent	Councillor
Tim Thompson	Councillor
John Nowak	Councillor
Barry Kolenosky	Director, Planning & Infrastructure Services/Acting Chief Administrative Officer
Maurice Brousseau	Director, Community Services
Shadia Amblie	Interim Director, Communications
Debbie Menard	Interim Director, Human Resources
Cindy Rayment	Interim Manager, Legislative Services
Devin Siebold	Recording Secretary

ABSENT

**ADDITIONS TO
AGENDA**

Council reviewed the agenda and made the following amendments:

Mayor Kirylchuk announced that he would be leaving at 7:00 p.m. to attend a Province of Alberta financial community meeting at the Bold Center. Councillors Broadbent and Nowak requested that Mayor Kirylchuk attend as Council's representative.

Additions:

10.8 Update – Council remuneration

Councillor Thompson entered Council Chambers at 5:03 p.m.

**ADOPTION OF
AGENDA**

- 11.109 Motion by Councillor Langevin to approve the November 1, 2011 agenda as amended.

CARRIED UNANIMOUSLY

**ADOPTION OF
MINUTES**

- 3.1 Policy and Priorities Committee Meeting
October 4, 2011

Item 10.10 should read: "Council requested that Administration provide an update to Council on receiving an agenda format that is electronically searchable."

- 11.110 Motion by Councillor Piquette to adopt the Policy and Priorities Committee Meeting minutes of October 4, 2011 as amended.

CARRIED UNANIMOUSLY

**FOLLOW-UP
ACTION LIST**

- 4.1 Follow-Up Action List.

- 11.111 Motion by Councillor Kumpula to accept the Follow-Up Action List as information.

CARRIED UNANIMOUSLY

Councillor Nowak entered Council Chambers at 5:07 p.m.

**COMMUNITY
SERVICES**

- 8.1 Briefing – Historic Sites and Monuments Board Canada Potential Plaque Site

Ken Willis, Manager of Parks & Open Spaces, commended the scholarly work of Tom Maccagno. A discussion ensued about the location of the plaque.

- 11.112 Motion by Councillor Langevin that Lac La Biche County become involved in the Columbia Express Plaque Ceremonies.

CARRIED UNANIMOUSLY

11.113 Motion by Councillor Langevin that the plaque be situated next to the David Thompson Memorial.

In Favour
Councillor Uganecz
Councillor Piquette
Councillor Thompson
Deputy Mayor Langevin
Mayor Kirylchuk
Councillor Siebold
Councillor Broadbent

Opposed
Councillor Nowak
Councillor Kumpula

CARRIED

11.114 Motion by Councillor Siebold to send letter of thanks to Tom Maccagno.

CARRIED UNANIMOUSLY

8.2 Briefing – Community Services Board for Lac La Biche County

Kristin Walsh, Manager of Recreation & Culture, summarized the briefing. A discussion ensued about the role and responsibilities of this board.

Note: item was discussed and returned to later in the meeting.

**DELEGATIONS/
PUBLIC
HEARINGS**

5.1 5:30 p.m. Karen Gingras, Community Futures
Re: Service Contract with Community Futures

Mayor Kirylchuk introduced Council and Administration to the delegation.

Karen Gingras, the General Manager of Community Futures Lac La Biche, was in attendance and summarized her e-mail to Council.

Mayor Kirylchuk thanked Ms. Gingras for her presentation.

5.2 6:00 p.m. Kay Johnson, Elinor Lake Condo Assoc.; Directors of Elinor Lake Resort; Lake and Local Residents
Re: Completion of Paving of the Elinor Lake Road in 2012

Barry Kolenosky, Acting Chief Administrative Officer, explained that Administration was unable to confirm this delegation before the meeting. Accordingly, the delegation was not in attendance.

COMMUNITY SERVICES

8.2 Briefing – Community Services Board for Lac La Biche County

Discussion continued about the role, responsibilities, and make-up of this board.

11.115 Motion by Councillor Thompson that Administration set up a strategic session in regards to a Community Service Governance.

CARRIED UNANIMOUSLY

RECESS

Mayor Kirylchuk called a recess at 6:08 p.m.

RECONVENE

Mayor Kirylchuk reconvened the meeting at 6:26 p.m. with all those listed in attendance.

8.3 Email Regarding Break-Ins in the Hamlet of Lac La Biche

A discussion ensued about the role of the Peace Officers and the potential for surveillance cameras in partnership with residents and businesses.

11.116 Motion by Councillor Nowak to direct Administration bring forward a request for a decision in regards to enhancing security and the installation of cameras in various areas of Lac La Biche County.

In Favour

Councillor Uganecz

Councillor Piquette

Councillor Nowak

Councillor Kumpula

Deputy Mayor Langevin

Mayor Kirylchuk

Councillor Siebold

Councillor Broadbent

Opposed

Councillor Thompson

CARRIED

8.4 Briefing – Policy CM-71-009 Lac La Biche County Para Transit Services Revision

Kristin Walsh, Manager of Recreation & Culture, discussed proposed updates to the Para Transit Services policy.

11.117 Motion by Councillor that Administration prepare a Request for Decision to bring forward policy CM-071-009 to a Regular Council Meeting for Council's consideration.

CARRIED UNANIMOUSLY

Mayor Kirylchuk left Council Chambers at 6:15 p.m. to attend the Province of Alberta financial community meeting. Deputy Mayor Langevin assumed chair position.

**PLANNING AND
INFRASTRUCTURE
SERVICES**

9.1 Briefing – Update on Joint Utility Committee

Councillors Kumpula and Langevin updated Council on the Joint Utility committee.

9.2 Briefing – Full Cost Accounting: Utility Rates Review

Barry Kolenosky, Acting Chief Administrative Officer, invited council to attend a workshop on Thursday, November 3, 2011 with Mr. Weiss from Corvus Business Advisors at 1:30 p.m. in Council Chambers.

**GENERAL
ADMINISTRATION**

10.1 Briefing – Status of Community Futures Service Contract with Lac La Biche County

A discussion ensued regarding Community Futures contract with Lac La Biche County.

11.118 Motion by Councillor Uganecz for Administration to prepare a Request for Decision in regards to Community Futures Lac La Biche Agreement. Furthermore, that a Request For Decision with proposed deliverables in three months intervals.

CARRIED UNANIMOUSLY

11.119 Motion by Councillor Kumpula to advise Community Futures that Lac La Biche County has taken the lead on the creation of an Economic Development Authority, which is in its final stages, and will in the future be soliciting support from the community.

CARRIED UNANIMOUSLY

RECESS Deputy Mayor Langevin called a recess at 7:31 p.m.

RECONVENE Deputy Mayor Langevin reconvened the meeting at 7:39 p.m.

10.2 Briefing – Electronic Communication with Residents

Shadia Amblie, Interim Director of Communications, discussed her research into blogs and forums for Councillors to communicate with residents, and the cost of web developers to help prepare.

11.120 Motion by Councillor Broadbent that Administration prepare a policy for council’s consideration on individualized Councillor electronic communications.

In Favour	Opposed
Councillor Uganecz	Councillor Siebold
Councillor Piquette	
Councillor Nowak	
Councillor Kumpula	
Councillor Thompson	
Deputy Mayor Langevin	
Councillor Broadbent	

CARRIED

10.3 Briefing – Loss of Medevac Services at the Edmonton City Airport

Shadia Amblie, Interim Director of Communications, discussed her plan to seek support from other municipalities about the closure of the Edmonton City Centre Airport. Councillor Siebold suggested an amendment to the letter to use the word “ideal” in place of “good”.

11.121 Motion by Councillor Piquette that Administration send the letter with the amendment as attached to and forming part of these meetings.

CARRIED UNANIMOUSLY

10.4 Briefing – Consideration of Internal Committees

Barry Kolenosky, Acting Chief Administrative Officer, discussed the creation of the proposed new committees.

11.122 Motion by Councillor Broadbent that Administration bring forward the necessary bylaws and terms of reference for each committee at the December 13, 2011 Regular Council meeting.

CARRIED UNANIMOUSLY

10.5 Briefing – Headhunting Recruitment Services – Draft Request for Proposals

Debbie Menard, Interim Director of Human Resources, discussed the request for proposal to hire a recruitment agency to help fill our vacant positions. A discussion ensued about meeting recruits at the AAMD&C convention, possibly hiring the CAO before other staff, and ensuring that the agency is flexible enough to help with any positions we are looking to fill. In addition, a discussion ensued on naming it an Executive & Management Recruitment Service.

11.123 Motion by Councillor Siebold to adopt the request for proposal for headhunter recruitment services as amended.

CARRIED UNANIMOUSLY

10.6 Briefing – Recruitment & Retention Strategy (Hand out)

Councillor Siebold declared a conflict of interest as her relatives are employed by the County and left Council Chambers at 8:16 P.M.

Shadia Amblie, Interim Director of Communications, discussed the recruitment and retention strategy. A discussion ensued about the proposed options to improve staff retention.

11.124 Motion by Councillor Kumpula that Administration bring back a Request for Decision to purchase a Christmas turkey or gift basket for employees.

In Favour
Councillor Broadbent
Councillor Nowak
Councillor Kumpula
Deputy Mayor Langevin

Opposed
Councillor Uganecz
Councillor Piquette
Councillor Thompson

CARRIED

11.125 Motion by Councillor Piquette that Administration bring back a policy on recruitment and retention strategies to include incentives.

In Favour
Councillor Broadbent
Councillor Nowak
Councillor Kumpula
Deputy Mayor Langevin
Councillor Piquette

Opposed
Councillor Uganecz
Councillor Thompson

CARRIED

Councillor Siebold returned to Council Chambers at 8:40p.m.

10.7 Verbal Briefing – Update on the Status of Propane Tank Storage

Barry Kolenosky, Acting Chief Administrative Officer, discussed storage options for Mutual Propane tanks. A map was distributed as a handout, with possible sites for the relocation of Mutual Propane.

Councillor Thompson left Council Chambers at 8:45 p.m.

Councillor Thompson returned to Council Chambers at 8:47 p.m.

11.126 Motion by Councillor Kumpula that Administration meets with Mutual propane and provides Council with an update at the November 8 Regular Council meeting.

CARRIED UNANIMOUSLY

10.8 Councillor remuneration

11.127 Motion by Councillor Kumpula that Administration bring forward the council remuneration policy CS-11-001 with regard to compensation for external committee meetings for the November 8, 2011 Regular Council Meeting.

**In Favour
Councillor Kumpula**

**Opposed
Councillor Broadbent
Councillor Uganecz
Councillor Nowak
Councillor Siebold
Councillor Thompson
Deputy Mayor Langevin
Councillor Piquette**

DEFEATED

RECESS

Deputy Mayor Langevin called a recess at 8:57 p.m.

RECONVENE

Deputy Mayor Langevin reconvened the meeting at 9:05 p.m. with all those listed in attendance aside from Mayor Kirylchuk.

**COUNCILLOR
REPORTS**

12.1

Councillor Kumpula

- Beaver Watershed Committee meeting today.
- Attended all other meetings.

Councillor Langevin

- Attended the Community Futures meeting. There is a movement in that organization to reduce the number of their offices and move to a hub approach. They would like for Community Futures Lac La Biche to be a hub.

Councillor Piquette

- Discussion with Greater North Foundation at yesterday's meeting, they are concerned about the impact on local municipalities of potential tax loss from Air Weapons range deal.

Councillor Uganecz

- Attended most meetings.

Councillor Nowak

- Attended Chamber of Commerce meeting, they are concerned about the ECB, the Medevac issue, Mel Kuprowsky is the new president.

Councillor Broadbent

- Attended the Chamber of commerce business awards.

Councillor Thompson

- Nothing to report.

Councillor Siebold

- Nothing to report

SENIOR MANAGEMENT REPORTS

13.1 Senior Management Report

Acting Chief Administrative Officer/Director of Planning & Infrastructure – Barry Kolenosky

- An update regarding the BNR project was handed out.
- Request for Membership of AAMD&C
- Reminder to Council to attend the Corvus workshop on November 3.
- A date needs to be set for a meeting with the consultant on the Draft Landfill Application.
- The Landfill Transitional Plan is ready, and will require a separate meeting.
- As per Alberta Environment, the County needs to respond to all individuals who put forward concerns about the landfill. The information will be available online and at the front desk.
 - Councillor Thompson requested all costs associated with the landfill be brought forward to a Strategic Meeting.
- Reminder – Economic Development Session – November 17
- Reminder – AAMD&C Conference – November 22- 24
 - Request for a session with Alberta Transportation – Airport expansion, safety on Highway 858, and the proposed interchange between 91st Avenue and Highway 881.
 - Request for a session with Minister of Health & Wellness – Dialysis and Medevac services

11.128 Motion by Councillor Nowak to extend meeting to 11:00 p.m.

CARRIED UNANIMOUSLY

- Reminder – Travel Alberta workshop tomorrow
- Reminder – Tour of Edmonton Advanced Energy Research Facility (AERF) on November 16. Councillors are responsible for their own transportation.

Director of Community Services/Acting Director of Corporate Services – Maurice Brousseau

- The McArthur Place basement has eight prospective tenants, three of whom have submitted the required needs analysis.
- Negotiations with Salt Restaurant for the lease space upstairs at the Bold Center have ceased, three other proponents have come forward.
- Administration is working on obtaining \$500,000 from Sustainable Resource Development for the Big Dock project.

Interim Director of Human Resources – Debbie Menard

- Pay & Benefits has been transferred to the Finance department.
- Cindy Rayment is the Acting Manager of Legislative Services. Devin Siebold is the Interim Legislative Services Clerk.
- The CAO salary comparison is complete and will be sent to Council via e-mail.
- Aline Brousseau and Lauren Koster have resigned their positions.
- The Christmas party will be held in the Devon Room on December 16.

Interim Director of Communications - Shadia Amblie

- The Records Management terms of reference will go to Council, a request for proposals will be posted, and someone will advise us, create a training manual for staff, and standardize our filing system.
- Ms. Amblie is planning a communication strategy for the corporate green plan, leading eventually to a community green plan.
- The New Year's Eve event at the Bold Center will soon be advertised. It will be held in the fieldhouse.
- An event for front staff administrative clerks will be held on November 30 called "Planting the Seed for Growth" and will focus on team building.
- On November 3, the Community Satisfaction survey will start.
- Administration has instituted a correspondence management system for all mail. This will make staff more accountable and improve awareness of the deadlines for replies.
- The letter to County residents about the Air Weapons Range deal needs to be signed by three more Councillors.

Councillor Broadbent inquired whether the Devon Room sound system would be improved in time for the New Year's event. Mr. Brousseau informed Council that a team from Leduc will be improving the sound system before the event.

REVIEW OF CORRESPONDENCE

14.1 Listing of Correspondence.

11.129 Motion by Councillor Uganecz to accept the listing of correspondence as information.

CARRIED UNANIMOUSLY

**REVIEW OF
MINUTES –
BOARDS AND
COMMITTEES**

- 15.1 Lac La Biche County Library Board; September 22, 2011;
- 15.2 Lac La Biche County F.C.S.S. Advisory Board; September 7, 2011;
- 15.3 Plamondon District Community Development Society; September 12, 2011

11.130 Motion by Councillor Kumpula to accept the boards and committees minutes as information.

CARRIED UNANIMOUSLY

**IN CAMERA
SESSION**

16.1 Briefing – Manager, Finance Report to Council

A discussion occurred about the merits of reviewing the briefing in camera.

11.131 Motion by Councillor Uganecz to go in camera to discuss the Manager of Finance Report to Council at 10:06 p.m. and release the report to the public upon completion of discussion.

In Favour

**Councillor Uganecz
Councillor Piquette
Councillor Siebold
Deputy Mayor Langevin**

Opposed

**Councillor Broadbent
Councillor Thompson
Councillor Nowak
Councillor Kumpula**

DEFEATED

11.132 Motion by Councillor Broadbent to go in camera to discuss the Manager of Finance Report to Council at 10:08 p.m

In Favour

**Councillor Uganecz
Councillor Piquette
Councillor Broadbent
Deputy Mayor Langevin**

Opposed

**Councillor Siebold
Councillor Thompson
Councillor Nowak
Councillor Kumpula**

DEFEATED

Councillor Uganecz left Council Chambers at 10:10 p.m.

11.133 Motion by Councillor Kumpula to table this matter until Administration receives guidance from Municipal Affairs and our solicitors.

Councillor Uganecz returned to Council Chambers at 10:12 p.m.

Councillor Kumpula rescinded the motion on the table.

RECESS

Deputy Mayor Langevin called a recess at 10:14 p.m.

RECONVENE

Deputy Mayor Langevin reconvened the meeting at 10:20 p.m.

11.134 Motion by Councillor Piquette to go in camera to discuss the Manager of Finance Report to Council at 10:23 p.m.

In Favour

**Councillor Uganecz
Councillor Piquette
Councillor Broadbent
Deputy Mayor Langevin
Councillor Kumpula
Councillor Siebold**

Opposed

**Councillor Nowak
Councillor Thompson**

CARRIED

11.135 Motion by Councillor Nowak to proceed with the meeting out of camera.

CARRIED UNANIMOUSLY

11.136 Motion by Councillor Nowak to extend the meeting time by 15 minutes.

CARRIED UNANIMOUSLY

11.137 Motion by Councillor Uganecz to proceed with the meeting in camera.

CARRIED UNANIMOUSLY

**RETURN TO
REGULAR MEETING**

11.138 Motion by Councillor Kumpula to proceed with the meeting out of camera at 11:15 p.m.

CARRIED UNANIMOUSLY

**BUSINESS ARISING OUT
OF “IN CAMERA SESSION”**

11.139 Motion by Councillor Kumpula to extend the meeting by fifteen minutes.

CARRIED UNANIMOUSLY

11.140 Motion by Councillor Piquette to accept the briefing as information and to release it to the public to anyone who requests it.

In Favour
Councillor Nowak
Councillor Piquette
Councillor Broadbent
Deputy Mayor Langevin
Councillor Kumpula
Councillor Siebold
Councillor Thompson

Opposed
Councillor Uganecz

CARRIED

11.141 Motion by Councillor Broadbent that Administration will prepare a news release on the briefing to the public.

CARRIED UNANIMOUSLY

ADJOURNMENT

11.142 Motion by Councillor Piquette to adjourn the Policy and Priorities Committee meeting of November 1, 2011 at 11:21 p.m.

CARRIED UNANIMOUSLY

Peter Kirylchuk, Mayor

**Barry Kolenosky
Acting Chief Administrative Officer**

Adopted