



Parkland County

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Parkland County, Alberta
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Parklandcounty.com

Meeting Minutes

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

CALL TO ORDER

Mayor Shaigec called the meeting to order at 8:59 a.m.

Administration:

Rob McGowan, Interim Chief Administrative Officer
Ken Van Buul, General Manager, Community Services
Peter Vana, General Manager, Development Services
Tracy Kibblewhite, General Manager, Corporate Services
Dave Cross, Manager, Community & Protective Services (in part)
Brian Cornforth, Fire Chief (in part)
Paula Fikkert, Human Resources Coordinator (in part)
Martin Frigo, Senior Planner, Planning and Development Services (in part)
Gabriel Clarke, Supervisor, Environment and Community Sustainability (in part)
Duncan Martin, Planner, Planning and Development Services (in part)
Mark Cardinal, Manager, Agricultural Services (in part)
Scott Kovatch, Economic Development Officer - Rural Development (in part)
Jody Hancock, Manager, Engineering Services (in part)
Shawn McKerry, Deputy Fire Chief (in part)
Carson Mills, Communications Assistant
Doug Tymchyshyn, Supervisor, Legislative & Administrative Services
Barb Williams, Legislative & Administrative Services Administrator (Recording Secretary)

CELEBRATING SUCCESS

Parkland County's Deputy Fire Chief, Shawn McKerry was recognized for his Masters in Emergency Management Degree.

Council Member AnnLisa Jensen gave recognition to the Clymont Community Hall's grand re-opening event.

INSPIRATIONAL REFLECTION

Council Member John McNab offered a short inspirational reflection.

ADOPTION OF AGENDA

A motion was made by Council Member Phyllis Kobasiuk that the March 22, 2016 Council agenda be adopted, as presented. The motion carried unanimously.

ADOPTION OF MINUTES

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](#)

A motion was made by Council Member Jackie McCuaig that the March 8, 2015 Council meeting minutes be adopted, as presented. The motion carried unanimously.

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](#)

A motion was made by Council Member AnnLisa Jensen that the March 8, 2016 special Council meeting minutes be approved, as presented. The motion carried unanimously.

DELEGATIONS

APPOINTMENT - 9:05 a.m.

Introduction: Brian Cornforth, Parkland County Fire Chief

Council welcomed Brian Cornforth, Fire Chief to Parkland County.

BUSINESS ARISING

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.

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

A motion was made by Council Member John McNab that Moving Allowance

Policy C-HR10 be approved, as presented.

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.

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

A motion was made by Council Member Tracey Melnyk that Moving Allowance Policy C-HR10 be tabled to the April 12, 2016 Council meeting. The motion carried unanimously.

DELEGATIONS

Public Input - 9:15 a.m. (10 mins.)

Mayor Shaigec asked the gallery if there were any issues that the public wishes to bring to the attention of Parkland County.

Lynne Scheideman, Parkland County resident came forward with concern of a provision to exempt resource extraction sites related to Bylaw 2015-29 that is being presented at this meeting.

BUSINESS ARISING

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.

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

A motion was made by Council Member Kobasiuk that Employee Vacation Policy C-HR11 be approved, as presented. The motion carried by the following vote:

A motion was made by Council Member Jensen that Employee Vacation Policy HR 011 be rescinded. The motion carried by the following vote:

DELEGATIONS

Presentation - 9:30 a.m.

Parkland County Municipal Library Board

(Cheryl Budzinski, Board Member, Sharon McGuire, Board Member, Valerie Wittek, Library Manager)

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

Parkland County Municipal Library Board Members Cheryl Budzinski and Sharon McGuire, and Valerie Wittek, Library Manager presented the Parkland County Municipal Library Board 2016 Budget and request for additional funding.

Recess

BUSINESS ARISING

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.

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](#)

A motion was made by Council Member Melnyk that Bylaw 20125-29 receive second reading. The motion failed by the following vote:

A motion was made by Council Member Jackie McCuaig that administration be directed to present to Council an amending bylaw to the Parkland County's

Land Use Bylaw 20-2009 for the purpose of redistricting natural resource extraction/processing. The motion carried unanimously.

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.

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

A motion was made by Council Member Darrell Hollands that Hours of Work and Overtime Policy C-HR12 be approved, as presented. The motion carried unanimously.

A motion was made by Council Member John McNab that Hours of Work and Overtime Policy HR 012 be rescinded, as presented. The motion carried unanimously.

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.

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](#)

A motion was made by Council Member AnnLisa Jensen that Employee Benefits Policy C-HR13 be approved, as presented. The motion carried unanimously.

A motion was made by Council Member Jackie McCuaig that Employee Benefits Policy HR 013 be rescinded, as presented. The motion carried unanimously.

A motion was made by Council Member Phyllis Kobasiuk that Employee Health and Wellness Policy HR 025 be rescinded, as presented. The motion carried unanimously.

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.

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

A motion was made by Council Member Tracey Melnyk that Staff Training and Development Policy C-HR23 be approved, as presented. The motion carried unanimously.

A motion was made by Council Member Darrell Hollands that Staff Training and Development Policy HR 023 be rescinded, as presented. The motion carried unanimously.

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.

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](#)

A motion was made by Council Member AnnLisa Jensen that Compensation Policy C-HR04 be approved, as presented. The motion carried unanimously.

A motion was made by Council Member Jackie McCuaig that Salary Administration Policy HR 004 be rescinded, as presented. The motion carried unanimously.

A motion was made by Council Member Phyllis Kobasiuk that Non-Union Market Salary and Non-Market Position Evaluation Policy HR 005 be rescinded, as presented. The motion carried unanimously.

A motion was made by Council Member Tracey Melnyk that Position Reclassification Policy HR 006 be rescinded, as presented. The motion carried unanimously.

A motion was made by Council Member Darrell Hollands that Employee Performance Planning and Appraisal Process Policy HR 020 be rescinded, as presented. The motion carried unanimously.

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

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](#)

A motion was made by Council Member John McNab that the following Council Human Resources policies be rescinded:

- HR 003 Conflict of Interest
- HR 008 Employee Complement, Recruitment, and Selection
- HR 009 Recruitment Guidelines
- HR 014 Employee Leaves of Absence
- HR-016 Disability Management
- HR 022 Discipline, Suspension and Dismissal of Staff
- HR-024 Succession Planning
- HR 026 Job Sharing

The motion carried unanimously.

NEW BUSINESS**Mayor and Council Member Matters**

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)

A motion was made by Council Member Tracey Melnyk 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 NW 20-52-07-W5M (Township Road 524), as presented. The motion carried unanimously.

Legislative Matters

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.

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

A motion was made by Council Member Hollands that Bylaw 2015-09 receive first reading. The motion carried by the following vote:

A motion was made by Council Member John McNab that a public hearing be scheduled on May 10, 2016 at 10:00 a.m. at Parkland County Center, Council Chambers to hear public comment on Bylaw 2016-09. The motion carried unanimously.

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.

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

A motion was made by Council Member Melnyk that Bylaw 2016-08 receive first reading. The motion carried by the following vote:

A motion was made by Council Member Jackie McCuaig that a public hearing be scheduled on May 10, 2016 at 10:30 a.m. at Parkland County Center, Council Chambers to hear public comment on Bylaw 2016-09. The motion carried unanimously.

Recess

Mayor Shaigec recessed the meeting at 11:51 a.m. and reconvened the meeting at 12:00 p.m.

Infrastructure Services Matters

Road Program Revision

Proposed Motion

That Council approve the Road Program revisions as presented.

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](#)
[Four Year Road Program - Adopted - March 22, 2016](#)

A motion was made by Council Member Darrell Hollands that the Road Program revisions be approved, as presented. The motion carried unanimously.

Community Services Matters

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 .

A motion was made by Council Member Jackie McCuaig that additional funding in the amount of \$64,000 be approved for the Parkland County Municipal Library Board for 2016 operations, with funding to come from the 2016 Final Budget, as presented. The motion carried unanimously.

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.

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

A motion was made by Council Member Phyllis Kobasiuk that 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, as follows:

- Brian Cornforth, County Fire Chief
- Trevor Sutherley, Deputy Fire Chief
- Amber Coleman, Deputy Fire Chief
- Shawn McKerry, Deputy Fire Chief
- Don Degenhardt, Senior Fire Inspector
- Jim Hill, Fire Inspector
- Jeff Wiggins, Battalion Chief, Wabamun
- Rob Main, Fire Chief, Town of Devon
- Kevin Goerz, Battalion Chief, Tomahawk
- Kim Mozak, Platoon Chief, Seba Beach
- Dave Cross, Manager, Community and Protective Services
- Karen Clark, Supervisor, Emergency Communications Centre

- Geoff Heritage, Enforcement Services Supervisor
- Randy Shermack, Bylaw Services Supervisor
- Pedro Acevedo, Operations Supervisor
- Brad Backstrom, Peace Officer
- Vanessa Kenyon, Community & Protective Services Clerk
- Sarah Madore, Administrative Assistant, Community & Protective Services
- Jennifer O'Brien, Administrative Assistant, Community & Protective Services
- MacKenzie Blackburn, Bylaw Services Clerk
- Susan Evans, Administrator, Seba Beach Fire Services
- Janis Brown, Shop Attendant, Tomahawk

The motion carried unanimously.

Regional Emergency Management Plan

Proposed Motion

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

Attachments: [1. Parkland Region Municipal Emergency Plan](#)
 [2. Regional Emergency Management Plan Presentation](#)

A motion was made by Council Member Tracey Melnyk that the Regional Emergency Management Plan for Parkland County be approved as presented. The motion carried unanimously.

Development Services Matters

Guiding Principles - Municipal Development Plan Bylaw 37-2007 Update

Proposed Motion(s)

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

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

A motion was made by Council Member Tracey Melnyk that the Municipal Development Plan Guiding Principles be tabled; and, that the Municipal Development Plan Guiding Principles be referred to the April 19, 2016 Committee of the Whole meeting. The motion carried unanimously.

Integrated Community Sustainability Plan Update 2016 - Definitions of Sustainability

Proposed Motion

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

- Attachments:** [1. ICSP Definitions of Sustainability](#)
 [2. Administrative Report ICSP - Definitions of Sustainability](#)
 [3. Integrated Community Sustainability Plan Update Presentation](#)

A motion was made by Council Member Tracey Melnyk that the Integrated Community Sustainability Plan Update 2016 Definitions of Sustainability be tabled; and, that the Integrated Community Sustainability Plan Update 2016 Definitions of Sustainability be referred to the April 19, 2016 Committee of the Whole meeting. The motion carried unanimously.

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.

- 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](#)

A motion was made by Council Member Darrell Hollands that the Future of Agriculture Study Vision and Principles be approved, as presented. The motion carried unanimously.

A motion was made by Council Member Darrell Hollands that the Future of Agriculture Phase 2 Public Engagement Plan be approved, as presented. The motion carried unanimously.

COMMUNICATIONS

AAMDC Contact Newsletter

Proposed Motion

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

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

A motion was made by Council Member Jackie McCuaig that the March 10, 2016 AAMDC Contact Newsletter be received for information, as presented. The motion carried unanimously.

Federation of Canadian Municipalities (FCM) Update

Proposed Motion

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

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

A motion was made by Council Member Phyllis Kobasiuk that the Federation of Canadian Municipalities updates be received for information, as presented.
The motion carried unanimously.

Committee Reports

Proposed Motion

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

A motion was made by Council Member John McNab that the Committee Reports be received for information as follows:

1. Council Member Tracey Melnyk reported on the AAMDC Spring Conference.
2. Council Member Phyllis Kobasiuk reported on the AAMDC Spring Conference.
3. Council Member Jackie McCuaig reported on the AAMDC Spring Conference.
4. Council Member AnnLisa Jensen reported on the River Valley Alliance, a Domestic Violence Conference in Stony Plain, and the Tri Area Business Crime Prevention Breakfast.
5. Council Member John McNab reported on the Stony Plain and Parkland Pioneer Museum Society, and the AAMDC Spring Conference.
6. Mayor Shaigec reported on the AAMDC Spring Conference, the Capital Region Board, the West Inter Lake District Regional Water Services Commission, and the Intensive Agriculture Operations Working Group.

The motion carried unanimously.

CLOSE OF MEETING

Mayor Shaigec closed the meeting at 1:48 p.m.

Mayor

Supervisor, Legislative & Administrative Services