



Parkland County

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Parkland County, Alberta
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Parklandcounty.com

Meeting Agenda

Council

Mayor Rod Shaigec
Council Member AnnLisa Jensen
Council Member Jackie McCuaig
Council Member Phyllis Kobasiuk
Council Member Darrell Hollands
Council Member John McNab
Council Member Tracey Melnyk

Tuesday, March 22, 2016

9:00 AM

Council Chambers

VISION & MISSION:

Our VISION:

Parkland County, home to...
Creative Communities
Dynamic Connections
Cherished Ecosystems
Resilient Economies

And our MISSION:

*Parkland County represents the interests and aspirations of its citizens,
providing quality municipal services through strategic governance, and
delivering the best outcomes for Parkland County as a whole.*

1. CALL TO ORDER (Mayor)

. CELEBRATING SUCCESSES

Parkland County, Deputy Fire Chief, Shawn McKerry
- Masters in Emergency Management (Van Buul)

. INSPIRATIONAL REFLECTION (McNab)

2. ADOPTION OF AGENDA (Mayor)

3. ADOPTION OF MINUTES (Mayor)

3.1 [MIN 16-010](#) Adoption of the March 8, 2016 Regular Council Meeting Minutes

Proposed Motion

That the March 8, 2016 regular Council meeting minutes be adopted, as presented.

Attachments: [Minutes - Regular Council Meeting - March 8, 2016 - Unadopted](#)

- 3.2 [MIN 16-011](#) Adoption of the March 8, 2016 Special Council Meeting Minutes

Proposed Motion

That the March 8, 2016 special Council meeting minutes be adopted, as presented.

Attachments: [Minutes - Special Council Meeting - March 8, 2016 - Unadopted](#)

4. DELEGATIONS

- 4.1 [App 16-014](#) APPOINTMENT - 9:05 a.m.
Introduction: Brian Cornforth, Parkland County Fire Chief

Sponsors: Van Buul

- 4.2 [App 16-013](#) Public Input - 9:15 a.m. (10 mins.)

Sponsors: Shaigec

- 4.3 [App 16-012](#) Presentation - 9:30 a.m.
Parkland County Municipal Library Board
(Cheryl Budzinski, Board Member, Sharon McGuire, Board Member, Valerie Wittek, Library Manager)

Sponsors: Van Buul

Attachments: [1. PCLB Presentation Budget March 2016](#)
[2. Plan of Service 2016-2020](#)

5. BUSINESS ARISING

- 5.1 [BL 16-013](#) Bylaw 2015-29 (Amendment to Land Use Bylaw 20-2009 and Redistricting - Natural Resource Extraction/Processing)

Proposed Motions

1. That Bylaw 2015-29 be amended by deleting Schedule 1 and attaching new Schedule 1 (Attachment 2);
2. That Bylaw 2015-29 be amended by deleting Section 4 Subsection 12.12.13;
3. That Bylaw 2015-29 be amended by deleting Section 5 and renumbering Section 6 as Section 5;
4. That Bylaw 2015-29 receive second reading, as amended; and
5. That Bylaw 2015-29 receive third and final reading.

Sponsors: Vana

Attachments: [1. Bylaw 2015-29](#)
[2. New Schedule 1](#)
[3. Administrative Report](#)
[4. LUB - Text Red-lined Version](#)
[5. LUB - Text Amendments Final Version](#)
[6. LUB - Maps Site Locations](#)
[7. Public Engagement Summary](#)
[8. Bylaw 2015-29 - Presentation](#)

- 5.2 [POL 16-014](#) Moving Allowance Policy C-HR10

Proposed Motion(s)

1. That Council approve Moving Allowance Policy C-HR10 as presented; and
2. That Council rescind Moving Allowance Policy HR 010.

Sponsors: Kibblewhite

Attachments: [1. C-HR10 Moving Allowance](#)
[2. HR 010 - Moving Allowance](#)

- 5.3 [POL 16-015](#) Employee Vacation Policy C-HR11

Proposed Motion(s)

1. That Council approve Employee Vacation Policy C-HR11 as presented; and
2. That Council rescind Employee Vacation Policy HR 011.

Sponsors: Kibblewhite

Attachments: [1. C-HR11 Employee Vacation](#)
[2. C-HR11-P1 Employee Vacation](#)
[3. HR 011 - Employee Vacation](#)

5.4 [POL 16-016](#) Hours of Work and Overtime Policy C-HR12**Proposed Motion(s)**

1. That Council approve Hours of Work and Overtime Policy C-HR12 as presented; and
2. That Council rescind Hours of Work and Overtime Policy HR 012.

Sponsors: Kibblewhite

Attachments: [1. C-HR12 - Hours of Work and Overtime](#)
[2. HR 012 - Hours of Work and Overtime](#)

5.5 [POL 16-017](#) Employee Benefits Policy C-HR13**Proposed Motion(s)**

1. That Council approve Employee Benefits Policy C-HR13 as presented;
2. That Council rescind Employee Benefits Policy HR 013; and
3. That Council rescind Employee Health and Wellness Policy HR 025.

Sponsors: Kibblewhite

Attachments: [1. C-HR13 Employee Benefits](#)
[2. C-HR13-P1 Employee Health and Wellness Allowance](#)
[3. HR 013 - Employee Benefits](#)
[4. HR 025 - Employee Health and Wellness Allowance](#)

5.6 [POL 16-018](#) Staff Training and Development Policy C-HR23**Proposed Motion(s)**

1. That Council approve Staff Training and Development Policy C-HR23 as presented; and
2. That Council rescind Staff Training and Development Policy HR 023.

Sponsors: Kibblewhite

Attachments: [1. C-HR23 Staff Training and Development](#)
[2. HR 023 - Staff Training and Development](#)

5.7 [POL 16-019](#) Compensation Policy C-HR04**Proposed Motion(s)**

1. That Council approve Compensation Policy C-HR04 as presented;
2. That Council rescind Salary Administration Policy HR 004;
3. That Council rescind Non-Union Market Salary & Non-Market Position Evaluation Policy HR 005;
4. That Council rescind Position Reclassification Policy HR 006; and
5. That Council rescind Employee Performance Planning and Appraisal Process Policy HR 020.

Sponsors: Kibblewhite

Attachments: [1. C-HR04 Compensation](#)
[2. C-HR04-P1 Compensation](#)
[3. C-HR04-P2 Position Classification \(Union\)](#)
[4. A-HR20 Employee Performance Planning and Appraisal Process](#)
[5. HR 004 - Salary Administration](#)
[6. HR 005 - Non-Union Market Salary & Non-Market Position Evaluation](#)
[7. HR 006 - Position Classification - Union](#)
[8. HR 020 - Employee Performance Planning & Appraisal Process](#)

5.8 [POL 16-020](#) Policy Repeal - Human Resources Policies**Proposed Motion(s)**

1. That the following Council Human Resources policies be rescinded:

- a. HR 003 Conflict of Interest
- b. HR 008 Employee Complement, Recruitment, and Selection
- c. HR 009 Recruitment Guidelines
- d. HR 014 Employee Leaves of Absence
- e. HR-016 Disability Management
- f. HR 022 Discipline, Suspension and Dismissal of Staff
- g. HR-024 Succession Planning
- h. HR 026 Job Sharing

Sponsors: Kibblewhite

Attachments: [1. HR 003 Conflict of Interest](#)
[2. HR 008 Employee Complement, Recruitment, and Selection](#)
[3. HR 009 Recruitment Guidelines](#)
[4. HR 014 Leaves of Absence](#)
[5. HR-016 Disability Management](#)
[6. HR 022 Discipline, Suspension, and Dismissal of Staff](#)
[7. HR-024 Succession Planning](#)
[8. HR 026 Job Sharing](#)
[9. Chief Administrative Officer Bylaw No. 2014-30](#)
[10. Council Policy Report adopted February 9, 2016](#)

6. NEW BUSINESS**A. Mayor and Council Member Matters****A.1** [RFD 16-050](#) Parkland County Road Allowance - Township Road 524**Proposed Motion**

That administration be directed to provide information pertaining to a decision of a previous County Council to give permission to a resident to place a fence and gate across a road allowance located at Pt. NE. 19 and Pt. NW 20-52-07-W5M (Township Road 524)

Sponsors: Melnyk

B. Legislative Matters

B.1 [BL 16-006](#) Fire Permit Bylaw 2016-09**Proposed Motion**

- 1) That Bylaw 2016-09 receive first reading.
- 2) That a public hearing be scheduled on May 10, 2016 at 10:00 a.m. in Council Chambers to hear public comment on Bylaw 2016-09.

Sponsors: Van Buul

Attachments: [1. Bylaw 2016-09 Fire Permit Bylaw](#)
[2. Administrative Report](#)

B.2 [BL 16-012](#) Fireworks Bylaw 2016-08**Proposed Motion**

- 1) That Bylaw 2016-08 receive first reading.
- 2) That a public hearing be scheduled on May 10, 2016 at 10:30 a.m. in Council Chambers to hear public comment on Bylaw 2016-08.

Sponsors: Van Buul

Attachments: [1. Bylaw 2016-08 Fireworks Bylaw](#)
[2. Administrative Report](#)

C. Corporate Services Matters**D. Infrastructure Services Matters****D.1** [RFD 16-051](#) Road Program Revision**Proposed Motion**

That Council approve the Road Program revisions as presented.

Sponsors: McGowan

Attachments: [1. 2016-2019 Capital Road Program - Spring Budget - Amendments by Program](#)
[2. 2016-2019 Capital Road Program - Spring Budget - Program Project List](#)
[3. 2016-2019 Capital Road Program - Spring Budget - Program Project List](#)

E. Community Services Matters**E.1** [RFD 16-049](#) Parkland County Municipal Library Board 2016 Additional Budget Request**Proposed Motion**

That Council approve an additional \$64,000 in funding for the Parkland County Municipal Library Board for 2016 operations with funding to come from the 2016 Final Budget .

Sponsors: Van Buul

E.2 [RFD 16-020](#) Annual Fire Guardian Appointments - 2016**Proposed Motion**

That Council appoint the people listed on Attachment 1 as Fire Guardians for the year 2016, pursuant to the provisions of Section 4(2) of the Forest and Prairie Protection Act, Chapter F-19 R.S.A. 2000.

Sponsors: Van Buul

Attachments: [1. Fire Guardians 2016](#)

E.3 [RFD 16-041](#) Regional Emergency Management Plan**Proposed Motion**

That Council adopt the Regional Emergency Management Plan for Parkland County as presented.

Sponsors: Van Buul

Attachments: [1. Parkland Region Municipal Emergency Plan](#)

[2. Regional Emergency Management Plan Presentation](#)

F. Development Services Matters**F.1** [RFD 16-022](#) Guiding Principles - Municipal Development Plan Bylaw 37-2007 Update**Proposed Motion(s)**

That Council approve the Municipal Development Plan guiding principles, as presented.

Sponsors: Vana

Attachments: [1. Administrative Report - Municipal Development Plan Principles](#)

[2. Municipal Development Plan Guiding Principles](#)

[3. Municipal Development Plan Presentation](#)

F.2 [RFD 16-052](#) Integrated Community Sustainability Plan Update 2016 - Definitions of Sustainability**Proposed Motion**

That Council approve the Integrated Community Sustainability Plan Definitions of Sustainability, as presented.

Sponsors: Vana

Attachments: [1. ICSP Definitions of Sustainability](#)

[2. Administrative Report ICSP - Definitions of Sustainability](#)

[3. Integrated Community Sustainability Plan Update Presentation](#)

F.3 [RFD 16-043](#) Future of Agriculture Study - Vision, Principles, and Public Engagement Plan**Proposed Motion**

1. That Council approve the Future of Agriculture Study vision and principles, as presented.
2. That Council approve the Future of Agriculture Phase 2 Public Engagement Plan, as presented.

Sponsors: Vana

Attachments: [1. Administrative Report](#)
[2. Future of Agriculture - Vision and Principles](#)
[3. Future of Agriculture - Public Engagement Plan \(Phase 2\)](#)
[4. Future of Agriculture - Presentation](#)

7. COMMUNICATIONS**7.1** [COM 16-015](#) AAMDC Contact Newsletter**Proposed Motion**

That the AAMDC Contact Newsletter be received for information, as presented.

Sponsors: Shaigec

Attachments: [1. AAMDC Contact Newsletter - March 10, 2016](#)
[2. AAMDC Contact Newsletter - Website](#)

7.2 [COM 16-016](#) Federation of Canadian Municipalities (FCM) Update**Proposed Motion**

That the Federation of Canadian Municipalities update be received for information, as presented.

Sponsors: Shaigec

Attachments: [1. Federation of Canadian Municipalities - Annual Conference](#)
[2. Federation of Canadian Municipalities - Website](#)

7.3 [COM 16-017](#) Committee Reports**Proposed Motion**

That the Committee Reports be received for information, as presented.

Sponsors: Shaigec

8. IN-CAMERA SESSION**9. BUSINESS ARISING FROM IN-CAMERA SESSION****10. CLOSE OF MEETING**