



Parkland County

53109A Highway 779
Parkland County, Alberta
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Parklandcounty.com

Meeting Minutes

Committee of the Whole

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, November 5, 2019

9:00 AM

Council Chambers

CALL TO ORDER

Committee Chair AnnLisa Jensen called the November 5, 2019 Committee of the Whole meeting to order at 9:01 a.m.

Present: 6 - Council Member AnnLisa Jensen, Council Member Jackie McCuaig, Council Member Phyllis Kobasiuk, Council Member Darrell Hollands, Council Member John McNab and Council Member Tracey Melnyk

Absent: 1 - Mayor Rod Shaigec

Administration:

Michael Heck, Chief Administrative Officer (in-part)
Laura Swain, General Manager, Corporate Services (in-part)
Dave Cross, General Manager, Agriculture, Community & Protective Services (in-part)
Rob McGowan, General Manager, Operations Services (in-part)
Tracy Kibblewhite, Chief Financial Officer (in-part)
Sarah Mate, Director, Community Services (in-part)
Teri Stewart, Director, Budget and Financial Reporting (in-part)
Stephen Fegyverneki, Acting Director, Planning & Development Services (in-part)
Tom Watts, Director, Human Resources (in-part)
Lauren Aebig, Manager, Strategic Planning & Intergovernmental Affairs (in-part)
Brian Cornforth, Fire Chief (in-part)
Chad Moore, Deputy Fire Chief, Strategic Services and Emergency Management (in-part)
Jody Hancock, Director, Engineering Services (in-part)
Barb Williams, Manager, Legislative Services
Lois Tyerman, Legislative Officer, Legislative Services (Recording Secretary)

ADOPTION OF AGENDA

A motion was made by Committee Member Darrell Hollands that the November 5, 2019 Committee of the Whole meeting agenda be adopted, as presented. The motion carried unanimously.

CONSENT AGENDA

A motion was made by Committee Member Jackie McCuaig that the Committee of the Whole consent to approve the following agenda items, without debate:

Item 4.1

Adoption of October 1, 2019 Committee of the Whole Meeting Minutes
That the October 1, 2019 Committee of the Whole Meeting Minutes adopted, as presented.

Item 8.1

Rural Municipalities of Alberta Contact Newsletter
That the Rural Municipalities of Alberta Contact Newsletter be received for information, as presented.

Item 8.2

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

The motion carried unanimously.

NEW BUSINESS

Chief Financial Officer

- 1 [RFD 19-070](#) September 30, 2019 Financial Statements

Proposed Motion

That the September 30, 2019 Financial Statements be received as information, as presented.

A motion was made by Committee Member Phyllis Kobasiuk that the September 30, 2019 financial statements be received for information, as presented. The motion carried unanimously.

DELEGATIONS

- 1 [App 19-072](#) Public Input - 9:15 a.m. (10 mins.)

Committee Chair AnnLisa Jensen asked the gallery if there were any issues that the public wishes to bring to the attention of Parkland County. No one came forward.

NEW BUSINESS

General Manager, Agriculture, Community and Protective Services

- 1 [RFD 19-213](#) Bylaw 2019-21 Municipal Emergency Management

Proposed Motions

- 1. That Bylaw 2019-21 be received for information, as presented.
- 2. That Bylaw 2019-21 be referred to the November 26, 2019 Council meeting.

A motion was made by Committee Member John McNab that Bylaw 2019-21 be received for information, as presented. The motion carried unanimously.

A motion was made by Committee Member John McNab that Bylaw 2019-21 be referred to the November 26, 2019 Council meeting. The motion carried unanimously.

General Manager, Corporate Services

- 1 [RFD 19-136](#) Corporate Plan

Proposed Motion

That the Corporate Plan be received for information, as presented.

A motion was made by Committee Member Jackie McCuaig that the Corporate Plan be received for information, as presented. The motion carried unanimously.

General Manager, Operations Services

- 1 [RFD 19-206](#) Tri-Municipal Local Transit Service Update

Proposed Motions

- 1. That the Tri-Municipal Local Transit Service Update be received for information, as presented.
- 2. That Administration be directed to develop options for Transit Service to Parkland Village as part of a new Tri-Municipal Local Transit service; and, provide Council with an update by Q3 2020.

A motion was made by Committee Member Jackie McCuaig that the Tri-Municipal Local Transit Service Update be received for information, as presented. The motion carried unanimously.

A motion was made by Committee Member Jackie McCuaig that Administration be directed to develop options for Transit Service to Parkland Village as part of a new Tri-Municipal Local Transit service; and, provide Council with an update by Q3 2020. The motion carried by the following vote:

For: 4 - Council Member Jensen, Council Member McCuaig, Council Member Kobasiuk and Council Member Melnyk

Against: 2 - Council Member Hollands and Council Member McNab

- 2 [RFD 19-207](#) Acheson Transit Service Update

Proposed Motions

- 1. That the Acheson Transit Service update be received for information, as presented.
- 2. That Administration be directed to present to Council a recommendation to reduce the Acheson Transit Service by three morning and three afternoon

trips.

A motion was made by Committee Member Jackie McCuaig that the Acheson Transit Service update be received for information, as presented. The motion carried unanimously.

A motion was made by Committee Member Jackie McCuaig that Administration be directed to present to Council a recommendation to reduce the Acheson Transit Service by three morning and three afternoon trips, per day, as presented. The motion carried unanimously.

RECESS

Committee Chair AnnLisa Jensen recessed the meeting at 10:08 a.m., and reconvened the meeting at 10:31 a.m.

DELEGATIONS

- 3 [App 19-070](#) 10:30 a.m. Appointment - River Valley Alliance Update
Brent Collingwood, Executive Director

Proposed Motion

That the River Valley Alliance Update be received for information, as presented.

Brent Collingwood, Executive Director presented the River Valley Alliance update.

A motion was made by Committee Member Phyllis Kobasiuk that the River Valley Alliance Update be received for information, as presented. The motion carried unanimously.

- 4 [App 19-071](#) 11:00 a.m. Appointment - Tri Regional Action Collaboration Task Force (TRAC)
Dave Grobman, Chair

Proposed Motion

That the Tri Regional Action Collaboration Task Force presentation be received for information, as presented.

Rik Kaminsky, Past Chair, Spruce Grove Chamber of Commerce, and Sarah Parry, Executive Director presented the Tri Regional Action Collaboration Task Force.

A motion was made by Committee Member Jackie McCuaig that the Tri Regional Action Collaboration Task Force presentation be received for information, as presented. The motion carried unanimously.

- 2 [App 19-073](#) 10:00 a.m. Appointment - 2019 Salvation Army Kettle Campaign
Paul Hanlan, 2019 Kettle Coordinator
Major Joanne Cook, Salvation Army

Proposed Motion

That the 2019 Salvation Army Kettle Campaign presentation be received for

information, as presented.

Paul Hanlan, 2019 Kettle Coordinator and Karina Beaudoir, Salvation Army presented the 2019 Salvation Army Kettle Campaign.

A motion was made by Committee Member Phyllis Kobasiuk that the 2019 Salvation Army Kettle Campaign presentation be received for information, as presented. The motion carried unanimously.

5 [App 19-069](#)

11:30 a.m. Appointment - KPMG Audit Planning Report
Taylor Rolheiser, Senior Manager
John Stelter, Audit Partner

Proposed Motion

That the KPMG Audit Planning Report be received for information, as presented.

Taylor Rolheiser, Senior Manager and John Stelter, Audit Partner presented the KPMG Audit Planning Report.

A motion was made by Committee Member John McNab that the KPMG Audit Planning Report be received for information, as presented. The motion carried unanimously.

CLOSED SESSION

1 [RFD 19-211](#)

Closed Session

Proposed Motion

That the Committee of the Whole convene in closed session pursuant to Section 197 of the *Municipal Government Act* to meet in private to discuss matters protected from disclosure by Section 23 of the *Freedom of Information and Protection of Privacy Act*.

A motion was made by Committee Member Jackie McCuaig that the Committee of the Whole convene in closed session at 11:45 a.m. pursuant to Section 197 of the Municipal Government Act to meet in private to discuss matters protected from disclosure by Section 23 of the Freedom of Information and Protection of Privacy Act. The motion carried unanimously.

2 [PRE 19-060](#)

KPMG Audit Planning Report
Taylor Rolheiser, Senior Manager
John Stelter, Audit Partner

FOIP Section 24 - Advice from officials
FOIP Section 26 - Testing procedures, tests and audits

Present: 6 - Council Member AnnLisa Jensen, Council Member Jackie McCuaig, Council Member Phyllis Kobasiuk, Council Member Darrell Hollands, Council Member John McNab and Council Member Tracey Melnyk

Absent: 1 - Mayor Rod Shaigec

*Administration:
No Administration in attendance.*

5 [RFD 19-212](#) Regular Committee of the Whole Meeting Session

Proposed Motion

That the Committee of the Whole revert to regular Committee of the Whole meeting session.

A motion was made by Committee Member Darrell Hollands that the Committee of the Whole revert to regular Committee of the Whole meeting session at 11:59 a.m. The motion carried unanimously.

RECESS

Committee Chair AnnLisa Jensen recessed the meeting at 12:00 p.m., and reconvened the meeting at 12:35 p.m.

CLOSED SESSION

[RFD 19-211](#) Closed Session

Proposed Motion

That the Committee of the Whole convene in closed session pursuant to Section 197 of the *Municipal Government Act* to meet in private to discuss matters protected from disclosure by Section 23 of the *Freedom of Information and Protection of Privacy Act*.

A motion was made by Committee Member Jackie McCuaig that the Committee of the Whole convene in closed session at 12:35 p.m. pursuant to Section 197 of the Municipal Government Act to meet in private to discuss matters protected from disclosure by Section 23 of the Freedom of Information and Protection of Privacy Act. The motion carried unanimously.

[PRE 19-060](#) KPMG Audit Planning Report
Taylor Rolheiser, Senior Manager
John Stelter, Audit Partner

FOIP Section 24 - Advice from officials
FOIP Section 26 - Testing procedures, tests and audits

Present: 6 - Council Member AnnLisa Jensen, Council Member Jackie McCuaig, Council Member Phyllis Kobasiuk, Council Member Darrell Hollands, Council Member John McNab and Council Member Tracey Melnyk

Absent: 1 - Mayor Rod Shaigec

Administration:

Michael Heck, Chief Administrative Officer (Administrative Liaison)

Tom Watts, Director, Human Resources (Employee Services)

4 [PRE 19-061](#)

Jurisdictional Land Matter

FOIP Section 21 - Harmful to intergovernmental relations

FOIP Section 24 - Advice from officials

FOIP Section 27 - Legal privilege

Present: 6 - Council Member AnnLisa Jensen, Council Member Jackie McCuaig, Council Member Phyllis Kobasiuk, Council Member Darrell Hollands, Council Member John McNab and Council Member Tracey Melnyk

Absent: 1 - Mayor Rod Shaigec

Administration:

Michael Heck, Chief Administrative Officer (Administrative Liaison)

Robert McGowan, General Manager, Operations Services (Administrative Advice)

Stephen Fegyverneki, Acting Director, Planning and Development Services (Land Advice)

[PRE 19-064](#)

Land Matter - Acheson

FOIP Section 21 - Harmful to intergovernmental relations

FOIP Section 24 - Advice from officials

FOIP Section 27 - Legal privilege

Present: 6 - Council Member AnnLisa Jensen, Council Member Jackie McCuaig, Council Member Phyllis Kobasiuk, Council Member Darrell Hollands, Council Member John McNab and Council Member Tracey Melnyk

Absent: 1 - Mayor Rod Shaigec

Administration:

Michael Heck, Chief Administrative Officer (Administrative Liaison)

Robert McGowan, General Manager, Operations Services (Administrative Advice)

Stephen Fegyverneki, Acting Director, Planning and Development Services (Land

Advice)

[RFD 19-212](#)

Regular Committee of the Whole Meeting Session

Proposed Motion

That the Committee of the Whole revert to regular Committee of the Whole meeting session.

A motion was made by Committee Member Darrell Hollands that the Committee of the Whole revert to regular Committee of the Whole meeting session at 1:33 p.m. The motion carried unanimously.

NEXT MEETING

The next Committee of the Whole meeting is scheduled for December 3, 2019 at 9:00 a.m.

CLOSE OF MEETING

Committee Chair AnnLisa Jensen closed the meeting at 1:34 p.m.

Committee Chair

Recording Secretary