



# Parkland County

53109A Highway 779  
Parkland County, Alberta  
T7Z 1R1  
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, December 11, 2018

9:00 AM

Council Chambers

---

### CALL TO ORDER

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

**Present:** 7 - Mayor Rod Shaigec, 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

#### Administration:

Tracy Kibblewhite, Acting Chief Administrative Officer/General Manager, Chief Financial Officer  
Laura Swain, General Manager, Corporate Services  
Arlan Delisle, County Solicitor, Legal Services (in part)  
Brian Cornforth, Acting General Manager, Agriculture, Community & Protective Services/Fire Chief (in part)  
Ken Van Buul, General Manager, Strategic Initiatives  
Rob McGowan, General Manager, Operations Services (in part)  
Sarah Mate, Director, Community Services (in part)  
Marc Ficht, Director, Assessment & Revenue Services, Assessment & Revenue Services (in part)  
Stephen Fegyverneki, Manager, Current Planning, Planning & Development Services (in part)  
Jody Hancock, Director, Engineering Services (in part)  
Rachelle Trovato, Planner, Planning & Development Services (in part)  
Carol Bergum, Director, Planning & Development Services (in part)  
Fareed Somji, Chief Information Officer, Information Services (in part)  
Barb Williams, Interim Manager, Legislative Services  
Lois Tyerman, Legislative Officer, Legislative Services (Recording Secretary)

### INSPIRATIONAL REFLECTION

Council Member John McNab offered a short inspirational reflection.

## ADOPTION OF AGENDA

A motion was made by Council Member AnnLisa Jensen that the December 11, 2018 Council meeting agenda be adopted with the following additions:

Item A.1 - Mayor and Council Member Matters - Support for the Oil and Gas, Agriculture and Forestry Sector

Item E.1 - Request for a Letter of Support for the Parkland Library Board Grant Application for the Entwistle Hub

The motion carried unanimously.

## CONSENT AGENDA

A motion was made by Council Member Phyllis Kobasiuk that Council consent to approve the following agenda items without debate:

Item Number: C.5  
Cancellation of the January 8, 2019 Council Meeting  
That the January 8, 2019 regular Council meeting be cancelled.

Item Number: 8.1  
Rural Municipalities of Alberta Contact Newsletter  
That the Rural Municipalities of Alberta Contact Newsletter be received for information, as presented.

Item Number: 8.2  
Federation of Canadian Municipalities Update  
That the Federation of Canadian Municipalities update be received for information, as presented.

The motion carried unanimously.

## ADOPTION OF MINUTES

### [MIN 18-033](#)

Adoption of the November 27, 2018 Council Meeting Minutes

#### **Proposed Motion**

That the November 27, 2018 Council meeting minutes be adopted, as presented.

A motion was made by Council Member Phyllis Kobasiuk that the November 27, 2018 Council meeting minutes be adopted with the following amendment:

Committee Reports - Item 6, delete "Hicks" and replace with "Hakes", and that it now read in part, "... reported on the passing of Russell Hakes, ..." .

The motion carried unanimously.

## NEW BUSINESS

### Legislative Matters

#### [BL 18-044](#)

Parkland County and Summer Village of Betula Beach Intermunicipal Collaboration Framework Bylaw 2018-27

#### **Proposed Motions**

1. That Bylaw 2018-27 receive first reading.
2. That Bylaw 2018-27 receive second reading.

**A motion was made by Council Member Tracey Melnyk that Bylaw 2018-27 receive first reading. The motion carried unanimously.**

**A motion was made by Council Member John McNab that Bylaw 2018-27 receive second reading. The motion carried unanimously.**

#### [BL 18-060](#)

Bylaw 2018-31: Amendments to the Acheson Industrial Area Structure Plan Bylaw 2014-29; and  
Bylaw 2018-32: Land Use Bylaw Redistricting - Pt. of Section 11-53-26-W4M

#### **Proposed Motions**

Bylaw 2018-31: Amendments to the Acheson Industrial Area Structure Plan Bylaw No. 2014-29

1. That Bylaw 2018-31 receive first reading.
2. That a public hearing be scheduled for January 22, 2019 at 10:00 a.m. in Council Chambers to hear public comment on Bylaw 2018-31.

Bylaw 2018-32: Land Use Bylaw Redistricting of Pt: Section 11-53-26-W4M

3. That Bylaw 2018-32 receive first reading.
4. That a public hearing be scheduled for January 22, 2019 at 10:00 a.m. in Council Chambers to hear public comment on Bylaw 2018-32.

**A motion was made by Council Member Jackie McCuaig that Bylaw 2018-31 receive first reading. The motion carried unanimously.**

**A motion was made by Council Member AnnLisa Jensen that a public hearing be scheduled for January 22, 2019 at 10:00 a.m. in Council Chambers to hear public comment on Bylaw 2018-31. The motion carried unanimously.**

**A motion was made by Council Member Phyllis Kobasiuk that Bylaw 2018-32 receive first reading. The motion carried unanimously.**

**A motion was made by Council Member Darrell Hollands that a public hearing be scheduled for January 22, 2019 at 10:00 a.m. in Council Chambers to hear public comment on Bylaw 2018-32. The motion carried unanimously.**

## DELEGATIONS

#### [App 18-108](#)

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

**Mayor Rod 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

### Legislative Matters

#### [BL 18-059](#)

Bylaw 2018-30 Amending 2019 Fees and Charges Bylaw 2018-14

#### **Proposed Motions**

1. That Bylaw 2018-30 receive first reading.
2. That Bylaw 2018-30 receive second reading.
3. That Bylaw 2018-30 be presented for third reading at this meeting.
4. That Bylaw 2018-30 receive third and final reading.

**A motion was made by Council Member John McNab that Bylaw 2018-30 receive first reading. The motion carried by the following vote:**

**For:** 6 - Mayor Shaigec, Council Member Jensen, Council Member McCuaig, Council Member Kobasiuk, Council Member Hollands and Council Member McNab

**Against:** 1 - Council Member Melnyk

**A motion was made by Council Member Phyllis Kobasiuk that Bylaw 2018-30 receive second reading. The motion carried by the following vote:**

**For:** 6 - Mayor Shaigec, Council Member Jensen, Council Member McCuaig, Council Member Kobasiuk, Council Member Hollands and Council Member McNab

**Against:** 1 - Council Member Melnyk

**A motion was made by Council Member Jackie McCuaig that Bylaw 2018-30 be presented for third reading at this meeting. The motion carried unanimously.**

**A motion was made by Council Member Darrell Hollands that Bylaw 2018-30 receive third and final reading. The motion carried by the following vote:**

**For:** 6 - Mayor Shaigec, Council Member Jensen, Council Member McCuaig, Council Member Kobasiuk, Council Member Hollands and Council Member McNab

**Against:** 1 - Council Member Melnyk

#### [POL 18-009](#)

Related Party Transactions Policy C-FI15

#### **Proposed Motion**

That Related Party Transactions Policy C-FI15 be approved, as presented.

**A motion was made by Council Member Tracey Melnyk that the Related Party Transactions Policy C-FI15 be approved, as presented.**

**Mayor Rod Shaigec gave the Chair to Deputy Mayor Tracey Melnyk.**

**A motion was made by Mayor Rod Shaigec that Related Party Disclosure Key Management Personnel Policy C-FI15 be amended by removing Definition 1, "Close family member" and replacing Definition 1, to now read:**

“Close family member means an individual’s spouse or adult interdependent partner, the individual’s children, the parent(s) of the individual, and the parent(s) of the individual’s spouse or adult interdependent partner.”

The motion carried unanimously.

Deputy Mayor Tracey Melnyk called on the original motion as amended that Related Party Transactions Policy C-FI15 be approved. The motion carried unanimously.

A motion was made by Mayor Rod Shaigec that Council direct Administration to develop an administrative procedure that accompanies the Related Party Transaction Policy C-FI15 including identifying the value that would be considered material to the Related Party Transaction Policy C-FI15. The motion carried unanimously.

Deputy Mayor Tracey Melnyk gave the Chair back to Mayor Rod Shaigec.

## DELEGATIONS

### [BL 18-058](#)

PUBLIC HEARING - 9:30 a.m.  
Proposed Road Closure Bylaw 2018-28  
(Undeveloped Portion of Range Road 25 North of Township Road 512)

#### **Proposed Motion**

That Bylaw 2018-28 receive first reading.

*Mayor Shaigec called the public hearing to order at 9:41 a.m., in accordance with the provisions of the Municipal Government Act, to provide an opportunity for public input and comment regarding proposed Bylaw 2018-28, and explained the process of the hearing.*

*Administration presented Bylaw 2018-28.*

#### *Verbal Submissions:*

*There were no verbal submissions presented.*

#### *Written Submissions:*

*There were no written submissions presented.*

*Mayor Shaigec closed the public hearing at 9:45 a.m.*

A motion was made by Council Member Jackie McCuaig that Bylaw 2018-28 receive first reading. The motion carried unanimously.

## RECESS

Mayor Rod Shaigec recessed the meeting at 9:45 a.m. and reconvened the meeting at 9:56 a.m.

## **Mayor and Council Member Matters**

[RFD 18-310](#) Support for the Oil and Gas, Agriculture and Forestry Sector

**A motion was made by Council Member Tracey Melnyk that Administration be directed to deliver an impact statement to all levels of government, Rural Municipalities of Alberta, and the Federation of Canadian Municipalities indicating the impact on Parkland County residents related to the oil and gas matters and economics in Alberta. The motion carried unanimously.**

## **DELEGATIONS**

[RFD 18-292](#) APPOINTMENT - 10:00 a.m.  
Council Compensation Review Committee  
Elected Official Remuneration Policy C-AD22 (Council Compensation Committee Policy C-AD22)  
(Stephanie Sabadaska, Chairperson, Council Compensation Review Committee)

### **Proposed Motions**

1. That revised Elected Official Remuneration Policy C-AD22 be approved effective January 1, 2019, as presented.
2. That Administration be directed to present revised Council Expenses Policy C-AD24 to align with revised Elected Official Remuneration Policy C-AD22.

*Stephanie Sabadaska, Chairperson and Malcolm Davidson, Committee Member, Council Compensation Review Committee presented revised Elected Official Remuneration Policy C-AD22 (Council Compensation Committee Policy C-AD22).*

**A motion was made by Council Member Phyllis Kobasiuk that revised Elected Official Remuneration Policy C-AD22 be approved effective January 1, 2019.**

## **RECESS**

**Mayor Rod Shaigec recessed the meeting at 10:29 a.m. and reconvened the meeting at 10:38 a.m.**

[RFD 18-292](#) APPOINTMENT - 10:00 a.m.  
Council Compensation Review Committee  
Elected Official Remuneration Policy C-AD22 (Council Compensation Committee Policy C-AD22)  
(Stephanie Sabadaska, Chairperson, Council Compensation Review Committee)

### **Proposed Motions**

1. That revised Elected Official Remuneration Policy C-AD22 be approved

effective January 1, 2019, as presented.

2. That Administration be directed to present revised Council Expenses Policy C-AD24 to align with revised Elected Official Remuneration Policy C-AD22.

**A motion was made by Council Member John McNab that revised Council Remuneration Policy C-AD22 be tabled, and that Administration be directed to further engage with the Council Compensation Review Committee to review the Council Remuneration Policy C-AD22; and, that the Council Remuneration Policy C-AD22 be presented at the February 5, 2019 Committee of the Whole Meeting. The motion carried unanimously.**

## **NEW BUSINESS**

### **Chief Financial Officer**

#### **[RFD 18-285](#)**

Write-off Uncollectible Property Taxes Relating to Oil and Gas Companies

#### **Proposed Motions**

1. That Council approve the write-off of municipal, education, seniors and designated industrial property taxes and penalties on a number of tax rolls relating to oil and gas companies (as per Attachment 1) in the amount of \$89,432.73.

2. That Administration be directed to apply to recover the education portion of the taxes through the Provincial Education Requisition Credit Program for uncollectible education property taxes on oil and gas properties in the amount of \$20,060.28.

**A motion was made by Council Member Tracey Melnyk that Council approve the write-off of municipal, education, seniors and designated industrial property taxes and penalties relating to oil and gas companies on a number of tax roll numbers as presented in Attachment 1 in the amount of \$89,432.73. The motion carried unanimously.**

**A motion was made by Council Member AnnLisa Jensen that Administration be directed to apply to recover the education portion of the taxes through the Provincial Education Requisition Credit Program for uncollectible education property taxes on oil and gas properties in the amount of \$20,060.28. The motion carried unanimously.**

### **Agriculture, Community & Protective Services Matters**

#### **[RFD 18-311](#)**

Request for Letter of Support for the Parkland Library Board Grant Application - Entwistle Hub

**A motion was made by Council Member John McNab that Council provide a letter of support for the Parkland County Library Board's Community Facility Enhancement Program (CFEP) grant application for the Entwistle Hub. The motion carried unanimously.**

## **Corporate Services Matters**

### **[RFD 18-291](#)**

Public Member Committee Appointments

#### **Proposed Motion**

That the following public committee member appointments be approved effective January 1, 2019:

#### Alternate Land Use Services (ALUS) PAC

- Gerry Tallieu (four-year term)\*

#### Municipal Library Board

- Barb Shackel-Hardman (two-year term)\*
- Sarah Leteta (two-year term)\*

\* = *incumbent*

**A motion was made by Council Member Jackie McCuaig that the following public committee member appointments be approved effective January 1, 2019:**

#### **Alternate Land Use Services (ALUS) PAC**

**- Gerry Tallieu (four-year term)**

#### **Municipal Library Board**

- Barb Shackel-Hardman (two-year term)**
- Sarah Leteta (two-year term)**

#### **Subdivision and Development Appeal Board**

- Barb Bundt (three-year term)**
- Garry MacDougall (three-year term)**
- Lillian Helton (three-year term)**
- Jane Smith (three-year term)**

**The motion carried unanimously.**

### **[RFD 18-294](#)**

Financial Contribution to the Federation of Canadian Municipalities (FCM)

#### **Proposed Motion**

That Council approve a contribution in the amount of \$840.00 to the Federation of Canadian Municipalities (FCM) for the 2019 Special Advocacy Fund.

**A motion was made by Council Member AnnLisa Jensen that Council approve a contribution in the amount of \$840.00 to the Federation of Canadian Municipalities (FCM) for the 2019 Special Advocacy Fund. The motion carried by the following vote:**

**For:** 6 - Mayor Shaigec, Council Member Jensen, Council Member McCuaig, Council Member Kobasiuk, Council Member McNab and Council Member Melnyk

**Against:** 1 - Council Member Hollands

[RFD 18-301](#) Microsoft Enterprise Agreement

**Proposed Motion**

That Council approve Administration to renew the Microsoft enterprise agreement for a three year term.

**A motion was made by Council Member Phyllis Kobasiuk that Administration be directed to renew the Microsoft enterprise agreement for a three-year term. The motion carried unanimously.**

**Operations Services Matters**

[RFD 18-300](#) Development of a Regional Sanitary Sewer System with Lac Ste. Anne County

**Proposed Motion**

That Council direct Administration to work with Lac Ste. Anne County and other associated municipalities on the development of a regional wastewater commission.

**A motion was made by Council Member John McNab that Administration be directed to work with Lac Ste. Anne County and other associated municipalities on the development of a regional wastewater commission. The motion carried unanimously.**

**COMMUNICATIONS**

[COM 18-078](#) Committee Reports

**Proposed Motion**

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

**A motion was made by Council Member AnnLisa Jensen that the Committee Reports be received for information, as follows:**

1. Council Member AnnLisa Jensen reported on the Wabamun Community Christmas event offered by the Chamber of Commerce.
2. Council Member Jackie McCuaig reported on the public committee interviews, the Capital Region Water Services Commission, and the Parkland County's kids Christmas event.
3. Council Member Tracey Melnyk reported on the Pembina Agriculture and Recreation Society, the Yellowhead Regional Library, and the Evergreen Foundation.
4. Council Member Phyllis Kobasiuk reported on the Parkland County kids Christmas event, and the Community Sustainability Committee.
5. Council Member Darrell Hollands reported on the Capital Region Parkland Water Services Commission.

6. Mayor Shaigec reported on the advocacy effort and focus with the regional Mayors.

The motion carried unanimously.

## CLOSED SESSION

### [RFD 18-306](#)

Closed Session

#### **Proposed Motion**

That Council convene in closed session pursuant to Section 197 of the *Municipal Government Act* to meet in private to discuss matters protected from disclosure by Sections 21 and 24 of the *Freedom of Information and Protection of Privacy Act*.

**A motion was made by Council Member Jackie McCuaig that Council convene in closed session at 11:27 a.m. pursuant to Section 197 of the Municipal Government Act to meet in private to discuss matters protected from disclosure by Sections 21 and 24 of the Freedom of Information and Protection of Privacy Act. The motion carried unanimously.**

## Attendance

**Present:** 7 - Mayor Rod Shaigec, 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

#### **Administration:**

Tracy Kibblewhite, Acting Chief Administrative Officer/General Manager, Chief Financial Officer - Administrative Liaison

Laura Swain, General Manager, Corporate Services - Administrative Liaison

Arlan Delisle, County Solicitor, Legal Services - Legal Advice

Ken Van Buul, General Manager, Strategic Initiatives - Administrative Liaison

Barb Williams, Interim Manager, Legislative Services - Parliamentarian

Lois Tyerman, Legislative Officer, Legislative Services - Recording Secretary

### [PRE 18-038](#)

Financial Matter

FOIP Section 21 - Harmful to intergovernmental relations

FOIP Section 24 - Advice from officials

### [RFD 18-308](#)

Regular Meeting Session

#### **Proposed Motion**

That Council revert to regular meeting session.

**A motion was made by Council Member Tracey Melnyk that Council revert to regular meeting session at 11:44 a.m. The motion carried unanimously.**

**CLOSE OF MEETING**

Mayor Shaigec closed the meeting at 11:44 a.m.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Manager, Legislative Services