



# Parkland County

53109A Highway 779  
Parkland County, Alberta  
T7Z 1R1  
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, May 16, 2017

9:00 AM

Council Chambers

---

### CALL TO ORDER

Committee Chair Phyllis Kobasiuk 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 Darrell Hollands

**Absent:** 1 - Council Member Tracey Melnyk

#### Administration:

Michael Heck, Chief Administrative Officer  
Laura Swain, Corporate Business Planner  
Arlan Delisle, County Solicitor/Director, Legal & Legislative Services (in part)  
Tracy Kibblewhite, General Manager, Chief Financial Officer (in part)  
Jeff Dyck, Financial Planning & Treasury Officer (in part)  
Dave Cross, General Manager, Community Services  
Geoff Heritage, Manager, Enforcement Services (in part)  
Mark Cardinal, Manager, Agricultural Services (in part)  
Karen Clark, Manager, Emergency Communications Services (in part)  
Brian Cornforth, Fire Chief (in part)  
Lenny Richer, Director, Parks, Recreation & Culture Services (in part)  
Ken Van Buul, General Manager, Corporate Services  
Jennifer O'Brien, Customer Service Coordinator  
Jody Hancock, Acting General Manager, Infrastructure Services (in part)  
Sarah Mate, Manager, Communications (in part)  
Doug Tymchyshyn, Manager, Legislative Services/Chief Legislative Officer  
Sheryl Cammidge, Recording Secretary

### ADOPTION OF AGENDA

A motion was made by Committee Member AnnLisa Jensen that the agenda be adopted with the addition of Item 6A - Cancellation of June 6, 2017 Committee of the Whole meeting. The motion carried unanimously.

## ADOPTION OF MINUTES

[MIN 17-016](#) Unadopted Committee of the Whole April 18, 2017 Meeting Minutes

### **Proposed Motion**

The Committee of the Whole meeting minutes of April 18, 2017 be adopted, as presented.

**A motion was made by Committee Member Darrell Hollands hat the minutes of the April 18, 2017 meeting be adopted, as presented. The motion carried unanimously.**

## NEW BUSINESS

### **Mayor and Council Member Matters**

**RFD 17-137** Cancellation of June 6, 2017 Committee of the Whole Meeting

**A motion was made by Committee Member Jackie McCuaig that the June 6, 2017 Committee of the Whole meeting be cancelled. The motion carried unanimously.**

### **Chief Administrative Officer**

[RFD 17-110](#) Strategic Planning/Budget Process Update

### **Proposed Motion**

That the 5-Year Broad Objectives and strategic planning update be received for information, as presented.

**Laura Swain, Corporate Business Planner, presented the Strategic Planning/Budget Process Update. Committee Chair Phyllis Kobasiuk recessed the Strategic Planning/Budget Process Update to later in the meeting.**

## Recess

**Committee Chair Phyllis Kobasiuk recessed the meeting at 9:27 a.m. and reconvened the meeting at 9:33 a.m.**

## DELEGATIONS

[App 17-032](#) Public Input - 9:15 a.m. (10 minutes)

**Eric Von Stackelberg, Parkland County resident, commented on the Strategic Plan and questioned how Parkland County will react to emerging issues such as coal transition.**

[App 17-034](#)

Appointment - 9:30 a.m.  
Government Finance Officers Association (GFOA)  
(Shayne Kavanagh)

**Proposed Motion**

That the GFOA Restricted Surplus Analysis be received for information, as presented.

**Jeff Dyck, Financial Planning & Treasury Officer, introduced Shayne Kavanagh of Government Finance Officers Association who presented the Restricted Surplus Analysis via conference call.**

**A motion was made by Mayor Rod Shaigec that the Government Finance Officers Association Restricted Surplus Analysis be received for information, as presented. The motion carried unanimously.**

**Recess**

**Committee Chair Phyllis Kobasiuk recessed the meeting at 10:25 a.m. and reconvened the meeting at 10:34 a.m.**

**NEW BUSINESS****Chief Administrative Officer**[RFD 17-110](#)

Strategic Planning/Budget Process Update

**Proposed Motion**

That the 5-Year Broad Objectives and strategic planning update be received for information, as presented.

**Laura Swain, Corporate Business Planner, continued with the Strategic Planning/Budget Process Update. Tracy Kibblewhite commented on the 2018 Budget Process.**

**A motion was made by Committee Member John McNab that the 5-Year Broad Objectives and Strategic Planning Update be received for information, as presented. The motion carried unanimously.**

**D. General Manager, Community Services**

[RFD 17-094](#)

Community Services Division Update

**Proposed Motion**

The Community Services Division update be received for information, as presented.

**Mark Cardinal, Manager, Agricultural Services; Brian Cornforth, Fire Chief; Karen Clark, Manager, Emergency Communications Services; Geoff Heritage, Manager, Enforcement Services; and Lenny Richer, Director, Parks, Recreation & Culture Services presented the Community Services Division Update/**

**A motion was made by Committee Member Jackie McCuaig that the Community Services Division Update be received for information, as presented. The motion carried unanimously.**

**General Manager, Corporate Services**[RFD 17-120](#)

One Parkland Service Excellence Project Update

**Proposed Motion**

That the One Parkland Service Excellence Project Update be received for information, as presented.

**Jennifer O'Brien, Customer Service Coordinator, presented the One Parkland Service Excellence Project Update.**

**A motion was made by Committee Member AnnLisa Jensen that the One Parkland Service Excellence Project Update be received for information, as presented. The motion carried unanimously.**

**COMMUNICATIONS**[COM 17-036](#)

AAMDC Member Bulletin

**Proposed Motion**

That the AAMDC Member Bulletin be received for information, as presented.

**A motion was made by Committee Member Darrell Hollands that the AAMDC Member Bulletin be received for information, as presented. The motion carried unanimously.**

[COM 17-035](#)

Federation of Canadian Municipalities Update

**Proposed Motion**

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

**A motion was made by Committee Member Jackie McCuaig that the Federation of Canadian Municipalities Update be received for information, as presented. The motion carried unanimously.**

**NEXT MEETING**

The next meeting is scheduled for June 20, 2017 at 9:00 a.m.

**CLOSE OF MEETING**

Committee Chair Phyllis Kobasiuk adjourned the meeting at 12:08 p.m.

\_\_\_\_\_  
Committee Chair

\_\_\_\_\_  
Recording Secretary