



Parkland County

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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, December 16, 2014

9:00 AM

Council Chambers

CALL TO ORDER

Mayor Shaigec called the meeting to order at 9:00 a.m.

Present: 6 - Council Member AnnLisa Jensen, Council Member Jackie McCuaig, Council Member John McNab, Mayor Rod Shaigec, Council Member Phyllis Kobasiuk and Council Member Tracey Melnyk

Absent: 1 - Council Member Darrell Hollands

Administration:

Pat Vincent, Chief Administrative Officer

Rob McGowan, General Manager, Infrastructure Services

Ken Van Buul, General Manager, Community Services (in part)

Peter Vana, General Manager, Development Services

Tracy Kibblewhite, General Manager, Corporate Services (in part)

Paul Hanlan, Manager, Planning & Development Services (in part)

Martin Frigo, Senior Planner - Long Range Planning, Planning & Development Services (in part)

Jeff Dyck, Manager, Financial Services (in part)

Doug Tymchyshyn, Manager, Legislative & Administrative Services

Jackie Ostashek, Manager Communications & Strategic Planning

Barb Williams, Legislative & Administrative Services Administrator (Recording Secretary)

OPENING PRAYER

Council Member Tracey Melnyk offered a short prayer.

ADOPTION OF AGENDA

A motion was made by Council Member Phyllis Kobasiuk that the December 16, 2014 regular Council meeting agenda be adopted, as presented. The motion carried unanimously.

ADOPTION OF MINUTES

[MIN 14-032](#)

There are no regular unadopted Council meeting minutes presented at this meeting.

BUSINESS ARISING

There were no Business Arising items presented at this meeting.

NEW BUSINESS**Legislative Matters**[POL 14-032](#)

Insurance Policy C-AD36

Proposed Motion(s)

1. That Council approve revisions to Insurance Policy C-AD36, as presented.
2. That Council rescind Playschools - Insurance Policy RP 007.

A motion was made by Council Member John McNab that revised Insurance Policy C-AD36 be approved, as presented. The motion carried unanimously.

A motion was made by Council Member Jackie McCuaig that Playschools - Insurance Policy RP 007 be rescinded, as presented. The motion carried unanimously.

POL 14-033

Human Resources Policies

Proposed Motion(s)

That the Committee recommend to Council that the following Human Resources policies be rescinded, to allow them to be reclassified as Administrative Directives:

- | | |
|--------|--|
| HR 003 | Conflict of Interest |
| HR 004 | Salary Administration |
| HR 005 | Non-Union Market Salary and Non-Market Position Evaluation |
| HR 006 | Position Classification (Union) |
| HR 008 | Employee Complement, Recruitment, and Selection |
| HR 009 | Recruitment Guidelines |
| HR 010 | Moving Allowance |
| HR 011 | Employee Vacation |
| HR 012 | Hours of Work and Overtime |
| HR 013 | Employee Benefits |
| HR 014 | Leaves of Absence |
| HR-016 | Disability Management |
| HR 020 | Employee Performance Planning and Appraisal Process |
| HR 022 | Discipline, Suspension and Dismissal of Staff |
| HR 023 | Staff Training and Development |
| HR-024 | Succession Planning |
| HR 025 | Employee Health and Wellness Allowance |
| HR 026 | Job Sharing. |

A motion was made by Council Member AnnLisa Jensen that the following policies be rescinded, as presented:

HR 001 - Prohibited Discrimination Policy
HR 015 - Employee Assistance Program
HR-017 - Smoking in the Workplace

The motion carried unanimously.

A motion was made by Council Member Tracey Melnyk that the recommendation to rescind the following Human Resources policies (to allow them to be reclassified as Administrative Directives) be tabled to the March 3, 2014 Governance and Priorities Committee meeting:

HR 003 Conflict of Interest
HR 004 Salary Administration
HR 005 Non-Union Market Salary and Non-Market Position Evaluation
HR 006 Position Classification (Union)
HR 008 Employee Complement, Recruitment, and Selection
HR 009 Recruitment Guidelines
HR 010 Moving Allowance
HR 011 Employee Vacation
HR 012 Hours of Work and Overtime
HR 013 Employee Benefits
HR 014 Leaves of Absence
HR-016 Disability Management
HR 020 Employee Performance Planning and Appraisal Process
HR 022 Discipline, Suspension and Dismissal of Staff
HR 023 Staff Training and Development
HR-024 Succession Planning
HR 025 Employee Health and Wellness Allowance
HR 026 Job Sharing.

The motion carried unanimously.

[POL 14-034](#)

Indemnification of County Officials and Employees Policy AD 051

Proposed Motion(s)

That Council rescind Indemnification of County Officials and Employees Policy AD 051.

A motion was made by Council Member Phyllis Kobasiuk that Indemnification of County Officials and Employees Policy AD 051 be rescinded, as presented. The motion carried unanimously.

SCHEDULED MATTERS

[App 14-129](#)

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. No one came forward.

NEW BUSINESS

Corporate Services Matters

[RFD 14-156](#)

November 30, 2014 Financial Statements

Proposed Motion(s)

That Council receive the November 30, 2014 Financial Statements as information.

Jeff Dyck, Financial Services Manager presented the November 30, 2014 Financial Statements.

A motion was made by Council Member Jackie McCuaig that the November 30, 2014 Financial Statements be received for information, as presented. The motion carried unanimously.

[RFD 14-221](#)

Public Committee Member Appointments

Proposed Motion

That public committee members be appointed, as presented for terms effective January 1, 2015.

A motion was made by Council Member John McNab that the following public committee member appointments be approved for the terms effective January 1, 2015:

Agricultural and Rural Life Advisory Committee

Shirley Wild (Division 2)* - Three-year Term

Rod Schutz (Division 4)* - Three-year Term

Art Advisory Committee

Brenda Reeve - Two-year Term

Natasha Matthews (Youth Member)* - One-year Term

Economic Development & Tourism Advisory Committee

Cheryl McNeil, TransAlta Representative* - Three-year Term

Environmental Advisory Committee

John Buchko (Construction Industry) - Two-year Term

Ruth Yanor* (Environmental Organization) - Two-year Term

Richard Underwood (Lake User) - Two-year Term

Jessica Karpo* (Youth Member) - Two-year Term

Gravel Advisory Committee

John Buchko - Three-year Term

Horizon Stage Theatre Advisory Board

Donna Bradley-Bobey* - Three-year Term

Municipal Library Board

Sonia Poulin* - Two-year Term

Lorraine Stewart* - Two-year Term

Subdivision and Development Appeal Board

Jane Smith - Three-year Term

Pat Brennan* (Alternate Board Member)

Richard Underwood (Alternate Board Member)

*=Incumbent

The motion carried unanimously.

SCHEDULED MATTERS

[BL 14-051](#)

Public Hearing 9:30 a.m. (60 mins).

Bylaw No. 2014-28 to Amend Municipal Development Plan Bylaw No. 37-2007 to ensure consistency with the updated Acheson Industrial Area Structure Plan.

Proposed Motion(s)

Upon closing the Public Hearing:

1. That Bylaw No. 2014-28 receive second reading.
2. That Administration be directed to forward proposed Bylaw No. 2014-28 to the Capital Region Board for its referral process.

Mayor Shaigec called the Public Hearing to order at 9:30 a.m., in accordance with the provisions of the Municipal Government Act, to provide an opportunity for public input and comment on proposed Bylaw No. 2014-28, being a bylaw to amend the Municipal Development Plan Bylaw No. 37-2007 to ensure consistency with the updated Acheson Industrial Area Structure Plan, and Bylaw No. 2014-29, being a bylaw for the purpose of adopting an Area Structure Plan for the Acheson Business Industrial Area, and explained the procedures of the hearing .

Administration presented Bylaws No. 2014-28 and 2014-29.

Verbal Submissions

1. *Mark Lawrence, Stantec Consultant and Dale Miller, Alberta Spruce Industries, support Bylaws No. 2014-28 and 2014-29 and referred to their written submission with proposed amendments.*
2. *Bob Horton and Keith Wilson, representing Trans America Group, referred to their written submission dated December 8, 2014 supporting Bylaws No. 2014-28 and 2014-29 and referred to their submission with proposed amendments.*

Mayor Shaigec recessed the meeting at 10:44 a.m. and reconvened the meeting at 10:56 a.m.

3. *Wagner Natural Area Society, Pat Clayton and Irl Miller, referred to their written correspondence dated November 25, 2014, to protect the Wagner Natural Area and natural underground water sources and wildlife.*
4. *David Hoeksema, Osborne Acres Residents Association, referred to written correspondence dated December 8, 2014 supporting the proposed trail network, but concerned with a proposed recreational facility in the area, change of wording from "nomenclature" to "industrial use setback as opposed to a buffer", cost sharing agreements for any work that would have to be completed for water and waste water installations, the Wagner Natural Area, storm water controls, and long term planning*

in the area.

Written Submissions

1. *Stantec Consulting Ltd., presented a verbal submission referencing their correspondence.*
2. *Capital Region Parkland Water Services Commission, supports Bylaw No. 2014-29.*
3. *Michener Allen, presented concerns regarding access and traffic flow.*
4. *Wagner Natural Area Society, presented a verbal submission referencing their correspondence.*
5. *Osborne Acres Residents Association, presented a verbal submission referencing their correspondence.*

Mayor closed the hearing at 11:37 a.m.

A motion was made by Council Member Phyllis Kobasiuk that Bylaw No. 2014-28 be amended as follows:

Item Number 3 - Section 10 - Transportation and Utilities of Bylaw No. 37-2007, be amended to add, "Notwithstanding the above, onsite servicing for future industrial and commercial developments shall be permitted on Lot 2 and Lot 3, Plan 9420960 only." and that Section 10 - Transportation and Utilities of Bylaw No. 37-2007, be amended by adding the following policy and addition to now read, "(a) Policy 10.21 Municipal Servicing of Acheson Industrial Area The County requires all commercial and industrial developments in Acheson to be fully serviced by municipal (water and sanitary) servicing, and will recover the cost of extending the systems through an offsite levy bylaw. Notwithstanding the above, onsite servicing for future industrial and commercial developments shall be permitted on Lot 2 and Lot 3, Plan 9420960 only. And renumbering subsequent policies accordingly."

Item Number 5 - That Map 2 Land Use Concept Map of Bylaw No. 37-2007 be amended to add, "(e) Lot 2, and Lot 3, Plan 9420960 will be redesignated from Fringe to Industrial/Commercial." and that it now read, "That Map 2 Land Use Concept Map of Bylaw No. 37-2007, be amended by:

(a) The "Proposed Outer Ring Road" road alignment identified in Map 2 - Land Use Concept Map, will be also be removed based on the current direction provided by Alberta Transportation.

(b) A 200m by 800m strip of land on the west side of NW 29-52-26-W4thM will be redesignated from Fringe to Agriculture.

(c) All that portion of SE & SW 6-53-26-W4thM that lies south of the railroad and north of Provincial Highway 16A and NE&NW 31-52-26-W4thM excepting thereout Lot 4 Plan 167MC will be redesignated from Agriculture to Industrial/Commercial.

(d) Portions of SEC 32-52-26-W4thM, SW 33-52-26-W4thM, NW & NE 28-52-26-W4thM and NW&NE 29-52-26-W4thM will be redesignated from Fringe to Industrial/Commercial.

(e) Lot 2 and Lot 3, Plan 9420960 will be redesignated from Fringe to Industrial/Commercial.

As shown in Schedule A - Revised MDP Map 2 Land Use Concept Map, attached to and forming part of this Bylaw."

and, that amended Bylaw No. 2014-28 receive second reading. The motion carried unanimously.

A motion was made by Council Member Tracey Melnyk that administration be

directed to forward proposed Bylaw No. 2014-28 to the Capital Region Board for its referral process. The motion carried unanimously.

[BL 14-052](#)

Public Hearing 9:30 a.m. (60 mins).

Approval of the Acheson Industrial Area Structure Plan Bylaw No. 2014-29.

Proposed Motion(s)

Upon closing the Public Hearing:

1. That Bylaw No. 2014-29 receive second reading.
2. That Administration be directed to forward proposed Bylaw No. 2014-29 to the Capital Region Board for its referral process.

A motion was made by Council Member Jackie McCuaig that Bylaw No. 2014-29, being a bylaw of Parkland County for the purpose of adopting an Area Structure Plan for the Acheson Business Industrial Area, be amended as follows:

1. Under Heading 8 of the Table of Contents, remove "Capital Region Board".
2. Under Section 5 include the following new heading, "Section 5.2 Servicing"
3. Renumber the subsequent sections accordingly.
4. Under Section 5.9, remove the following, "Soils in the northwest sector are classified as being organic and not suitable for agriculture", and replace to read, "Soils in the northwest sector include organic, Class 3 and Class 1 soils. A mixture or predominantly organic and Class 1 soils are found in the extreme northwest corner of the ASP area."
5. Delete Figure 4, "Soil Capability" and replace with new Figure 4, "Soil Capability" as presented.
6. Section 6.1.1.3 to add, "as defined within the policies of this Area Structure Plan.", and that it now read, "Ensure that all future development in the ASP area is fully serviced as defined within the policies of this Area Structure Plan."
7. Section 6.1.2.2, paragraph two, to add, "Notwithstanding the above, onsite servicing for future industrial and commercial developments shall be permitted on Lot 2 and Lot 3, Plan 9420960 only." and that Section 6.1.2.2, paragraph two, now read, "Typical uses in Business Industrial Areas include manufacturing, research, and testing facilities, processing facilities, and logistics and distribution centers. Notwithstanding the above, onsite servicing for future industrial and commercial developments shall be permitted on Lot 2 and Lot 3, Plan 9420960 only."
8. Section 6.1.2.21 to add paragraph two, "Notwithstanding the above, onsite servicing for future industrial and commercial developments shall be permitted on Lot 2 and Lot 3, Plan 9420960 only."
9. Section 6.3.1.2 to add, "as defined within the policies of this Area Structure Plan." and, that Section 6.3.1.2 to now read, "Ensure the full servicing of all industrial and commercial sites in Acheson through the orderly and effective extension of servicing infrastructure as defined within the policies of this Area Structure Plan."
10. Section 6.3.2.3 to add paragraph two, "Notwithstanding the above, onsite servicing for future industrial and commercial developments shall be permitted on Lot 2 and Lot 3, Plan 9420960 only."
11. That Figure 15 - Development Staging be amended by redesignating Lot 2 and Lot 3, Plan 9420960 from the parcel Base to S1-immediate Development (0-24 months).
12. Amend Figure 5 as follows:
 - Change 2 Lots currently zoned, Subdivided and Serviced to Districted

and Serviced.

- Change W1/2 Section 11 to Available for Development

Amend Figure 6 as follows:

- Change W1/2 Section 11 to Business/Medium Industrial

Amend Figure 15 as follows:

- Change lots that are zoned, subdivided and serviced to S1 - Immediate Development (0-24 months)

- Change the E1/2 of Section 3 to S1 - Immediate Development (0-24 months)

- Change the W1/2 of Section 11 to S1 - Immediate Development (0-24 months)

The motion carried unanimously.

A motion was made by Council Member Phyllis Kobasiuk that amended Bylaw No. 2014-29 receive second reading. The motion carried unanimously.

A motion was made by Council Member John McNab that administration be directed to forward proposed Bylaw No. 2014-29 to the Capital Region Board for its referral process. The motion carried unanimously.

Recess

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

NEW BUSINESS

Community Services Matters

There were no Community Services items presented at this meeting.

Development Services Matters

[RFD 15-003](#)

Parkland Aerodrome Development and Airport Certification

Proposed Motion

That Council direct Administration to communicate with Transport Canada advising that Parkland County will withhold local authority consent for the certification of the Parkland Aerodrome Development and Airport until such time as Parkland County consults with Canadian Environmental Assessment Agency (CEAA) and secures participation status if an Environmental Assessment for the lands on or adjacent to the aerodrome are required.

A motion was made by Council Member Jackie McCuaig that administration be directed to communicate with Transport Canada advising that Parkland County withhold local authority consent for the certification of the Parkland Aerodrome Development and Airport until such time as Parkland County commences and negotiates a Memorandum of Agreement (between Parkland County and the Parkland Aerodrome Development Corporation) regarding those activities falling under the Aeronautic Act and those under municipal jurisdiction. The motion carried by the following vote:

For: 5 - Council Member Jensen, Council Member McCuaig, Council Member McNab, Mayor Shaigec and Council Member Kobasiuk

Against: 1 - Council Member Melnyk

[RFD 14-226](#)

Parkland Aerodrome Development and Airport Certification

Proposed Motion

That Council direct Administration to communicate with Transport Canada advising that Parkland County withholds local authority consent for the certification of the Parkland Aerodrome Development and Airport until such time as Parkland County:

1. Commences and negotiates a Memorandum of Agreement (between Parkland County and the Parkland Aerodrome Development Corporation) regarding those activities falling under the Aeronautic Act and those under municipal jurisdiction;
2. Enters into an agreement with Transport Canada to retain zoning and land use regulation authority over the lands adjacent to the Aerodrome (Airport Vicinity Protection Area);
3. Consults with Canadian Environmental Assessment Agency (CEAA) and secures participant status in the required CEAA Environmental Assessment for the Aerodrome; and
4. Retains expert analysis to determine the environmental, transportation and adjacent land use impacts of the airport operations.

A motion was made by Council Member Jackie McCuaig that administration be directed to communicate with Transport Canada advising that Parkland County withhold local authority consent for the certification of the Parkland Aerodrome Development and Airport until such time as Parkland County enter into an agreement with Transport Canada to retain zoning and land use regulation authority over the lands adjacent to the Aerodrome (Airport Vicinity Protection Area). The motion carried unanimously.

A motion was made by Council Member AnnLisa Jensen that administration be directed to communicate with Transport Canada advising that Parkland County withhold local authority consent for the certification of the Parkland Aerodrome Development and Airport until such time as Parkland County consults with Canadian Environmental Assessment Agency (CEAA), and secures participant status in the required CEAA Environmental Assessment for the Aerodrome, as presented.

Mayor Shaigec made a motion that administration be directed to communicate with Transport Canada advising that Parkland County will withhold local authority consent for the certification of the Parkland Aerodrome Development and Airport until such time as Parkland County consults with Canadian Environmental Assessment Agency (CEAA) and secures participation status if an Environmental Assessment for the lands on or adjacent to the aerodrome are required.

A motion was made by Council Member Phyllis Kobasiuk that this matter be tabled to the January 13, 2015 regular Council meeting. The motion carried by the following vote:

For: 5 - Council Member Jensen, Council Member McCuaig, Mayor Shaigec, Council Member Kobasiuk and Council Member Melnyk

Against: 1 - Council Member McNab

A motion was made by Council Member Jackie McCuaig that administration be directed to communicate with Transport Canada advising that Parkland County will withhold local authority consent for the certification of the Parkland Aerodrome Development and Airport until such time as Parkland County retain expert analysis to determine the environmental transportation and adjacent land use impacts of the airport operations. The motion failed by the following vote:

For: 3 - Council Member Jensen, Council Member McCuaig and Council Member Kobasiuk

Against: 3 - Council Member McNab, Mayor Shaigec and Council Member Melnyk

Infrastructure Services Matters

RFD 14-225

Acheson Industrial Area Transit Implementation Committee - Transit Implementation Plan

Proposed Motion

That Council direct Administration to prepare a detailed transit plan and a draft agreement with the City of Spruce Grove to implement a transit service for the Acheson Industrial Area as presented and to prepare a transportation public utility bylaw to pay for the cost of providing that service.

Administration, Rob McGowan and Acheson Industrial Area Transit Implementation Committee member, Cathy Dool, Brad Hoffman, and Roger Ward presented the Transit Implementation Plan.

A motion was made by Council Member Jackie McCuaig that administration be directed to prepare a detailed transit plan and a draft agreement with the City of Spruce Grove to implement a transit service for the Acheson Industrial Area as presented, and to prepare a transportation public utility bylaw to pay for the cost of providing that service, as presented. The motion carried unanimously.

COMMUNICATIONS

COM 14-085

AAMDC Contact Newsletter

Proposed Motion

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

A motion was made by Council Member Tracey Melnyk that the December 4 and 10, 2014 AAMDC Contact Newsletters be received for information, as presented. The motion carried unanimously.

COM 14-086

Committee Reports

Proposed Motion

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

No Committee Reports were presented at this meeting.

IN-CAMERA SESSION

There were no In-Camera items presented at this meeting.

ADJOURNMENT

Mayor Shaigec closed the meeting at 1:39 p.m.

Mayor

Manager, Legislative & Administrative Services