



Parkland County

53109A Highway 779
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 8, 2016

9:00 AM

Council Chambers

CALL TO ORDER

Mayor Shaigec called the meeting to order at 9:00 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)
Lenny Richer, Supervisor, Parks, Recreation & Culture Services (in part)
Martin Frigo, Senior Planner, Planning & Development Services (in part)
Duncan Martin, Planner, Planning & Development Services (in part)
Gabriel Clarke, Supervisor, Environment & Community Sustainability (in part)
Carson Mills, Communications Assistant
Doug Tymchyshyn, Supervisor, Legislative & Administrative Services
Barb Williams, Legislative & Administrative Services Administrator (Recording Secretary)

INSPIRATIONAL REFLECTION

Council Member Jackie McCuaig offered a short inspirational reflection.

ADOPTION OF AGENDA

A motion was made by Council Member Tracey Melnyk that the March 8, 2016 regular Council meeting agenda be adopted, as presented. The motion carried unanimously.

ADOPTION OF MINUTES

Adoption of the February 8, 2016 Special Council Meeting Minutes

Proposed Motion

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

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

A motion was made by Council Member Darrell Hollands that the February 8, 2016 special Council meeting minutes be adopted, as presented. The motion carried unanimously.

Adoption of the February 9, 2016 Regular Council Meeting Minutes

Proposed Motion

That the February 9, 2016 regular Council meeting minutes be adopted, as presented.

Attachments: [Minutes - February 9, 2016 - Council Meeting - Unadopted](#)

A motion was made by Council Member Jackie McCuaig that the February 9, 2016 regular Council meeting minutes be adopted, as presented. The motion carried unanimously.

Adoption of the February 16, 2016 10:40 a.m. Special Council Meeting Minutes

Proposed Motion

That the February 16, 2016, 10:40 a.m. special Council meeting minutes be adopted, as presented.

Attachments: [Minutes - February 16, 2016 - Special Council Meeting - Unadopted](#)

A motion was made by Council Member AnnLisa Jensen that the February 16, 2016, 10:40 a.m. special Council meeting minutes be adopted, as presented. The motion carried unanimously.

Adoption of the February 16, 2016, 1:00 p.m. Special Council Meeting Minutes

Proposed Motion

That the February 16, 2016, 1:00 p.m. special Council meeting minutes be adopted, as presented.

Attachments: [Minutes - February 16, 2016 - Special Council Meeting - Unadopted](#)

A motion was made by Council Member John McNab that the February 16, 2016, 1:00 p.m. special Council meeting minutes be adopted, as presented. The motion carried unanimously.

DELEGATIONS

PRESENTATION - 9:05 a.m.

Cheque Presentation - ATCO Gas to the Spruce Grove and District

Agricultural Heritage Society (SGDAHS)
(Darren Repka, Manager ATCO Gas; Moira Juleff, President SGDAHS,
George Sewell, Building Committee Chair, SGDAHS)

Darren Repka, Manager ATCO Gas presented a donation in the amount of \$1,000 acquired by Council Member Jackie McCuaig at the Spring AAMDC Conference, to Spruce Grove and District Agricultural Heritage Society's Moira Juleff, President and George Sewell, Building Committee Chair.

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.

Brenda Neville, Parkland Village resident came forward with concern regarding Council's purpose for Bylaw No. 2016-03, explaining that the County should treat Parkland Village residents like other County residents. The County auctions tax arrear properties and Parkland Village is the same. Parkland Village residents will pay increased administrative costs to Parkbridge. Ms. Neville informed that a valid petition would require 3,056 signatures and that Parkland Village has only 1,500 residents.

NEW BUSINESS

Mayor and Council Member Matters

Notice of Motion - Parkland County Road Allowance

Attachments: [Notice of Motion - Parkland County Road Allowance](#)

Council Member Tracey Melnyk advised that on March 22, 2016 a motion will be presented to Council that administration be directed to provide information pertaining to a decision of 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).

Legislative Matters

Cemeteries Policy

Proposed Motion

1. That Cemeteries Policy C-RP02 is approved as presented; and
2. That Cemetery Operation and Maintenance Policy RP 002 be rescinded.

Attachments: [Policy C-RP02 Cemeteries](#)
 [Policy C-RP02 Cemeteries with changes](#)
 [Policy RP002 Cemetery Operation & Maintenance](#)

A motion was made by Council Member Jackie McCuaig that Cemeteries Policy

C-RP02 be approved, as presented. The motion carried unanimously.

A motion was made by Council Member Phyllis Kobasiuk that Cemetery Operation and Maintenance Policy RP 002 be rescinded. The motion carried unanimously.

Parks, Recreation and Culture Policies - Repeal

Proposed Motion

That Policy RP 008 - County Use of Community Halls and Policy RP 009 - Contributions to Operational Costs of Public Libraries, be rescinded.

Attachments: [Policy RP008 County Use of Community Halls \(Attachment 1\)](#)
 [Directive A-RP05 Community Hall Bookings for County Use \(Attachment 2\)](#)
 [Procedure A-RP05-P1 Community Hall Bookings for County Use \(Attachment 3\)](#)
 [Policy RP 009 Contribution to Operational Costs of Public Libraries \(Attachment #4\)](#)
 [Bylaw 2014-08 Municipal Library Board \(Attachment 5\)](#)

A motion was made by Council Member John McNab that County Use of Community Halls Policy RP 008, and Contributions to Operational Costs of Public Libraries Policy RP 009 be rescinded. The motion carried unanimously.

DELEGATION

Legislative Matters

PUBLIC HEARING - 9:30 a.m.

Bylaw No. 2016-06 (Amendment Schedule 1 of the Land Use Bylaw - Entwistle Urban Village Sub-District Map)

Proposed Motion(s)

1. That Bylaw No. 2016-06 receive second reading; and
2. That Bylaw No. 2016-06 receive third and final reading.

Attachments: [Chair Notes](#)
 [Administrative Report](#)
 [Bylaw 2016-06 Amending Land Use Bylaw 20-2009](#)
 [Schedule 1-Map](#)

A motion was made by Council Member Tracey Melnyk that Bylaw No. 2016-06 receive second reading. The motion carried unanimously.

A motion was made by Council Member Tracey Melnyk that Bylaw No. 2016-06 receive third and final reading, and that it be declared finally passed. The motion carried unanimously.

NEW BUSINESS

Private Driveway Snow Removal Subsidy Program Policy C-RP15

Proposed Motion(s)

1. That Private Driveway Snow Removal Subsidy Program Policy C-RP15 is approved as presented; and
2. That Private Driveway Snow Removal for Physically Disabled Persons Policy RP015 be rescinded.

Attachments: [Policy C-RP15 Private Driveway Snow Removal](#)
 [Policy C-RP15 Private Driveway Snow Removal with changes](#)
 [Policy RP 015 Private Driveway Snow Removal](#)

A motion was made by Council Member Phyllis Kobasiuk that Private Driveway Snow Removal Subsidy Program Policy C-RP15 be approved, as presented. The motion carried unanimously.

A motion was made by Council Member AnnLisa Jensen that Private Driveway Snow Removal for Physically Disabled Persons Policy RP015 be rescinded. The motion carried unanimously.

Policy Revision - Safety Policy C-AD46

Proposed Motion

That Council approve revised Safety Policy C-AD46 as presented.

Attachments: [Policy C-AD46 Safety](#)
 [Policy C-AD46 Safety with changes](#)

A motion was made by Council Member Phyllis Kobasiuk that revised Safety Policy C-AD46 be approved. The motion carried unanimously.

Corporate Services Matters

2015 Draft Year End Financial Report, Final Restricted Surplus and Allowance Transfers, and Restricted Surplus Authorization Form Changes

Proposed Motions

1. That Council accept the Draft 2015 Year End Financial Reports as information.
2. That Council rescind the Early Retirement Incentive Restricted Surplus with the balance of the reserve (\$235,886) transferred to Contingency Restricted Surplus.
3. That Council approve the creation of the Hamlet Sustainability Restricted Surplus.
4. That Council approve the transfer of \$3,480,903 to Restricted Surplus and the decrease to the Allowance for Uncollectible Accounts in the amount of \$9,700 as per Attachment 1.

- Attachments:**
- [1. Restricted Surplus Transfers Year End](#)
 - [2. Tax Carryforward Requirements](#)
 - [3. Budget Summary Draft](#)
 - [4. Water & Waste Water Graphs](#)
 - [5. Smart Parkland Tower Analysis](#)
 - [6. Early Retirement Incentive Restricted Surplus Authorization Form](#)
 - [7. Statement of Restricted Surplus](#)
 - [8. Hamlet Sustainability Restricted Surplus Authorization Form](#)

Administration presented the 2015 Draft Year End Financial Report, Final Restricted Surplus and Allowance Transfers, and Restricted Surplus Authorization Form Changes.

DELEGATION

PRESENTATION - 10:00 a.m.
Lakemere 4-H Beef Club
(Deanna Beniuk, General Leader, Lakemere 4-H Beef Club)

Deanna Beniuk, General Leader, Cierian Regenwetter, and Kyelen Regenwetter, Junior Lakemere 4-H Beef Club members thanked Parkland County for a \$1,000 contribution toward the 65th Anniversary event and presented Parkland County with a yearbook memorabilia.

Recess

Mayor Shaigec recessed the meeting at 10:05 a.m. and reconvened the meeting at 10:14 a.m.

NEW BUSINESS

Corporate Services Matters

2015 Draft Year End Financial Report, Final Restricted Surplus and Allowance Transfers, and Restricted Surplus Authorization Form Changes

Proposed Motions

1. That Council accept the Draft 2015 Year End Financial Reports as information.
2. That Council rescind the Early Retirement Incentive Restricted Surplus with the balance of the reserve (\$235,886) transferred to Contingency Restricted Surplus.
3. That Council approve the creation of the Hamlet Sustainability Restricted

Surplus.

4. That Council approve the transfer of \$3,480,903 to Restricted Surplus and the decrease to the Allowance for Uncollectible Accounts in the amount of \$9,700 as per Attachment 1.

Attachments:

- [1. Restricted Surplus Transfers Year End](#)
- [2. Tax Carryforward Requirements](#)
- [3. Budget Summary Draft](#)
- [4. Water & Waste Water Graphs](#)
- [5. Smart Parkland Tower Analysis](#)
- [6. Early Retirement Incentive Restricted Surplus Authorization Form](#)
- [7. Statement of Restricted Surplus](#)
- [8. Hamlet Sustainability Restricted Surplus Authorization Form](#)

A motion was made by Council Member Darrell Hollands that the Draft 2015 Year End Financial Reports be received for information, as presented. The motion carried unanimously.

A motion was made by Council Member John McNab that the Early Retirement Incentive Restricted Surplus be rescinded with the balance of the reserve in the amount of \$235,886 be transferred to Contingency Restricted Surplus, as presented. The motion carried unanimously.

A motion was made by Council Member Jackie McCuaig that the creation of the Hamlet Sustainability Restricted Surplus be approved, as presented. The motion carried unanimously.

A motion was made by Council Member Phyllis Kobasiuk that the transfer in the amount of \$3,480,903 to Restricted Surplus and the decrease to the Allowance for Uncollectible Accounts in the amount of \$9,700 be approved, as presented. The motion carried unanimously.

Staffing Request for Financial Services

Proposed Motion

That Council approve the following Financial Services staff changes to the 2016 Final Budget:

- addition of 2.0 full time equivalent permanent Accounting Technicians
- addition of 0.2 full time equivalent Data Entry Clerk; changing the position to permanent status
- changing the 0.6 temporary full time equivalent, Supervisor, Budget and Grants position to permanent status

A motion was made by Council Member Phyllis Kobasiuk that the following Financial Services Staff changes to the 2016 Final Budget be approved:

- addition of 2.0 full-time equivalent permanent Accounting Technicians;
- addition of 0.2 full-time equivalent Data Entry Clerk; changing the position to permanent status; and,
- changing the 0.6 temporary full-time equivalent, Supervisor, Budget and Grants position to permanent status.

The motion carried unanimously.

Community Services Matters

Yellowhead County Fire Services Agreement

Proposed Motion

That Council direct Administration to begin discussions with Yellowhead County on defining a service level and operating model for fire services in the Entwistle/Evansburg area.

Attachments: [Yellowhead County Fire Services Agreement Letter](#)

A motion was made by Council Member Tracey Melnyk that administration be directed to begin discussions with Yellowhead County on defining a service level and operating model for fire services in the Entwistle/Evansburg area, as presented. The motion carried unanimously.

DELEGATION

Legislative Matters

RECONVENE PUBLIC HEARING - 10:30 a.m.

Proposed Road Closure Bylaw No. 2016-04

Proposed Motion

That Bylaw No. 2016-04 receive first reading.

Attachments: [Chair Procedural Notes - Reconvene Public Hearing - Bylaw 2016-04](#)
[Bylaw 2016-04 Road Closure Twp Rd 522](#)
[Twp Rd 522 Garden Grove Aerial](#)
[Road Closure Request Township Road 522](#)
[Policy EN 009 Road Allowance and Diversions Sale, Lease Permitting](#)

A motion was made by Council Member Darrell Hollands that Bylaw No. 2016-04 receive first reading. The motion carried unanimously.

NEW BUSINESS

Development Services Matters

Municipal Development Plan Bylaw No. 37-2007 Update

Proposed Motion(s)

1. That the Municipal Development Plan project workplan be approved.
2. That the vision statement for the Municipal Development Plan be

approved.

Attachments: [1. Municipal Development Plan Administrative Report](#)
 [2. Municipal Development Plan Project Plan](#)
 [3. Municipal Development Plan Vision Statement](#)
 [4. Municipal Development Plan 2016 Content Outline](#)
 [5. Municipal Development Plan Presentation](#)

A motion was made by Council Member Darrell Hollands that the Municipal Development Plan project workplan be approved, as presented. The motion carried unanimously.

A motion was made by Council Member John McNab that the vision statement for the Municipal Development Plan be approved, as presented. The motion carried by the following vote:

Integrated Community Sustainability Plan (ICSP) Update 2016

Proposed Motion(s)

1. That Council approve the Integrated Community Sustainability Plan project plan
2. That Council approve the Integrated Community Sustainability Plan Vision Statement

Attachments: [2016 ICSP Project Plan](#)
 [2016 ICSP Content Outline Table of Contents](#)
 [2016 ICSP Presentation](#)

A motion was made by Council Member AnnLisa Jensen that the Integrated Community Sustainability Plan project plan be approved, as presented. The motion carried unanimously.

A motion was made by Council Member Jackie McCuaig that the Integrated Community Sustainability Plan vision statement be approved, as presented. The motion carried by the following vote:

DELEGATION

PRESENTATION - 11:00 a.m.

Non-Union Market Salary and Non-Market Position Evaluation and Salary Administration Policies
(Russ Heppell, Consultant - RSH Group Inc.)

Proposed Motion

That Council accept the consultant report on compensation as information.

Attachments: [Presentation: Review of Market Salary, Position Evaluation and Salary Administration Policy](#)

A motion was made by Council Member Tracey Melnyk that the presentation by Russ Hepple, RSH Group Inc. be received for information. The motion carried

unanimously.

Recess

Mayor Shaigec recessed the meeting at 11:42 a.m. and reconvened the meeting at 11:47 a.m.

NEW BUSINESS

Legislative Matters

Compensation Policy C-HR04

Proposed Motion(s)

1. That Council approve Compensation Policy C-HR04 as presented.
2. That Council rescind Policy HR 005 Non-Union Market Salary and Non-Market Position Evaluation and Policy HR 004 Salary Administration.

Attachments: [Policy C-HR04 Compensation](#)
 [HR 004 Salary Administration](#)
 [HR 005 Non-Union Market Salary & Non-Market Position Evaluation](#)

A motion was made by Council Member Tracey Melnyk that Compensation Policy C-HR04 be approved, as presented.

A motion was made by Council Member AnnLisa Jensen that Compensation Policy C-HR04 be tabled to the March 22, 2016 Council meeting. The motion carried unanimously.

Development Services Matters

Participation in an Alberta Community Partnership Grant - Sturgeon River Watershed

Proposed Motions:

- 1) That Council authorizes Administration to participate in an Alberta Community Partnership Grant application to assist in the completion of background reports for the Sturgeon River Watershed Management Plan.
- 2) That Council supports the designation of the Summer Village of Silver Sands as the project lead for the Alberta Community Partnership Grant.
- 3) That Council supports the Summer Village of Silver Sands to enter into a conditional grant agreement with the Government of Alberta governing the purpose and use of the grant funds.

Attachments: [Administrative Report](#)
 [Alberta Community Partnership Grant Application - Sturgeon Watershed](#)

A motion was made by Council Member AnnLisa Jensen that administration be authorized to participate in an Alberta Community Partnership Grant application to assist with the completion of background reports for the Sturgeon River Watershed Management Plan. The motion carried

unanimously.

A motion was made by Council Member Jackie McCuaig that Council support the designation of the Summer Village of Silver Sands as the project lead for the Alberta Community Grant. The motion carried unanimously.

A motion was made by Council Member AnnLisa Jensen that Council support the Summer Village of Silver Sands to enter into a conditional grant agreement with the Government of Alberta governing the purpose and use of the grant funds. The motion carried unanimously.

COMMUNICATIONS

AAMDC Contact Newsletter

Proposed Motion

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

Attachments: [AAMDC Contact Newsletter - March 2, 2016](#)
[AAMDC Contact Newsletter - February 24, 2016](#)
[AAMDC Contact Newsletter - February 18, 2016](#)
[AAMDC Contact Newsletter - February 10, 2016](#)
[AAMDC Contact Newsletter - Website](#)

A motion was made by Council Member Phyllis Kobasiuk that the February 10, 18, 24, and March 2, 2016 AAMDC Contact Newsletters 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: [Federation of Canadian Municipalities - Website](#)

A motion was made by Council Member Jackie McCuaig that the Federation of Canadian Municipalities update 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 Jackie McCuaig that the following Committee Reports be received for information:

1. Council Member AnnLisa Jensen reported on the Growth Series Conference.
2. Council Member Jackie McCuaig reported on the Meridian Foundation, and the Economic Development and Tourism Advisory Committee.
3. Council Member Phyllis Kobasiuk reported on the sessions facilitated by

Brownlee LLP and Reynolds Mirth Richards & Farmer, Stony Plain FCSS, CRB Governance & Finance Committee, and the President's Forum.

4. Council Member Tracey Melnyk reported on the Public Members Appreciation event.

The motion carried unanimously.

CLOSE OF MEETING

Mayor Shaigec closed the meeting at 12:16 p.m.

Mayor

Supervisor, Legislative & Administrative Services