

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

April 5, 2011 – 5:00 p.m.

MINUTES OF Minutes of the Lac La Biche County Policy and Priorities Committee meeting held
April 5, 2011 on April 5, 2011.

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

PRESENT	Peter Kirylchuk	Mayor
	Aurel Langevin	Deputy Mayor/Councillor
	Guy Piquette	Councillor
	Eugene Uganez	Councillor
	MJ Siebold	Councillor
	Gail Broadbent	Councillor
	Rodney Boyko	Director, Corporate Services
	Maurice Brousseau	Director, Community Services

ABSENT	John Nowak	Councillor
	Alvin Kumpula	Councillor
	Tim Thompson	Councillor
	Duane Coleman	Chief Administrative Officer
	Barry Kolenosky	Director, Planning and Infrastructure Services
	Lucien Cloutier	Manager, Legislative and Information Services

ADDITIONS TO AGENDA Council reviewed the agenda and made the following amendments:

Additions:

- 9.5 Community Response to Air Weapons Range
- 9.6 Update re Member-at-Large Vacancies
- 11.1 Policy Manual

ADOPTION OF AGENDA 11.031 Motion by Councillor Siebold to approve the April 5, 2011 agenda as amended.

CARRIED UNANIMOUSLY

**ADOPTION OF
MINUTES**

3.1 Policy and Priorities Committee Meeting
March 1, 2011

Amend page 3, second paragraph to read that Dr. Birkill stated that the Lac La Biche community has been working towards a fixed **unit** dialysis machine, rather than a fixed until dialysis machine.

Amend page 6, Motion 11.027 to read that Lac La Biche County forward a letter to the Alberta College of Physicians and Surgeons outlining the Council's concerns with the restrictions **placed** on South African doctors, rather than places on South African doctors.

Amend the second bullet in Mayor Kirylchuk's report to read noted that Habitat for Humanity is **interested** in coming to Lac La Biche, rather than interest in coming to Lac La Biche.

11.032 Motion by Councillor Piquette to adopt the Policy and Priorities Committee Meeting minutes of March 1, 2011 as amended.

CARRIED UNANIMOUSLY

**UNFINISHED
BUSINESS**

4.1 Briefing – Review of Corporate Services – Finance Policies

Procurement Policy CS-10-004

A discussion ensued regarding the Procurement policy.

Council directed that Administration research ideas on how integrate promotion of the Chamber of Commerce in the procurement process, along with Economic Development

Council requested changes to the policy with respect to:

- Transparency, in regard to providing tender information to all bidders within a reasonable amount of time after the tenders are opened, so they do not have to pay for the information and access via FOIP;
- Remove requirement for tenders over \$500,000 to be opened in front of Council – amend to give Administration the authority to open these tenders and present results to Council, in the form of a Request for Decision (RFD);
- Section 7 – remove option for three quotes – amend to tender or Request for Proposal;

- Section 9, Conflict of Interest, Item I – correct spelling to read services **from**, not for;
- Page 21, Item 5.35 amend to items exceeding \$500,000 rather than \$1 million;

Council further requested that Administration prepare an RFD, with the noted changes, for presentation at a future Regular Council meeting.

**DELEGATIONS/
PUBLIC
HEARINGS**

6.1 Elijah Skoglund

Elijah Skoglund and his family were joined by Larry Baker and Brad Semeniuk, County Peace Officers; Elson Walker and Dennis Zevola of the Hylö Fire Department;

Mayor Kirylchuk welcomed Elijah Skoglund, et. al. to the meeting.

Larry Baker, Peace Officer advised that last summer Elijah found his two year old brother head first in a rain barrel, and without hesitation Elijah pulled him out of the rain barrel, which saved the young brother's life. In honour of his heroic behavior, Elijah was chosen to be the first honorary Fire Chief for the day.

Mayor Kirylchuk congratulated Elijah and presented him with a certificate and gifts from Lac La Biche County.

RECESS

Mayor Kirylchuk called a 5 min recess at 5:07 p.m.

RECONVENE

Mayor Kirylchuk reconvened the meeting at 5:12 p.m., with all those individuals previously listed in attendance.

Brad Semeniuk, Peace Officer presented Elijah with a certificate from the Alberta Emergency Management Association (AEMA) recognizing Elijah for his selfless, life saving act.

**UNFINISHED
BUSINESS**

4.1 Briefing – Review of Corporate Services – Finance Policies
(continued)

Accounts Receivable Collections Policy CS-10-007

A discussion ensued regarding the Accounts Receivable Collections policy.

Council requested changes/clarification in the policy with respect to:

- Clarify that a warning notice will be issued prior to disconnection and transferring to the tax notice;
- Correct spelling of **roll** in Item 1, 6 Months; and define what collection action will be taken for account balances transferred to the tax roll;
- Correct spelling of **two** in Item 2 Water and Sewer Accounts;
- Clarify details regarding disconnection;
- Specify what arrears can be transferred to the tax roll as per Section 553 of the Municipal Government Act;
- For Item #2, Water and Sewer Accounts – add Gas if this applies to gas accounts;
- Item 3 – Property taxation – define timelines, according with the legislation;
- Clarify policy regarding disconnection of services during winter months; and who makes decisions regarding disconnections;
- Clarify policy regarding renters/landowners;

Council directed that Administration make the noted changes for review at a future Policy and Priorities Committee Meeting.

DELEGATIONS

6.2 Staff Sergeant Steve Visnoski;

Mayor Kirylchuk welcomed Staff Sergeant Visnoski to the meeting.

Staff Sergeant Visnoski advised that every year the Staff Sergeant at the local detachment builds an annual performance plan and is required to consult with local elected officials to obtain input as to what Council's concerns are. This performance plan requires the signature of the Mayor. He advised that this is an opportunity for Council to communicate their concerns.

A general discussion ensued regarding the major goals of the local RCMP detachment that may impact the County.

It was noted that the RCMP had not been invited to participate in discussions regarding the High Load Corridor plans for SH881.

Other items discussed were:

- Increased visibility of members on the street – i.e. walking and biking;
- Allocation of officers to deal with drug trafficking;
- Interaction with community and surrounding area;
- Enhancement of community relationships;
- Town Hall Meetings in Lac La Biche and surrounding areas;

RECESS

Mayor Kirylchuk called a recess at 6:21 p.m.

RECONVENE

Mayor Kirylchuk reconvened the meeting at 6:28 p.m., with all those individuals previously listed in attendance.

6.3 NADC – Steven Rowe et. al. – Information Sharing Session

Mayor Kirylchuk welcomed Steven Rowe, Research Officer and Allan Geary, Director of Projects and Research to the meeting.

Steven Rowe advised that the Northern Alberta Development Council (NADC) is opening an office in St. Paul, which he will be working out of. Mr. Rowe advised that the aim of the visit is to gain an overview of trends and issues unique to the region and to identify potential partnerships with regional stakeholders to address the issues of economic and social development.

A general discussion ensued regarding the NADC bursaries, board membership and the possibility of providing assistance with advertising of job postings.

**DISPOSITION OF
DELEGATION
BUSINESS**

7.1 Elijah Skoglund;

Council directed that Administration include a write up in the County Connector.

7.2 Staff Sergeant Steve Visnoski;

Council directed that Administration provide Staff Sergeant Visnoski with the contact information for the appropriate authorities regarding the SH 881 High Load Corridor and obtain additional information as to what is happening with the position that the County has funded.

**UNFINISHED
BUSINESS**

4.1 Briefing – Review of Corporate Services – Finance Policies
(continued)

Schedule of Fees and Charges Policy CS-10-012

A discussion ensued regarding the Schedule of Fees and Charges policy.

Council requested changes/clarification in the policy with respect to:

- Page 2, Tax & Development Appeals: change reference to tax appeal fee to **assessment**;
- Fees are low – compare with other municipalities;
- Move Development Appeal fees under Planning & Development (page 4);
- Use the word varied rather than leaving blanks, where applicable. i.e. Page 4 Development Permit (Temporary);
- Address airport house rental fee;
- Move cemetery fees to the Hamlet of Lac La Biche;
- Bring back history and purpose of cemetery plot renewal fee;
- Review cemetery plot fees for residents versus non residents;
- Compare fees to other municipalities, with respect to fees versus taxes;
- Address philosophy with respect to cost recovery versus percentage of recovery and consider inflation;
- Accept credit card payment for property taxes at no charge.

Councillor Uganecz left the room at 7:38 p.m.

- Compare all fees with other municipalities for possible increase;
- Increase NSF Charges;

Council directed that Administration make the noted changes for review at a future Policy and Priorities Committee Meeting.

Councillor Uganecz returned at 7:40 p.m.

RECESS

Mayor Kirylchuk called a recess at 7:43 p.m.

RECONVENE

Mayor Kirylchuk called the meeting to order at 7:49 p.m., with all those individuals previously listed in attendance.

Accounts Receivable Cancellations CS-10-013

A discussion ensued regarding the Accounts Receivable Cancellations policy.

Council requested changes/clarification in the policy with respect to:

- Item 2, Crown Leases: require a 305 to cancel taxes, as per legislation, therefore this can be removed from policy;
- Item 4 – clarify re those that are deemed uncollectable by the collection agency and also specify which accounts receivables can be transferred to the tax roll.

Council directed that Administration make the noted changes for review at a future Policy and Priorities Committee Meeting.

FOLLOW-UP ACTION LIST

5.1 Follow-Up Action List.

Council directed Administration to advise the organizers of the Elected Officials Economic Development course that May 3rd is not a suitable date for Council, as Council has a Policy and Priorities meeting scheduled on May 3rd.

11.033 Motion by Councillor Uganecz to accept the Follow-Up Action List as information.

CARRIED UNANIMOUSLY

COMMUNITY SERVICES

9.1 Briefing – Community Hall Rental Fees

A discussion ensued regarding the community hall rental fees being charged within and near Lac La Biche County.

11.034 Motion by Councillor Piquette to accept the briefing as information.

CARRIED UNANIMOUSLY

9.2 Briefing – Recreation Complex Types of Governance (Revisited)

A discussion ensued regarding the types of governance for recreation complexes.

11.035 Motion by Councillor Siebold to accept the Recreation Complex Types of Governance briefing as information.

CARRIED UNANIMOUSLY

9.3 RFD – Proclamation of National Volunteer Week

11.036 Motion by Councillor Uganecz to proclaim April 10 to 16, 2011 as National Volunteer Week in Lac La Biche County.

CARRIED UNANIMOUSLY

9.4 RFD – Appointment of Fire Guardians for the 2011 Season

11.037 Motion by Councillor Uganecz to appoint the following as Fire Guardians for the 2011 fire permit season to perform the duties and functions as set forth in Fire Protection Bylaw 08-020, with an effective date of April 5, 2011:

- Lucien Cote – Primary Fire Guardian
- Curtis Stuparyk – Lac la Biche Fire Chief
- Mitch Newton – Manager of Protective Services
- Maurice Brousseau – Director of Community Services

CARRIED UNANIMOUSLY

9.5 Community Response to Air Weapons Range

A discussion ensued regarding the Air Weapons Range.

11.038 Motion by Councillor Langevin that Administration prepare a letter to ratepayers, advising of the process and providing the briefing document that was provided to Minister Snelgrove, for Council's review at the April 12th Regular Council Meeting.

CARRIED UNANIMOUSLY

9.6 Update Re: Member-at-Large Vacancies

A discussion ensued regarding the vacant member at large positions on the various County Boards.

PLANNING AND INFRASTRUCTURE SERVICES

10.1 Grizzly Disposals Meeting (Councillor Item).

A discussion ensued regarding when Grizzly Disposals will be attending a Council meeting to make their presentation.

Maurice Brousseau advised that he will check into the status of this planned delegation and will advise Council within next few days.

GENERAL ADMINISTRATION

11.1 Policy Manual

A general discussion ensued regarding the policy manual.

Council requested that all operational procedures and guidelines be removed from the policy manual as the manual should only contain policies. Items to be removed include:

- Natural Gas Maintenance Manual;
- Airport Operational Procedures;
- Development Agreements;
- Fire District Standard Operating Procedures;
- Fire District Guidelines;
- Community Peace Officer Procedures;
- Principle Guidelines of Child Development;
- High Five, etc.

11.039 Motion by Councillor Langevin that Administration bring forward a briefing that addresses the noted changes to the policy manual.

CARRIED UNANIMOUSLY

COUNCILLOR REPORTS

Mayor Kirylchuk

- Mayor Kirylchuk read a letter from the Minister of National Defence, regarding the Air Weapons Range. A discussion ensued as to whether or not Council would follow up at the federal level. Council was of the consensus that it would not be beneficial to pursue this issue at this time. Council directed Administration to make this letter available to the public.

Councillor Langevin

- Noted that the funding for the Northeast Alberta Hub has been cut and that they are recommending a levy increase from \$.20 to \$1.00 per capita

Councillor Piquette

- Attended 14 or 15 meetings;
- Clarified that the old Lac Alta Lodge was sold at appraised value (the Lac La Biche Post inferred that the sale was below appraised value);
- Greater North Foundation requisitions will be going out – there has been a significant increase in rates, due to operating the former lodges, in Athabasca and Lac La Biche, while the new lodges were being built.

Councillor Uganecz

- Attended all Council and Committee meetings.

Councillor Siebold

- Advised that she tried to book an SDAB Training, with six different training sessions were offered, however she was unable to get into any of them. She suggested that Council lobby to have more sessions offered and explore the possibility of Lac La Biche County hosting a session.

Councillor Broadbent

- Attended all meetings.

REVIEW OF CORRESPONDENCE

15.1 Councillor Information Distribution Report

- 11.040 Motion by Councillor Piquette to accept the listing of correspondence as information.

CARRIED UNANIMOUSLY

REVIEW OF MINUTES – BOARDS AND COMMITTEES

- 16.1 FCSS Advisory Board – February 7, 2011;
16.2 Northern Lights School Division – February 23, 2011;
16.3 Northern Lights School Division – March 9, 2011;
16.3 Northern Lights School Division – March 23, 2011.

- 11.041 Motion by Councillor Uganecz to accept the boards and committees minutes as information.

CARRIED UNANIMOUSLY

ADJOURNMENT 11.042

Motion by Councillor Uganecz to adjourn the Policy and Priorities Committee meeting of April 5, 2011 at 8:56 p.m.

CARRIED UNANIMOUSLY

Peter Kirylchuk, Mayor

**Duane L. Coleman, CLGM
Chief Administrative Officer**