



Parkland County

53109A Highway 779
Parkland County, Alberta
T7Z 1R1
Parklandcounty.com

Meeting Agenda

Council

Mayor Rod Shaigec
Deputy Mayor John McNab
Council Member Sally Kucher Johnson
Council Member Jason Doucette
Council Member Ben Jespersen
Council Member Corey Kyle
Council Member Kristine Olson

Tuesday, May 26, 2026

9:00 AM

Council Chambers

VISION

Parkland County: gifted by nature, inspired by innovation, powerfully connected,
and home to opportunity.

1. **CALL TO ORDER (MAYOR)**

. **CELEBRATING SUCCESSES**

. **INSPIRATIONAL REFLECTION (MCNAB)**

2. **ADOPTION OF AGENDA (MAYOR)**

2.1 [RFD 26-128](#) Adoption of the May 26, 2026 Council Meeting Agenda

Proposed Motion

That the May 26, 2026 Council Meeting Agenda be adopted, as presented.

Sponsors: Shaigec

3. **CONSENT AGENDA (MAYOR)**

4. **ADOPTION OF MINUTES (MAYOR)**

4.1 [MIN 26-020](#) Adoption of the May 12, 2026 Council Meeting Minutes

Proposed Motion

That the May 12, 2026 Council Meeting Minutes be adopted, as presented.

Sponsors: Shaigec

Attachments: [1. May 12, 2026 - UNADOPTED-Council Meeting Minutes](#)

5. **DELEGATIONS**

- 5.1 [App 26-041](#) 9:05 a.m. - Public Input

Sponsors: Shaigec

- 5.2 [App 26-045](#) 10:30 a.m. Appointment - Climate Adaptation Plan Overview
Presenters: Stephanie Chai, Policy Planning Lead, ISL
Shafraaz Kaba, Senior Climate Risk and Adaptation specialist, STOK

Proposed Motion

That the Climate Adaptation Plan Overview be received for information, as presented.

Sponsors: Tompkins

Attachments: [1. Climate Adaptation Plan Overview Presentation](#)
[2. Climate Adaptation Plan Administrative Report](#)

- 5.3 [App 26-044](#) 1:00 p.m. Appointment - Q1 Performance & Project Update Report

Proposed Motion

That the Performance & Project Update Report be received for information, as presented.

Sponsors: Dyck

Attachments: [1. Report - Q1 Performance Project Update](#)
[2. Presentation - Q1 Performance Project Update](#)

6. BUSINESS ARISING

7. NEW BUSINESS

A. Mayor and Council Member Matters

- A.1 [RFD 26-141](#) Public Notification Requirements for Major Development Applications

Proposed Motion

That Administration be directed to review the public notification requirements for major development applications under the Land Use Bylaw (Bylaw 2025-12), including the current minimum requirement of 800 metres for notification from the boundary of the subject site, to assess whether it appropriately reflects a rural context;

Administration is further directed to provide Council with current best practices, the rationale for the existing approach, and possible options moving forward to improve transparency and increase opportunities for communication and engagement with rural residents no later than July 14, 2026.

Sponsors: Olson

B. Legislative Matters

- B.1** [BL 26-028](#) 10:00 a.m. Public Hearing - Bylaw 2026-22 - Commercial Redistricting SW-28-52-26-W4M (Plan 9420960, Lot 3) Amending Land Use Bylaw 2025-12

Proposed Motion(s)

1. That Bylaw 2026-22 receive first reading.
2. That Bylaw 2026-22 receive second reading.
3. That Bylaw 2026-22 be presented at this meeting for third reading.
4. That Bylaw 2026-22 receive third reading.

Sponsors: Chase

- Attachments:** [1. Administrative Report](#)
[2. Council Presentation](#)
[3. Attachment 1 - Location Map](#)
[4. Attachment 2 - What We Heard Report](#)
[5. Bylaw 2026-22](#)
[6. Public-Hearing-Guide](#)
[7. Registered Speakers](#)
[8. Written Submissions](#)

- B.2** [RFD 26-142](#) Policy C-AD22-Elected Official Remuneration and Policy C-AD22-Council Expenses

Proposed Motion

That Policy C-AD22-Elected Official Remuneration and Policy C-AD22-Council Expenses be received for information, as presented.

Sponsors: Dyck

- Attachments:** [1. Policy C-AD24-Elected Official Expenses](#)
[2. Policy C-AD22-Elected Official Remuneration](#)

- B.3** [RFD 26-119](#) Policy C-458 Development Agreement Security

Proposed Motion

That Council approve Policy C-458 - Development Agreement Security, as presented.

Sponsors: Chase

- Attachments:** [1. Administrative Report](#)
[2. Proposed C-458 Development Agreement Security Policy](#)
[3. Existing Policy C-PD01 Development Agreement Security](#)
[4. Presentation Policy C-458](#)

C. **Chief Administrative Officer**

D. **Chief Operating Officer**

- D.1 [RFD 26-110](#) 2026 Tax Recovery Public Auction Terms and Conditions of Sale

Proposed Motion

That the Terms and Conditions of Sale for the 2026 Public Auction be approved, as presented.

Sponsors: Dyck

Attachments: [1. 2026 Terms & Conditions of Sale](#)

- D.2 [RFD 26-131](#) 2026 Q1 Financial Update

Proposed Motion

That the 2026 Q1 Financial Update be received for information, as presented

Sponsors: Dyck

Attachments: [1. Q1 2026 Financial Update Presentation](#)

[2. Q1 2026 Financial Statements](#)

E. Operation Services

F. Community & Development Services

- F.1 [RFD 26-136](#) Wabamun Library Relocation and Retrofit Project- Assessment of Commercial and County Properties

Proposed Motion

That the Wabamun Library Relocation and Retrofit Project- Assessment of Commercial and County Properties update be received for information, as presented.

Sponsors: Chase

8. COMMUNICATIONS

9. CLOSED SESSION

- 9.1 [RFD 26-134](#) 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 Section 26 and 29 of the Access to Information Act.

Sponsors: Shaigec

- 9.2 [PRE 26-040](#) Land Management
ATIA Section 26 - Disclosure harmful to intergovernmental relations
ATIA Section 29 - Advice from Officials

Sponsors: Dyck

- 9.3 [RFD 26-135](#) Regular Session

Proposed Motion

That Council revert to the regular meeting session.

Sponsors: Shaigec

10. **BUSINESS ARISING FROM CLOSED SESSION**

11. **CLOSE OF MEETING**



Legislation Details (With Text)

File #: RFD 26-128 **Version:** 1 **Name:** Adoption of the May 26, 2026 Council Meeting Agenda
Type: Request For Decision **Status:** Council Agenda
File created: 5/11/2026 **In control:** Council
On agenda: 5/26/2026 **Final action:**
Title: Adoption of the May 26, 2026 Council Meeting Agenda

Proposed Motion
That the May 26, 2026 Council Meeting Agenda be adopted, as presented.

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Adoption of the May 26, 2026 Council Meeting Agenda

Proposed Motion

That the May 26, 2026 Council Meeting Agenda be adopted, as presented.



Legislation Details (With Text)

File #: MIN 26-020 **Version:** 1 **Name:** Adoption of the May 12, 2026 Council Meeting Minutes
Type: Minutes **Status:** Council Agenda
File created: 5/4/2026 **In control:** Council
On agenda: 5/26/2026 **Final action:**
Title: Adoption of the May 12, 2026 Council Meeting Minutes

Proposed Motion
That the May 12, 2026 Council Meeting Minutes be adopted, as presented.

Indexes:

Code sections:

Attachments: [1. May 12, 2026 - UNADOPTED-Council Meeting Minutes](#)

Date	Ver.	Action By	Action	Result
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Adoption of the May 12, 2026 Council Meeting Minutes

Proposed Motion

That the May 12, 2026 Council Meeting Minutes be adopted, as presented.



Parkland County

53109A Highway 779
Parkland County, Alberta
T7Z 1R1
Parklandcounty.com

Meeting Minutes

Council

Mayor Rod Shaigec
Deputy Mayor John McNab
Council Member Sally Kucher Johnson
Council Member Jason Doucette
Council Member Ben Jespersen
Council Member Corey Kyle
Council Member Kristine Olson

Tuesday, May 12, 2026

9:00 AM

Council Chambers

CALL TO ORDER (MAYOR)

- Present:** 5 - Mayor Rod Shaigec, Council Member Ben Jespersen, Council Member Corey Kyle, Council Member Kristine Olson and Council Member John McNab
- Absent:** 1 - Council Member Sally Kucher Johnson
- Virtual:** 1 - Council Member Jason Doucette

Administration:

Laura Swain, Chief Administrative Officer
Jeff Dyck, Chief Operating Officer
Trent Tompkins, General Manager, Operations Services
Jeff Chase, General Manager, Community & Development Services
Justin Young, Director, Planning & Development Services (In-part)
Natsha De Sandi, Manager, Planning Coordination, Planning & Development Services (In-part)
Roya Karimi-Boushehri, Planner I, Planning Coordination, Planning & Development Services (In-part)
Robert Malchow, Acting Fire Chief, Fire Services (In-part)
Sean Cunningham, Deputy Fire Chief, Fire Services (In-part)
Krista Skinner, Lieutenant, Fire Services (In-part)
Brandon Sidhu, Director, Community Services (In-part)
Dan Santucci, Project Management Coordinator, Strategic Growth (In-part)
Olu Ajayi, Senior Business Partner, Financial Reporting & Operations, Finance (In-part)
Katelyn Palmer, Acting Manager, Financial Reporting & Operations, Finance (In-part)
Stephanie Harris, Legal Services Coordinator, Legislative & Legal Services (In-part)
Lois Tyerman, Director, Governance & Engagement
Odessa Bartel, Manager, Legislative & Legal Services
Deb Crowder, Legislative Officer, Legislative & Legal Services (Recording Secretary)

INSPIRATIONAL REFLECTION

Council Member Olson offered a short inspirational reflection about agriculture being the foundation of our society.

ADOPTION OF AGENDA (MAYOR)

[RFD 26-120](#)

Adoption of the May 12, 2026 Council Meeting Agenda

Proposed Motion

That the May 12, 2026 Council Meeting Agenda be adopted, as presented.

A motion was made by Council Member Doucette that the May 12, 2026 Council meeting agenda be adopted, as presented.

The motion carried unanimously.

CONSENT AGENDA (MAYOR)

[RFD 26-117](#)

Consent Agenda

Proposed Motion

That the recommendations contained in the following reports be approved:

- Item 4.1 - Adoption of the April 14, 2026 Council Meeting Minutes
- Item 4.2 - Adoption of the April 27, 2026 Special Council Meeting Minutes
- Item 7.A.3 - Whistleblower Policy C-HR30
- Item 7.B.4 - Public Member Appointment to the Agricultural Services Board
- Item 8.1 - Federation of Canadian Municipalities Update
- Item 8.2 - Rural Municipalities of Alberta Newsletter Update

Administration presented the Consent Agenda.

A motion was made by Council Member Jespersen that the recommendations contained in the following reports be approved:

- Item 4.1 - Adoption of the April 14, 2026 Council Meeting Minutes
- Item 4.2 - Adoption of the April 27, 2026 Special Council Meeting Minutes
- Item 7.A.3 - Whistleblower Policy C-HR30
- Item 7.B.4 - Public Member Appointment to the Agricultural Services Board
- Item 8.1 - Federation of Canadian Municipalities Update
- Item 8.2 - Rural Municipalities of Alberta Newsletter Update

The motion carried unanimously.

ADOPTION OF MINUTES (MAYOR)

[MIN 26-019](#)

Adoption of the April 14, 2026 Council Meeting Minutes

Proposed Motion

That the April 14, 2026 Council Meeting Minutes be adopted, as presented.

The following motion was approved on Consent Agenda:

That the April 14, 2026 Council Meeting Minutes be adopted, as presented.

[MIN 26-023](#)

Adoption of the April 27, 2026 Special Council Meeting Minutes

Proposed Motion

That the April 27, 2026 Special Council Meeting Minutes be adopted, as presented.

The following motion was approved on Consent Agenda:

That the April 27, 2026 Special Council Meeting Minutes be adopted, as presented.

NEW BUSINESS

Mayor and Council Member Matters

[POL 26-001](#)

Whistleblower Policy C-HR30

Proposed Motion

That the proposed revisions to Whistleblower Policy C-HR30 be approved, as presented.

The following motion was approved on Consent Agenda:

That the proposed revisions to the Whistleblower Policy C-HR30 be approved, as presented.

Legislative Matters

[RFD 26-104](#)

Public Member Appointments to the Agricultural Services Board

Proposed Motion

That Council approve the appointment of public members to the Agricultural Services Board as follows:

2 Year Term

- Chett Wild
- Martin Leyenhorst
- Kendra Kozdroski

3 Year Term

- Scott Jespersen
- Mark Olson

The following motion was approved on Consent Agenda:

That Council approve the appointment of public members to the Agricultural Services Board as follows:

2 Year Term
Chett Wild
Martin Leyenhorst
Kendra Kozdroski

3 Year Term
Scott Jespersen
Mark Olson

COMMUNICATIONS

[COM 26-014](#) Federation of Canadian Municipalities Update

Proposed Motion

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

The following motion was approved on Consent Agenda:

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

[COM 26-015](#) Rural Municipalities of Alberta Newsletter Update

Proposed Motion

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

The following motion was approved on Consent Agenda:

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

CELEBRATING SUCCESSES

Laura Swain celebrated success that the Range Road 10 wildfire has been fully extinguished, and highlighted a joint investment of the Whitemud Drive Improvement Project with the Government of Alberta, City of Edmonton, and Enoch Cree Nation.

DELEGATIONS

[App 26-035](#) 9:05 a.m. - Public Input

Mayor Shaigec asked the gallery if there were any matters that the public wishes to bring to the attention of Parkland County.

No one came forward.

NEW BUSINESS

Mayor and Council Member Matters

[RFD 26-103](#)

Biophysical Assessment Policy Requirements

Proposed Motion

That administration be directed to provide an overview of the Biophysical Assessment Policy, including any related policies, directives or bylaws; and to present options to reduce or waive biophysical assessment requirements for individual residential landowners and agricultural parcels eligible for subdividing under the Land Use Bylaw with a report back to Council no later than July 14, 2026.

A motion was made by Council Member Kyle that administration be directed to provide an overview of the Biophysical Assessment Policy, including any related policies, directives or bylaws; and to present options to reduce or waive biophysical assessment requirements for individual residential landowners and agricultural parcels eligible for subdividing under the Land Use Bylaw with a report back to Council no later than July 14, 2026.

With unanimous consent of Council, Council Member Kyle amended the original motion to read that administration be directed to provide an overview of the Biophysical Assessment Policy, including any related policies, directives or bylaws; and to present options to reduce or waive biophysical assessment requirements for landowners with a report back to Council no later than July 14, 2026.

The motion carried unanimously.

Mayor Shaigec handed the Chair to Deputy Mayor McNab at 9:15 a.m.

[RFD 26-114](#)

Feasibility Study: Redevelopment of the Former Whitewood Mine Lands

Proposed Motion

That Council direct Administration to undertake a comprehensive feasibility study for the redevelopment of the former Whitewood Mine lands as a four-season destination resort. The feasibility study shall evaluate tourism, economic, environmental, and partnership opportunities, including potential governance and ownership models such as municipal, private, and public-private partnerships, as well as opportunities for collaboration with Indigenous communities. Further, that Administration report back to Council with findings, recommendations, and proposed next steps no later than June 9, 2026.

A motion was made by Council Member McNab that Council direct Administration to undertake a comprehensive feasibility study for the redevelopment of the former Whitewood Mine lands as a four-season destination resort. The feasibility study shall evaluate tourism, economic, environmental, and partnership opportunities, including potential governance and ownership models such as municipal, private, and public-private partnerships, as well as opportunities for collaboration with indigenous communities. Further, that Administration report back to Council with findings, recommendations, and proposed next steps no later than June 9, 2026.

Deputy Mayor McNab returned the Chair to Mayor Shaigec at 9:31a.m.

Mayor Shaigec, deferred further discussion of the Redevelopment Whitewood Mind Lands to a time later in this meeting, in order to move to the Public Hearing scheduled for 9:30 a.m.

Legislative Matters

[BL 26-025](#)

9:30 a.m. Public Hearing - Bylaw 2026-18 - SE-12-53-6-5 Commercial Redistricting Amendment - Land Use Bylaw 2025-12

Proposed Motions

1. That Bylaw 2026-18 receive first reading.
2. That Bylaw 2026-18 receive second reading.
3. That Bylaw 2026-18 be presented at this meeting for third reading.
4. That Bylaw 2026-18 receive third reading.

Mayor Shaigec called the Public Hearing to order at 9:31 a.m., in accordance with the provisions of the Municipal Government Act, to provide an opportunity for public input and comment regarding proposed Bylaw 2026-18 - SE-12-53-6-5 Commercial Redistricting Amendment - Land Use Bylaw 2025-12, and outlined how the Public Hearing would proceed.

Administration presented information on proposed Bylaw 2026-18 - SE-12-53-6-5 Commercial Redistricting Amendment - Land Use Bylaw 2025-12.

RECESS

Mayor Shaigec recessed the meeting at 9:54 a.m., and reconvened the meeting at 9:58 a.m.

NEW BUSINESS

Legislative Matters

[BL 26-025](#)

9:30 a.m. Public Hearing - Bylaw 2026-18 - SE-12-53-6-5 Commercial Redistricting Amendment - Land Use Bylaw 2025-12

Proposed Motions

1. That Bylaw 2026-18 receive first reading.
2. That Bylaw 2026-18 receive second reading.
3. That Bylaw 2026-18 be presented at this meeting for third reading.
4. That Bylaw 2026-18 receive third reading.

Applicant presented information on proposed Bylaw 2026-18 - SE-12-53-6-5 Commercial Redistricting Amendment - Land Use Bylaw 2025-12.

Written submissions were received and form part of the agenda package, as follows:

1. Dave Onishenko, spoke in support of Bylaw 2026-18.

Verbal Submissions were made by:

1. Dave Onishenko, spoke in support of Bylaw 2026-18.
2. Janet Kamelchuk, spoke in opposition of Bylaw 2026-18.
3. Winston Childs, spoke in opposition of Bylaw 2026-18.
4. Elly Onyschuk, spoke in opposition of Bylaw 2026-18.
5. Rick MacPhee, spoke in support of Bylaw 2026-18.
6. Paul Casperes, spoke in support of Bylaw 2026-18.
7. Elly Onyschuk, spoke a second time in opposition of Bylaw 2026-18.

Mayor Shaigec closed the Public Hearing at 10:47 a.m.

A motion was made by Council Member Olson that Bylaw 2026-18 receive first reading.

The motion carried unanimously.

A motion was made by Council Member McNab that Bylaw 2026-18 receive second reading.

The motion carried unanimously.

A motion was made by Council Member Jespersen that Bylaw 2026-18 be presented at this meeting for third reading.

The motion carried unanimously.

A motion was made by Council Member Kyle that Bylaw 2026-18 receive third reading.

The motion carried.

For: 5 - Mayor Shaigec, Council Member Jespersen, Council Member Kyle, Council Member Olson and Council Member McNab

Against: 1 - Council Member Doucette

Away: 1 - Council Member Kucher Johnson

RECESS

Mayor Shaigec recessed the meeting at 10:51 a.m., and reconvened the meeting at 11:00 a.m.

NEW BUSINESS

Community & Development Services

[RFD 26-089](#)

Fire Services - SCBA Decontamination Washer

Proposed Motion

That Council approve \$183,000 for the purchase and installation of SCBA and Equipment Decontamination Washers in the Acheson, West Central, and Tomahawk Fire Stations, funded from Future Capital Restricted Surplus.

Robert Malchow, Sean Cunningham and Krista Skinner presented the Fire Services - SCBA Decontamination Washer presentation.

A motion was made by Council Member Olson that Council approve \$183,000 for the purchase and installation of SCBA and Equipment Decontamination Washers in the Acheson, West Central, and Tomahawk Fire Stations, funded from Future Capital Restricted Surplus.

The motion carried unanimously.

Mayor Shaigec handed the Chair to Deputy Mayor McNab at 11:13 a.m.

Mayor and Council Member Matters

[RFD 26-114](#)

Feasibility Study: Redevelopment of the Former Whitewood Mine Lands

Proposed Motion

That Council direct Administration to undertake a comprehensive feasibility study for the redevelopment of the former Whitewood Mine lands as a four-season destination resort. The feasibility study shall evaluate tourism, economic, environmental, and partnership opportunities, including potential governance and ownership models such as municipal, private, and public-private partnerships, as well as opportunities for collaboration with Indigenous communities. Further, that Administration report back to Council with findings, recommendations, and proposed next steps no later than June 9, 2026.

A motion was made by Council Member Mayor Shaigec to withdraw the original motion made by Council Member McNab.

The motion carried unanimously.

A motion was made by Council Member Mayor Shaigec that Council direct administration to draft a scope for a feasibility study for the Whitewood mine lands specifically considering a four-season destination resort. The feasibility study shall evaluate tourism, economic, and environmental impacts. The study will also consider partnership models including municipal, private, and public-private partnership, as well as opportunities for collaboration with Indigenous communities,

And further, that administration review funding options including grant opportunities for the Whitewood mine lands feasibility study and report back to Council by June 23, 2026.

The motion carried unanimously.

Deputy Mayor McNab handed the Chair to Mayor Shaigec at 11:16 a.m.

Community & Development Services

[RFD 26-109](#)

Wabamun Library Relocation and Retrofit Project

Proposed Motions

1. That Council receive the Wabamun Library and Retrofit Project report for

information, as presented.

2. That Council approve \$150,000 for the detailed design of the Wabamun Library and the conceptual design of the Community Hub, to be funded from Future Capital Restricted Surplus.

Brandon Sidhu and Dan Santucci presented the Wabamun Library Relocation and Retrofit Project presentation.

A motion was made by Council Member Olson that Council receive the Wabamun Library and Retrofit Project report for information, as presented.

The motion carried unanimously.

A motion was made by Council Member McNab that Council approve \$150,000 for the detailed design of the Wabamun Library and the conceptual design, to be funded from Future Capital Restricted Surplus.

RECESS

Mayor Shaigec recessed the meeting at 11:41 a.m., and reconvened the meeting at 11:52 a.m.

NEW BUSINESS

Community & Development Services

[RFD 26-109](#)

Wabamun Library Relocation and Retrofit Project

Proposed Motions

1. That Council receive the Wabamun Library and Retrofit Project report for information, as presented.
2. That Council approve \$150,000 for the detailed design of the Wabamun Library and the conceptual design of the Community Hub, to be funded from Future Capital Restricted Surplus.

A motion was made by Council Member McNab to withdraw his original motion.

The motion carried unanimously.

A motion was made by Council Member McNab that Council direct administration to review potential locations for the Wabamun Library relocation prior to proceeding with the detailed design of the Wabamun Library and conceptual design of the Community Hub, by May 26 2026.

The motion carried.

For: 3 - Mayor Shaigec, Council Member Jespersen and Council Member McNab

Against: 2 - Council Member Kyle and Council Member Olson

Away: 1 - Council Member Kucher Johnson

A motion was made by Council Member McNab that Council approve \$150,000

for the detailed design of the Wabamun Library and the conceptual design of the Community Hub, to be funded from Future Capital Restricted Surplus.

The motion carried unanimously.

Legislative Matters

BL 26-024

Bylaw 2026-19 - Records Management

Proposed Motions

1. That Bylaw 2026-19 receive first reading.
2. That Bylaw 2026-19 receive second reading.
3. That Bylaw 2026-19 be presented at this meeting for third reading.
4. That Bylaw 2026-19 receive third and final reading.

Stephanie Harris presented Bylaw 2026-19 - Records Management.

A motion was made by Council Member Kyle that Bylaw 2026-19 receive first reading.

The motion carried unanimously.

A motion was made by Council Member Olson that Bylaw 2026-19 receive second reading.

The motion carried unanimously.

A motion was made by Council Member McNab that Bylaw 2026-19 be presented at this meeting for third reading.

The motion carried unanimously.

A motion was made by Council Member Jespersen that Bylaw 2026-19 receive third and final reading.

The motion carried unanimously.

POL 26-002

Policy C-459 - Protection of Privacy

Proposed Motion

That Policy C-459 - Protection of Privacy be approved, as presented.

Stephanie Harris presented Policy C-459 - Protection of Privacy.

A motion was made by Council Member Kyle that Policy C-459 – Protection of Privacy be approved, as presented.

Mayor Shaigec read in a proposed definition for the term “Breach” as follows:

Breach – includes the loss of unauthorized access to or unauthorized disclosure of personal information.

Mayor Shaigec moved an amending motion that Policy C-459 – Protection of Privacy be approved with the amendment of the addition of the defined term

“Breach”.

The motion carried unanimously.

The Chair called on the original motion made by Council Member Kyle that Policy C-459 – Protection of Privacy be approved, as amended.

The motion carried unanimously.

[BL 26-027](#)

Bylaw 2026-21 - Walker Lake Water Loop Debenture Refinancing

Proposed Motions

1. That Bylaw 2026-21 receive first reading.
2. That Bylaw 2026-21 receive second reading.
3. That Bylaw 2026-21 be presented at this meeting for third reading.
4. That Bylaw 2026-21 receive third and final reading.

Katelyn Plamer and Olu Ajayi presented Bylaw 2026-21 - Walker Lake Water Loop Debenture Refinancing.

A motion was made by Council Member Olson that Bylaw 2026-21 receive first reading.

The motion carried unanimously.

A motion was made by Council Member McNab that Bylaw 2026-21 receive second reading.

The motion carried unanimously.

A motion was made by Council Member Jespersen that Bylaw 2026-21 be presented at this meeting for third reading.

The motion carried unanimously.

A motion was made by Council Member Kyle that Bylaw 2026-21 receive third and final reading.

The motion carried unanimously.

CLOSE OF MEETING

Mayor Shaigec closed the meeting at 12:11 p.m.

Mayor

Manager, Legislative Services

Unadopted



Legislation Details (With Text)

File #: App 26-041 **Version:** 1 **Name:** 9:05 a.m. - Public Input
Type: Appointment **Status:** Council Agenda
File created: 5/4/2026 **In control:** Council
On agenda: 5/26/2026 **Final action:**
Title: 9:05 a.m. - Public Input

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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9:05 a.m. - Public Input



Legislation Details (With Text)

File #: App 26-045 **Version:** 1 **Name:** 10:30 a.m. Appointment - Climate Adaptation Plan Overview

Type: Appointment **Status:** Council Agenda

File created: 5/6/2026 **In control:** Council

On agenda: 5/26/2026 **Final action:**

Title: 10:30 a.m. Appointment - Climate Adaptation Plan Overview
Presenters: Stephanie Chai, Policy Planning Lead, ISL
Shafraaz Kaba, Senior Climate Risk and Adaptation specialist, STOK

Proposed Motion
That the Climate Adaptation Plan Overview be received for information, as presented.

Indexes:

Code sections:

- Attachments:** [1. Climate Adaptation Plan Overview Presentation](#)
[2. Climate Adaptation Plan Administrative Report](#)

Date	Ver.	Action By	Action	Result
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10:30 a.m. Appointment - Climate Adaptation Plan Overview
Presenters: Stephanie Chai, Policy Planning Lead, ISL
Shafraaz Kaba, Senior Climate Risk and Adaptation specialist, STOK

Proposed Motion

That the Climate Adaptation Plan Overview be received for information, as presented.

Administration Recommendation

Administration supports the motion as presented.

Purpose

To provide an overview of the Climate Adaptation Plan project and provide an opportunity for questions/discussion.

Summary

In June 2024 (RFD 24-177) Council directed administration to apply to a grant opportunity through the Federation of Canadian Municipalities to develop a Climate Adaptation Plan. The application was successful and the grant was awarded in late 2025. After a public procurement process, ISL was contracted to develop the Climate Change Adaptation Plan for the County. This item provides an overview of the proposed process and expected outcomes.

Historical Information:

RFD 24-177 Climate Change Action Project - June 2024

Strategic Plan/Policy/Legal/Staff Implications:

This project aligns with the Sustainable Growth, Land and Legacy and Community Impact drivers from the

2026 - 2029 strategic plan.

Financial Impact:

N/A



CLIMATE ADAPTATION PLAN

Parkland County | Council and Senior Leadership Briefing #1 | May 2026

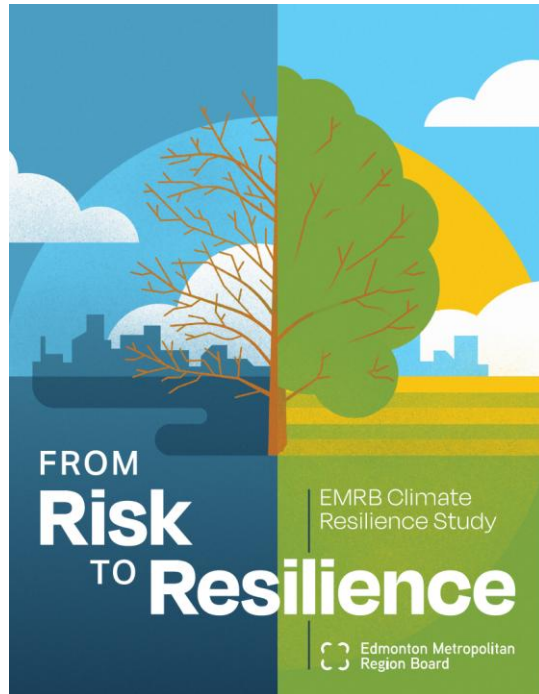
01

PROJECT GOAL

To prepare a Climate Adaptation Plan that will strengthen and enhance the County's resilience to climate change.

02

OVERVIEW



Climate Risk and Vulnerability Assessment

- Based on the EMRB Climate Resilience Study
- Translate regional data to local context
- Validate with community

Climate Adaptation Plan

- Context-sensitive and feasible actions
- Alignment with existing policy framework
- Supported by an implementation roadmap

03

CONSULTANT TEAM



- Local multidisciplinary team
- Policy development and implementation experts
- Experience applying climate adaptation planning across multiple types of projects
- Strong understanding of municipal governance
- Delivery of inclusive engagement programs
- Leaders in sustainability and resilience
- Extensive Climate Risk Assessment experience
- Experts in translating climate projections into practical insights

04

PROJECT TEAM



ISL Engineering and Land Services

PROJECT MANAGEMENT

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LEGEND

- ISL Leadership Team
- ISL/STOK Team

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CLIMATE ADAPTATION PLANNING

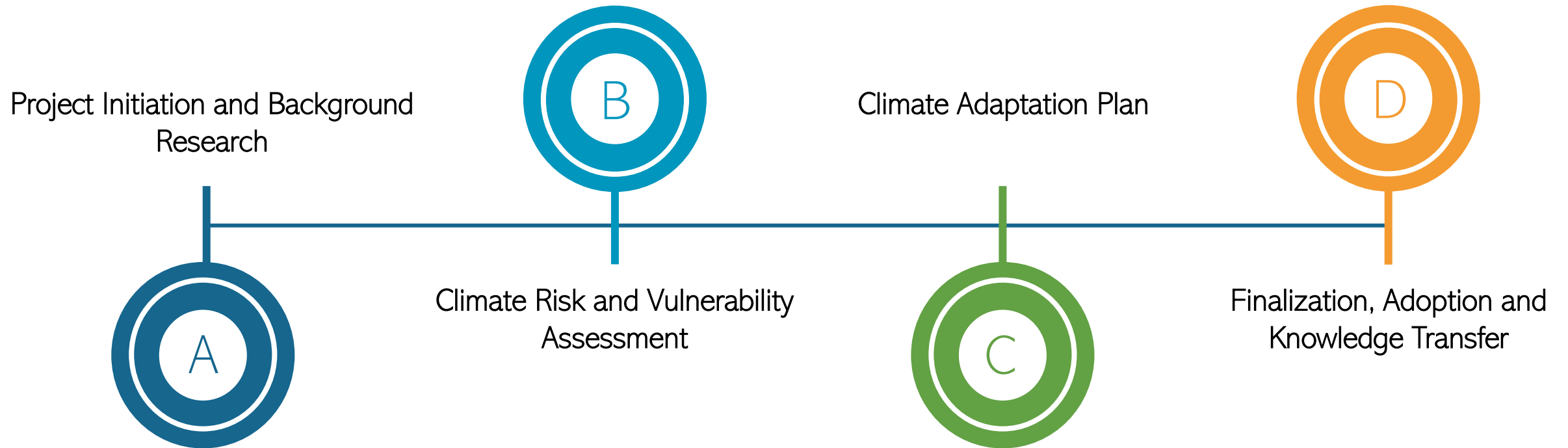
Planning Lead
Nathalia Schwind, RPP, MCIP
Planning Support
Chelseay Rudolph, RPP, MCIP

ENGAGEMENT

Engagement Advisor
Amanda Kaiser, CP3, BCS, JA
Engagement Lead
Epiphany Dober, BA

04

METHODOLOGY



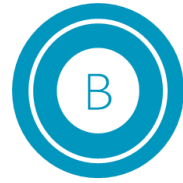
05

ENGAGEMENT



Project Initiation and Background Research

- Engagement Strategy
- Steering Committee Meeting #1
- Initial Indigenous outreach
- Council Briefing #1



Climate Risk and Vulnerability Assessment

- Participatory Risk Assessment
- Steering Committee Meeting #2
- Council Briefing #2



Climate Adaptation Plan

- Steering Committee Meeting #3
- Participatory Adaptation Planning
- Stakeholder Validation



Finalization, Adoption and Knowledge Transfer

- Steering Committee Meeting #4
- Council Presentation
- Dissemination

Questions

- What do you think is the most effective form of engagement in your community?
- Are there any areas of focus you would like us to prioritize in our engagement with the public?
 - For example, service levels, etc.

THANK YOU



Topic: Climate Adaptation Plan Overview

Introduction:

This report provides background information on the development of a Climate Adaptation Plan for Parkland County.

Facts (Background Information):

Climate adaptation planning is a proactive way to assess climate risks and impacts and develop resilience strategies to protect municipal assets, services, operations, and the well-being of community members.

The Agriculture and Environment team presented to Council in June 2024 (RFD 24-177) regarding a grant opportunity through the Federation of Canadian Municipalities to develop a Climate Adaptation Plan. Council approved the application and co-funding, and the County was successful in securing the FCM grant funding.

The Request for Proposals to develop the Parkland County Climate Adaptation Plan was made public in late 2025, and consultants, ISL (in partnership with STOK), have been awarded the contract. This report and today's presentation provide an overview of what will be involved in the process of developing a Climate Adaptation Plan for the County.

Parkland County has and is experiencing climate related impacts including:

- Large scale wildfires
- Drought conditions resulting in agricultural losses
- Localized flooding of roadways, private properties, and agricultural land
- Damage to Environmentally Sensitive Areas and natural systems
- Extreme weather events
- Water treatment disruptions caused by large stormwater runoff volumes

Climate-related impacts affect the services the County delivers as well as the health, safety and well-being of our community.

In 2023, the Edmonton Metropolitan Region Board (EMRB) and its 13 municipalities undertook a regional Climate Resilience Study: *From Risk to Resilience*.

The EMRB study estimated that the cost of inaction to these climate hazards was \$4 billion per year (2021 dollars) by mid-century (2050s).

The largest sources of future losses across the region due to climate impacts were identified to be:

- Adverse public health impacts, including illness, mental health disorders, hospitalization, and deaths resulting from climate-driven deteriorations in air quality, extreme heat, and other extreme weather.
- Impacts on buildings structures and function due to exposure to climate enhanced storms, floods, and rising space cooling costs.
- Damage to natural living systems and ecosystem services

Utilizing the funding from the Federation of Canadian Municipalities, our contracted consultants will now be able to assess these risks more locally specific to Parkland County and develop an action plan to address these. The plan will;

- Reduce the impact of climate related risks to municipal assets, services, and operations as well as to community health and wellbeing, economy, and the environment;
- help to ensure the community remains safe, affordable and attractive to investors; and
- assess local community priorities and partnership opportunities to implement coordinated actions over the next ten years.

Parkland County is already undertaking climate adaptation actions that can be incorporated and built on through the Climate Adaptation plan process:

- A FireSmart Program that includes home and community assessments;
- A Natural Assets Inventory to identify areas that have flood/drought protection services;
- An annual community rain barrel sale to promote water conservation;
- Co-hosting a Green Acreages Workshop for stewardship incentives funded by the Watershed Resiliency and Restoration Program, reducing the duration and effects of flooding and drought.
- A landscape watering effort to use rain barrels on County lands;
- Water Shortage Action Plan to enact in times of water shortage;
- Alternative Land Use Services (ALUS) Program that lessens the impacts of catastrophic events, both on the farm and within the greater community;
- Wetland Replacement Program;

Analysis:

\$70,000 dollars in grant funding was received in 2025 to support the completion of a Climate Adaptation Plan. An internal Steering Committee will be convened to oversee and provide advice as the Climate Adaptation Plan is developed.

The plan will identify actions and priorities based on risk, feasibility, and alignment with County and community priorities, culminating in a final Climate Adaptation Plan.

Timelines for the development of the plan are broken into four phases (including key engagement activities with Council, the Steering Committee, Indigenous Communities, and the public):

Milestone	April-May 2026	June 2026 – March 2027	March-June 2027	July-September 2027
Phase A. Initial Project Planning/Background Research <ul style="list-style-type: none"> Baseline climate information Inventory of existing climate actions (internal and community) Engagement Plan 				
Phase B. Local Vulnerability and Risk Assessment <ul style="list-style-type: none"> Participatory Risk Assessment Climate Risk Mapping 				
Phase C. Adaptation Plan <ul style="list-style-type: none"> Participatory Adaptation Planning Action Roadmap: Short, medium, long-term actions 				
Phase D. Reporting and Finalization <ul style="list-style-type: none"> Final Adaptation Plan Information Dissemination 				
Engagement	<ul style="list-style-type: none"> Council Briefing Introductory Steering Committee Meeting 	<ul style="list-style-type: none"> Public survey 2 x in-person public sessions Staff workshop Indigenous communities meeting Focus group meeting Steering committee What We Heard report Council Briefing 	<ul style="list-style-type: none"> Public Survey External Stakeholder workshop Staff Workshop Indigenous Communities Meeting Steering Committee What We Heard report Council Briefing 	<ul style="list-style-type: none"> Steering Committee Council Briefing

Conclusion/Summary:

The Agriculture and Environment team presented a grant opportunity to Council in June 2024 (RFD 24-177) through the Federation of Canadian Municipalities to develop a Climate Adaptation Plan. Council approved the application and co-funding, and the County's application was successful. Our project team is here to provide Council with an overview of the project process and outcomes.

The Climate Adaptation Plan will be guided by data and informed by internal and public engagement, and will be brought to Council for final approval by November 2027.

Administration recommends that Council receive the Climate Adaptation Plan Overview for information, as presented.

AUTHOR: Heidi Hamm and Stephanie Over

Department: Agriculture and Environment
Services

Date written: May 11, 2026



Legislation Details (With Text)

File #: App 26-044 **Version:** 1 **Name:** 1:00 p.m. Appointment - Q1 Performance & Project Update Report

Type: Appointment **Status:** Council Agenda

File created: 5/5/2026 **In control:** Council

On agenda: 5/26/2026 **Final action:**

Title: 1:00 p.m. Appointment - Q1 Performance & Project Update Report

Proposed Motion
That the Performance & Project Update Report be received for information, as presented.

Indexes:

Code sections:

- Attachments:** [1. Report - Q1 Performance Project Update](#)
[2. Presentation - Q1 Performance Project Update](#)

Date	Ver.	Action By	Action	Result
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1:00 p.m. Appointment - Q1 Performance & Project Update Report

Proposed Motion

That the Performance & Project Update Report be received for information, as presented.

Administration Recommendation

Administration supports the proposed motion.

Purpose

To update Council on the County's progress on key projects.

Summary

Parkland County's key projects have been summarized in the Performance & Project Update Report. This update is intended to inform Council and the community of progress made and results achieved for key projects.

Historical Information:

Administration provided an update to Council in February 2026.

Strategic Plan/Policy/Legal/Staff Implications:

Responsible Leadership - Parkland County will maintain the public's trust through transparent and fair decision making, superior service delivery, and effective engagement.

Financial Impact:

Cost: 0

Source of Funding: NA

Other:



2026

PERFORMANCE & PROJECT UPDATE

Presented to Council May 2026



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Introduction

Parkland County aligns strategic and corporate planning, budgeting, and financial reporting to support achieving the outcomes and priorities established in the County's Strategic Plan. As a key component of the overall process, performance and project reporting provides insight into the organization's progress and helps determine whether the County is successfully achieving its goals or if adjustments are required.

Throughout the fiscal year, reporting on key projects has enabled Administration to communicate progress to Council and maintain a consistent feedback loop that links strategy, planning, and continuous improvement. This process ensures alignment between direction, action, and results.

The Performance & Project Update Report offers key insights into Parkland County's progress. Within this report, a summary of the corporate priorities, and a listing of each associated key project is provided, containing:

- a project description,
- lead departments and internal supporting entities,
- overall project status and health,
- financial health,
- recent reports to Council, and
- strategic alignment.

The Performance & Project Update report is not intended to include all projects the County is undertaking; however, it is intended to provide a snapshot of the key project activities conducted in 2026.

Information on reports to Council can be accessed on the [Parkland County website](#).

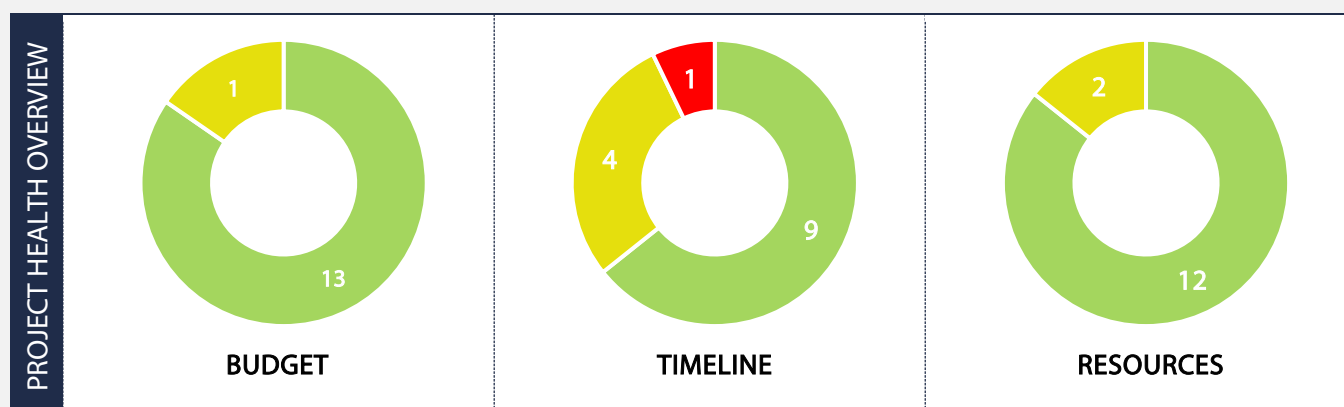
Performance Measures Update

Administration has undertaken a project to review Parkland County's strategic performance measures also known as key performance indicators (KPIs). The project is focused on refreshing the County's performance measures and reporting processes to ensure meaningful and transparent oversight and monitoring the progress of strategic priorities, organizational efficiency and effectiveness.

Updated performance measures will be identified through this project in conjunction with a service level review that will be conducted in 2026. The updated measures will be aligned to Council's strategic plan and incorporated into the strategic planning process.

At this stage, performance measures have not been included within this report. They will be introduced into future reports as they are available.

Corporate Priorities Summary



Project	Overall Progress	Project Health		
		Budget	Timeline	Resources
Pillar A – Complete Communities		Budget	Timeline	Resources
Rural Internet Initiatives	Execution	■	■	■
Water & Wastewater Master Plan	50% Execution	■	■	■
Intermunicipal Collaboration Framework	25% Planning	■	■	■
Intermunicipal Development Plans	18% Execution	■	■	■
Pillar B – Strategic Economic Diversification		Budget	Timeline	Resources
Acheson Intersection Improvements	99% Execution	■	■	■
Acheson / Big Lake Transportation Impact Assessment Update	90% Execution	■	■	■
Planning + Development Operational Process Review	30% Execution	■	■	■
Wabamun Economic Development	35% Execution	■	■	■
Pillar C – Respected Environment and Agriculture		Budget	Timeline	Resources
Nature Policy Framework Implementation	20% Execution	■	■	■
Natural Assets Management Project	90% Execution	■	■	■
Agricultural Impact Assessment Guidelines	80% Execution	■	■	■

Pillar D – Responsible Leadership		Budget	Timeline	Resources
Area Structure Plan (ASP) Program Review	15% Execution	■	■	■
Engagement Program Review	60% Execution	■	■	■
Government Engagement Plan	75% Execution	■	■	■

Legend

- On hold - action or project is temporarily paused ■ Caution - some obstacles identified and slowing progress
- On Track - action or project is progressing well with little-to-no issues ■ Off Track - significant obstacle(s) blocking progress
- Budget Health – is the project within budget Timeline Health – how the project is proceeding to schedule
- Resources Health – if the project has the people, supplies and materials required for project success

Key Project Updates

From January 1 – March 31, 2026



PILLAR A

Connected Communities

We recognize the diversity of Parkland County’s communities, while fostering a united and shared vision for Parkland as a whole.

GOALS

- A1** To ensure that County infrastructure meets the needs of residents, businesses, and industry
- A2** To create a sense of belonging and well-being by enriching our communities with relevant amenities
- A3** To build a strong community through effective social support services
- A4** To honour the history and culture of local indigenous peoples

RURAL INTERNET INITIATIVES (2024-2027)

Strategic Plan Alignment: Goal A1

Associated with Priority Strategy: Explore and implement initiatives that enable rural connectivity in underserved areas, while having consideration for emergent technologies.

OVERALL PROGRESS	Project Health		
Status: Execution	■ Budget	■ Timeline	■ Resources
Lead Technology & Digital Services		Supporting Entities: Strategic Growth, Communications & Customer Service, Executive Committee and Council	
DESCRIPTION:			
What: Rural internet initiatives aimed at challenges and opportunities with the County’s internet infrastructure.			
Why: Improved rural internet connectivity will provide our residents more affordable and efficient access to basic amenities such as education, health care, public safety and government services.			
How: The County will continue to facilitate the installation of broadband and fibre optic infrastructure. This work includes advocacy at federal and provincial levels for investment in internet connectivity Parkland County. The initiatives will also seek to address other areas of need through satellite, other wireless, and additional fibre services, ensuring greater consistency of high-speed internet service.			
STATUS UPDATE: The overall Broadband Strategy was developed and presented to Council on March 10 th , 2026. The strategy outlines the current state of broadband services across the County, and options for addressing connectivity gaps. During the next reporting period, administration will develop alternative options within the strategy to provide to council to support decision making and future implementation			
RECENT REPORTS TO COUNCIL:			
March 10, 2026 – Completed Broadband Strategy was presented to Council.			
October 8, 2024 – Administration provided Council a program summary. Council approved motions to reinstate the program to supply a rebate for equipment and installation fees to enable access to high-speed wireless internet service for qualified ratepayers, and funding for up to \$103,000 from the Rural Communications Network Lifecycle Restricted Surplus.			
November 26, 2024 – Q3 Project Update Report presentation to Council			
March 25, 2025 – March 2025 Project Update Report presentation to Council			
June 17, 2025 – May 2025 Performance & Project Update Report to Council			
September 2, 2025 – Q2 Performance & Project Update Report to Council			
November 4, 2025 – Q3 Performance & Project Update Report to Council			
March 10, 2026 – Parkland County Broadband Strategy			

WATER & WASTEWATER MASTER PLAN (2025-2026)

Strategic Plan Alignment: Goal A1

<p>OVERALL PROGRESS 50% Status: Execution</p>	Project Health		
	■ Budget	■ Timeline	■ Resources
<p>Lead Engineering Services</p>		<p>Supporting Entities: Planning & Development Services, Public Works, Strategic Growth, Agriculture & Environment Services</p>	
<p>DESCRIPTION: What: Comprehensive Water & Wastewater Master Plan which will inventory existing water and wastewater distribution systems, identify future needs, and present servicing concepts to maximize use of existing and future systems. Why: Water and wastewater systems are vital to functioning communities. Residents rely on water and wastewater systems every day. A comprehensive assessment of current performance of the County’s water and wastewater systems will identify improvements and long-term servicing strategies. How: Development of a long-term strategic plan for water and wastewater water systems across the County.</p>			
<p>STATUS UPDATE: Work on Phase 1 is nearly complete. This phase includes documenting the County’s current water and wastewater service areas and levels of service provided. Engineering Services will review usage rates for various land uses and begin to determine the County’s long-term vision for water and wastewater servicing. A more detailed report will be brought forward in quarter 2 to outline the project, highlight key directions and propose concepts and considerations for the Governance and Priorities Committee to consider.</p>			
<p>RECENT REPORTS TO COUNCIL: March 25, 2025 – March 2025 Project Update Report presentation to Council May 20, 2025 - A summary of the scope and project deliverables was presented to GPC on May 20, 2025. June 17, 2025 – May 2025 Performance & Project Update Report to Council September 2, 2025 – Q2 Performance & Project Update Report to Council November 4, 2025 – Q3 Performance & Project Update Report to Council</p>			

INTERMUNICIPAL COLLABORATION FRAMEWORK (2025 – 2026)

Strategic Plan Alignment: Goal A3

<p>OVERALL PROGRESS 25% Status: Project Planning</p>	<p>Project Health</p>		
	<p>■ Budget</p>	<p>■ Timeline</p>	<p>■ Resources</p>
<p>Lead Governance & Engagement</p>		<p>Supporting Entities: Planning & Development Services, Enforcement, Fire Services, Community Services</p>	
<p>DESCRIPTION: What: Intermunicipal Collaboration Frameworks (ICFs) are formal agreements between neighbouring municipalities that set out how shared services and infrastructure will be coordinated and delivered. Why: When the Edmonton Metropolitan Region Board (EMRB) was in place, its member municipalities were not required to establish individual frameworks, as regional growth and service coordination were managed collectively. With the EMRB now disbanded, municipalities are required to develop ICFs directly with their neighbours. How: Parkland County will work collaboratively with each neighbouring municipality to develop ICFs. This process will involve negotiations on service delivery, cost-sharing arrangements, and other areas of mutual interest to ensure fair, efficient, and sustainable outcomes for residents.</p>			
<p>In Quarter 1, Administration engaged a consultant to provide project management and negotiation support to help advance discussions with neighbouring municipalities. Project documentation was developed to ensure that renewed and new Intermunicipal Collaboration Frameworks (ICFs), as well as any opt-out agreements, meet the requirements of the Municipal Government Act. This work supports the development of Council-approved, implementable agreements that strengthen regional relationships and improve service delivery, while staying within the approved project timeline. In Quarter 2, Administration will provide status updates to the Senior Leadership Team and Council on progress toward completing the ICF project</p> <p>RECENT REPORTS TO COUNCIL: None</p>			

INTERMUNICIPAL DEVELOPMENT PLANS (2025-2026)

Strategic Plan Alignment: Goal A4

<p>OVERALL PROGRESS</p> <p>18%</p> <p>Status: Execution</p>	<p>Project Health</p>		
	<p>■ Budget</p>	<p>■ Timeline</p>	<p>■ Resources</p>
<p>Lead Planning & Development Services</p> <p>Supporting Entities: Governance & Engagement, Agriculture & Environment Services, Engineering Services</p> <p>DESCRIPTION: <p>What: Intermunicipal Development Plans (IDPs) are formal agreements between two or more municipalities that establish how planning and development decisions will be coordinated when they affect lands on both sides of a shared boundary.</p> <p>Why: While the Edmonton Metropolitan Region Board (EMRB) was active, its member municipalities were exempt from adopting individual IDPs, as regional growth and land-use coordination were managed collectively. With the EMRB now disbanded, municipalities are required to develop IDPs directly with their neighbours.</p> <p>How: Parkland County will work collaboratively with each neighbouring municipality to prepare IDPs. This process will include negotiations on current and future land uses, transportation and utility corridors, and long-term growth management strategies to ensure coordinated, efficient, and sustainable development.</p> </p>			
<p>STATUS UPDATE: Several foundational project documents have been completed, including the work plan, project charter, schedule, communications plan, and table of contents. Current work is focused on assessment and gap analysis, along with a review of the IDP project boundaries. The next stage will involve draft plan development and public engagement.</p> <p>RECENT REPORTS TO COUNCIL: February 17, 2026 -, Administration provided a high-level overview of the Intermunicipal Development Plan (IDP) project, covering its objectives, key IDP components, work completed to date, project approach, overall strategy, and a high-level schedule.</p>			



PILLAR B

Strategic Economic Diversification

We support the continuation and evolution of traditional economic activities, while pursuing new opportunities for diversified and sustainable growth.

GOALS

- B1** To explore strategies that encourage new businesses to locate in Parkland County, with strategic emphasis on Acheson and the Wabamun area
- B2** To add emphasis to recreation and rural tourism to diversify the County's economic opportunities
- B3** To attract diversified energy investment in Parkland County
- B4** To support existing and new businesses in Parkland County with a focus on micro and small businesses

ACHESON INTERSECTION IMPROVEMENTS (2024-2025)

Strategic Plan Alignment: Goal B1

Associated with Priority Strategy: Implement the investment strategy for Acheson lands to ensure maximum build-out can be achieved.

OVERALL PROGRESS 99% Status: Execution	Project Health		
	■ Budget	■ Timeline	■ Resources
Lead Engineering Services		Supporting Entities: Planning & Development Services, Enforcement Services, Road Maintenance and Drainage Services, Public Works, Strategic Growth	
DESCRIPTION: What: Improvements at two intersections along Highway 16A: 1. Spruce Valley Road and 2. Pinchbeck/Bevington Road. Why: This project supports economic growth as the work will greatly improve traffic movement in the Acheson Industrial Area. Businesses operating in the area will benefit as efficient freight transport systems improve market access, resulting in lower operating costs. How: Widening of Highway 16A deceleration and acceleration lanes, installing traffic lights and realigning of Spruce Valley Road and Pinchbeck and Bevington Road. Project includes connecting water and wastewater line under Highway 16A to enable future connection between Acheson Zone 4 and Acheson Zone 6 services.			
STATUS UPDATE: The project is complete and in the warranty stage. There are some seasonal deficiencies such as landscaping that will be completed in 2026. All work is considered minor. Administration is working to resolve outstanding claims associated with construction activities prior to closing and reporting.			
RECENT REPORTS TO COUNCIL: October 15, 2024 – A project update was provided to the Governance & Priorities Committee as part of the Operations Services Division Report. November 26, 2024 – Q3 Project Update Report presentation to Council January 21, 2025 – Highway 16A Acheson Intersection Construction Update provided to Council March 25, 2025 – March 2025 Project Update Report presentation to Council June 17, 2025 – May 2025 Performance & Project Update Report to Council June 24, 2025 – Operations Service Division Report - Update and Overview June 2025 September 2, 2025 – Q2 Performance & Project Update Report to Council November 4, 2025 – Q3 Performance & Project Update Report to Council			

ACHESON / BIG LAKE TRANSPORTATION IMPACT ASSESSMENT UPDATE (2024-2026)

Strategic Plan Alignment: Goal B1

Associated with Priority Strategy: Implement the investment strategy for Acheson lands to ensure maximum build-out can be achieved.

OVERALL PROGRESS 90% Status: Execution	Project Health		
	■ Budget	■ Timeline	■ Resources
Lead Engineering Services			
Supporting Entities: Planning & Development Services, Enforcement Services, Road Maintenance and Drainage Services, Public Works, Strategic Growth			
DESCRIPTION: What: A report to better understand, assess and mitigate any identified or potential traffic and transportation issues in the Acheson / Big Lake area. Why: This action benefits residents and business owners, as it supports future growth and strategic expansion. A thriving industrial area contributes to economic stability. How: Transportation Impact Assessments evaluate the current roadway network and highlight areas of constraint, if any. The report reviews anticipated growth patterns and will develop traffic generation expectations as growth occurs. This will guide road network improvements required to maintain an efficient and effective transportation system within Acheson and Big Lake area for existing and future road users. The report provides essential information for ongoing development approvals and ensures that the County is building appropriate infrastructure to accommodate growth.			
STATUS UPDATE: Timeline to complete was extended into Quarter 1 2026 to ensure quality report and to make space for other competing priorities. Timeline to complete does not have any impacts to ongoing projects and/or operations.			
RECENT REPORTS TO COUNCIL: March 25, 2025 – March 2025 Project Update Report presentation to Council June 17, 2025 – May 2025 Performance & Project Update Report to Council June 24, 2025 – Operations Service Division Report - Update and Overview June 2025 September 2, 2025 – Q2 Performance & Project Update Report to Council November 4, 2025 – Q3 Performance & Project Update Report to Council			

PLANNING & DEVELOPMENT OPERATIONAL PROCESS REVIEW AND IMPLEMENTATION (2024-2026)

Strategic Plan Alignment: Goal B1

Associated with Priority Strategy: Implement the investment strategy for Acheson lands to ensure maximum build-out can be achieved.

OVERALL PROGRESS 30% Status: Execution	Project Health		
	■ Budget	■ Timeline	■ Resources
Lead Planning & Development Services		Supporting Entities: Engineering Services, Agriculture & Environment Services, Technology & Digital Services, Community Services, Strategic Growth, Communications & Customer Service	
DESCRIPTION: What: A review of land use planning permitting operations for efficiency and effectiveness. Why: This review will assist the department to optimize permitting and approval processes which will benefit County businesses and residents. Faster, more efficient processing of applications and permits supports economic growth. In addition, the review will support resourcing future creation and revisions of statutory and governing land use planning documents. How: The action will review the efficiency and effectiveness, and overall customer experience with existing permitting and approval processes, providing a roadmap of recommendations for continuous improvement.			
STATUS UPDATE: The project remains in the execution phase with the overall work plan actively being implemented. The following actions are highlighted: <ul style="list-style-type: none"> • The Planning and Development counter is now open to the public for in-person consultations to better serve county residents' needs. • Planning and Development Services (PDS) has created a list of Key Performance Indicators (KPIs) to better monitor various data measures including permit timelines. Reporting on the KPIs has begun and will continue to grow in detail as the PDR work plan progresses. • The department has implemented concurrent reviews for all Development and Building Permits. For applicants that are ready to proceed with both stages of the permitting process, this will save them time and provide certainty. 			
RECENT REPORTS TO COUNCIL: October 15, 2024 – A project update was provided to the Governance & Priorities Committee as part of the Operations Service Division Report. November 26, 2024 – Q3 Project Update Report presentation to Council February 4, 2025 – Update on the improvements occurring within the Planning and Development department was provided to Governance & Priorities Committee March 25, 2025 – March 2025 Project Update Report presentation to Council June 17, 2025 – May 2025 Performance & Project Update Report to Council September 2, 2025 - Q2 Performance & Project Update Report to Council November 4, 2025 – Q3 Performance & Project Update Report to Council			



PILLAR C

Respected Environment + Agriculture

We respect the natural environment, recognizing Parkland County's biodiversity and unique natural beauty, the land's value for agricultural purposes, and ensuring our commitment to sustainable agricultural and environmental practices.

GOALS

- C1** To develop a policy framework that ensures the protection of environmentally significant areas
- C2** To recognize the importance of preserving prime agricultural land available for production
- C3** To support our agricultural community

NATURE POLICY FRAMEWORK (2025-2026)

Strategic Plan Alignment: Goal C1

OVERALL PROGRESS 20% Status: Execution	Project Health
	■ Budget ■ Timeline ■ Resources
<p>Lead Agriculture & Environment Services</p> <p>Supporting Entities: Planning & Development Services, Strategic Growth</p> <p>DESCRIPTION: What: Implementation of the Nature Policy Framework. Why: Conserving valuable natural areas through policy will ensure water conservation, disaster mitigation, habitat and biodiversity provision, and scenic beauty are maintained as needed across the County. The Nature Policy Framework provides direction, ensures coordination between policies and provides options and clarity around environmentally sensitive areas (ESAs) and conservation. How: The implementation will include the development of communications guides, administrative directives, procedures, monitoring frameworks, and establishment of the local conservation fund.</p>	
<p>STATUS UPDATE: Since the project initiation in early 2026, work is underway on the development of: additional mapping to identify conservation priorities, a decision making guide founded in County policy to support nature-positive development, new desktop and field level biophysical assessment templates to support more clear and efficient processes and to ensure nature-positive outcomes/effects on natural asset function are being measured, and a guidebook (including one page info sheets) explaining our environmental data and how it should be applied or interpreted (ie. the County’s wetland inventory). Thus far, numerous maps have been drafted including groundwater recharge and discharge areas, wildlife connectivity, high value natural assets, and protected natural areas. This additional data helps support flexibility and consistent application of discretion in decision making, thus improving the process for applicants. In the next phase of project development additional user-friendly guides will be created and processes will be more clearly articulated through the production of administrative procedures and directives.</p> <p>Project timelines have been extended in order to incorporate review and adjustment of overarching policy direction based on Council direction.</p> <p>RECENT REPORTS TO COUNCIL: November 26, 2024 – Q3 Project Update Report presentation to Council September 2, 2025 – Q2 Performance & Project Update Report to Council November 4, 2024 – Q3 Performance & Project Update Report to Council</p>	

NATURAL ASSETS MANAGEMENT PROJECT (2025-2027)

Strategic Plan Alignment: Goal C1

Associated with Priority Strategy: Review and update the County's framework on environmentally significant areas to support responsible management of natural assets and amenities.

OVERALL PROGRESS 90% Status: Execution	Project Health		
	■ Budget	■ Timeline	■ Resources
Lead Agriculture & Environment Services		Supporting Entities: Planning & Development Services, Engineering Services, Technology & Digital Services	
DESCRIPTION: What: Completion of a natural asset inventory, condition assessment and ecosystem service valuation. Why: Natural assets provide essential services to the community in an efficient and cost-effective way. They also require different types / levels of guidance to direct conservation and restoration efforts. How: In 2025, there will be a focus on updating Engineering Standards to include nature-based solutions and integration of identified assets into the asset management system.			
STATUS UPDATE: The final Natural Asset Inventory and Valuation Report was presented to Council for information in April 2025. Remaining tasks include drafting engineering standards for nature-based solutions, maintenance of installed bioengineering projects, one additional community workshop and incorporating the inventoried assets into the County's asset management system. Drafting of the engineering design standards stormwater management section up include nature-based solutions is now underway with expected completion in September 2026. To date, we have established three bioengineering demonstration sites and have restored over 1100m2, planting over 1400 plants which will provide protection to important roadways, trails and waterbodies. The final public workshop will take place on May 9 th and will focus on shoreline restoration skills development for waterfront residents. It will be held along Lake Wabamun at Camp Yowochas. Finally, communications material targeting misinformation around natural asset value and available tax assessment incentives is being drafted to be included in the summer edition of Your Parkland magazine. These are the final deliverables associated with the Water Resiliency and Restoration Program (WRRP) grant funding which has provided over \$293,000 to support natural asset management in Parkland County. Project completion is anticipated in Quarter 3 2026, well within the grant agreement timelines, which end on March 31, 2028. However, the County was not successful in accessing the 2026 WRRP funding allocation and unfortunately the current provincial budget indicates that program will not be renewed in future years. As the grant was providing staff funding for the project manager position, this will have an impact on resourcing and capacity required to complete the project as well as the County's ability to continue work in this area.			
RECENT REPORTS TO COUNCIL: April 16, 2024 – Administration provided an update to Council regarding the Natural Assets Management Project. November 26, 2024 – Q3 Project Update Report presentation to Council March 25, 2025 – March 2025 Project Update Report presentation to Council April 16, 2024 – Administration provided an update to Council regarding the Natural Assets Management Project. April 22, 2025 – Natural Asset Inventory and Valuation Report Presented to Council. June 17, 2025 – May 2025 Performance & Project Update Report to Council September 2, 2025 – Q2 Performance & Project Update Report to Council November 4, 2024 – Q3 Performance & Project Update Report to Council			

AGRICULTURAL IMPACT ASSESSMENT GUIDELINES (2025-2026)

Strategic Plan Alignment: Goal C2

<p>OVERALL PROGRESS 80% Status: Execution</p>	<p>Project Health</p>		
	■ Budget	■ Timeline	■ Resources
<p>Lead Agriculture & Environment Services</p> <p>Supporting Entities: Planning & Development Services, Strategic Growth</p> <p>DESCRIPTION: What: Establish clear and consistent requirements for Agricultural Impact Assessments (AIAs) within Parkland County. Why: An Agricultural Impact Assessment is a technical report used to determine the level of impact a proposed non-agricultural development in a particular area may have on the agricultural production in that region. AIAs can help Administration have a clearer understanding of the impacts of a particular development and can assist with making well-informed land use decisions and providing recommended mitigation measures. As identified in Parkland County’s updated Municipal Development Plan, AIAs are required when proposing to develop on prime agricultural lands. Currently, Parkland County does not have any established minimum requirements for an AIA, leading to unclear application standards and delays in decision-making processes. How: Administration will review regional requirements and best practices in order to document clear submission standards for AIAs and create guiding documents for development.</p>			
	<p>STATUS UPDATE: A best-practices report was completed, drawing on regional requirements, lessons learned from large development applications with Agricultural Impact Assessment (AIA) requirements, and input from subject-matter experts. Internal staff interviews and a workshop with the Agricultural Service Board helped ensure the guidelines reflect planning processes and potential impacts to agricultural producers. The guidelines have been drafted and reviewed, with minor refinements underway. The final document will be presented to Council on May 19.</p> <p>RECENT REPORTS TO COUNCIL: March 25, 2025 – March 2025 Project Update Report presentation to Council June 17, 2025 – May 2025 Performance & Project Update Report to Council June 24, 2025 – Operations Service Division Report - Update and Overview June 2025 September 2, 2025 – Q2 Performance & Project Report Update to Council November 4, 2025 – Q3 Performance & Project Update Report to Council</p>		



PILLAR D

Responsible Leadership

We maintain the public's trust through transparent and fair decision-making, superior service delivery, and effective engagement.

GOALS

D1

To ensure that County Council is supported by a robust and current framework of bylaws, policies, and plans

D2

To strive for organizational excellence in delivering Council services and programs to residents, businesses, and community groups

D3

To strengthen relationships with leaders of Parkland County-based businesses and community groups

D4

To engage and collaborate with all orders of government, particularly our Tri-Region partners and Indigenous neighbours

AREA STRUCTURE PLAN (ASP) PROGRAM REVIEW (2024-2026)

Associated with Priority Strategy: Update Council's guiding documents to support clarity and consistency for Council, Administration, and the public.

Strategic Plan Alignment: Goal D1

OVERALL PROGRESS	Project Health		
	Budget	Timeline	Resources
15% Status: Execution			
Lead Planning & Development Services	Supporting Entities: Engineering Services, Agriculture & Environment, Community Services, Strategic Growth, Communications & Customer Service, Assessment & Taxation		
DESCRIPTION: What: Completing a review of the County's existing Area Structure Plan (ASPs) to determine their alignment with the new Municipal Development Plan (MDP). Why: ASPs provide direction on land use and infrastructure planning within defined areas of a municipality. They can identify proposed land uses, general location of major roadways, development sequencing and population density of an area to support a streamlined and effective land use development process. The County currently has 11 approved ASPs, some dating as far back as 1979. With the approval of a new MDP, the County will review the existing ASPs to evaluate whether the documents are in alignment with the higher-level plan and meet the needs of the community. How: Review and evaluate existing ASPs for alignment with the new MDP, creating a prioritization system that will identify which plans should be amended, rescinded, or created to achieve the goals of the MDP.			
STATUS UPDATE: The recommendations of the ASP project prioritization were accepted by Council at the February 10, 2026 Council meeting. Work is now underway on the first wave of ASP updates. This phase focuses on bringing older plans up to modern standards, removing plans that are no longer relevant, and developing new plans or policies where gaps exist. Presentation of the Public Engagement Plan for wave one (1) implementation was provided to Council at the May 5, 2026 Council meeting.			
RECENT REPORTS TO COUNCIL: March 25, 2025 – March 2025 Project Update Report Presentation to Council June 17, 2025 – May 2025 Performance & Project Update Report to Council June 24, 2025 – Project overview presentation to Governance and Priorities Committee September 2, 2025 – Q2 Performance & Project Report Update to Council			

ENGAGEMENT PROGRAM REVIEW (2024-2026)

Strategic Plan Alignment: Goal D2

Associated with Priority Strategy: Strive for organizational excellence in delivering Council services and programs to residents, businesses, and community groups

OVERALL PROGRESS 60% Status: Execution	Project Health		
	■ Budget	■ Timeline	■ Resources
Lead Governance & Engagement		Supporting Entities: Communications & Customer Service, Finance, Executive Committee, All departments	
DESCRIPTION: <p>What: A review of existing internal and external engagement practices resulting in organizational alignment through establishing standardized practices and relevant resources/tools.</p> <p>Why: The intent of this review is to standardize the public engagement process to ensure meaningful public engagement and enabling more informed decisions and greater public understanding.</p> <p>How: The review involves examining engagement best practices, establishing standard practices, and includes the consolidation and update to the County's public consultation policies.</p>			
STATUS UPDATE: Through the Engagement Program Review, the County is developing a Public Engagement Framework and an updated Public Participation Policy. To guide this work, the project team conducted meaningful engagement with residents, businesses, elected officials, and Administration from October to January. These conversations helped identify what is working well, where improvements can be made, preferred communication methods, and how people want to participate in County decision-making. The engagement results have been analyzed and were shared with Council on May 5, 2026. The next steps in the project include updating the Public Participation policy and developing tools to implement enhancements to the Engagement Program. The project is anticipated to be completed by Summer 2026 and implementation into 2027.			
RECENT REPORTS TO COUNCIL: March 25, 2025 – March 2025 Project Update Report presentation to Council June 17, 2025 – May 2025 Performance & Project Update Report to Council September 2, 2025 – Q2 Performance & Project Update Report to Council November 4, 2025 – Q3 Performance & Project Update Report to Council			

GOVERNMENT ENGAGEMENT PLAN (2025-2026)

Strategic Plan Alignment: Goal D4

OVERALL PROGRESS 75% Status: Execution	Project Health
	■ Budget ■ Timeline ■ Resources
<p>Lead Governance & Engagement</p> <p>Supporting Entities: Communications & Customer Service, Executive Committee, All departments</p> <p>DESCRIPTION: What: Create a Government Engagement Framework, formal Government Engagement Plan, and Government Engagement Schedule. Why: Establishing relationships in the community, with regional partners and all levels of government can better support Parkland County in achieving its goals through grant funding, access to opportunities, and collaborative efforts. Well-coordinated government engagement strategies will help the County focus its efforts on the issues that matter most to residents and align with Council’s strategic vision. How: Establish the framework to support development and maintenance of an annual government engagement plan. The framework will be established through engagement with Council and developed with internal staff. The framework will ensure that the government engagement plan and schedule will be supported by well-defined and efficient processes.</p>	
<p>STATUS UPDATE: In Quarter 1, as part of strategic planning, Administration facilitated sessions with Council to initiate development of the Government Engagement Plan. Through these discussions, Council identified priority topics and issues for research and inclusion and directed that the Plan be organized by Ministry. Draft content will be provided to Council for review in early Quarter 2, prior to design. The graphically designed Government Engagement Plan will be presented to Council later in Quarter 2.</p> <p>RECENT REPORTS TO COUNCIL: January 30, 2025 – Government Engagement Plan project outlined at Council’s Strategic Planning Session March 25, 2025 – March 2025 Project Update Report presentation to Council June 17, 2025 – May 2025 Performance & Project Update Report to Council September 2, 2025 – Q2 Performance & Project Update Report to Council November 4, 2025 – Q3 Performance & Project Update Report to Council February 4, 5, 25, and 26, 2026 – Government Engagement Plan content developed during Strategic Planning Sessions April 7, 2026 – Draft Government Engagement Plan presented during Closed Session</p>	

Parkland County
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www.parklandcounty.com





2026

Performance & Project Update

May 2026





Performance Measures

Performance Measurement & Reporting Project Underway

Goal: refresh performance measurement and reporting processes

- Includes alignment to the 2026-2029 Strategic Plan once developed
- Will incorporate results of the service level review





Project Health

Components

- Budget - is the project within budget
- Timeline - how the project is proceeding to schedule
- Resources - if the project has the people, supplies and materials required for project success.

Legend

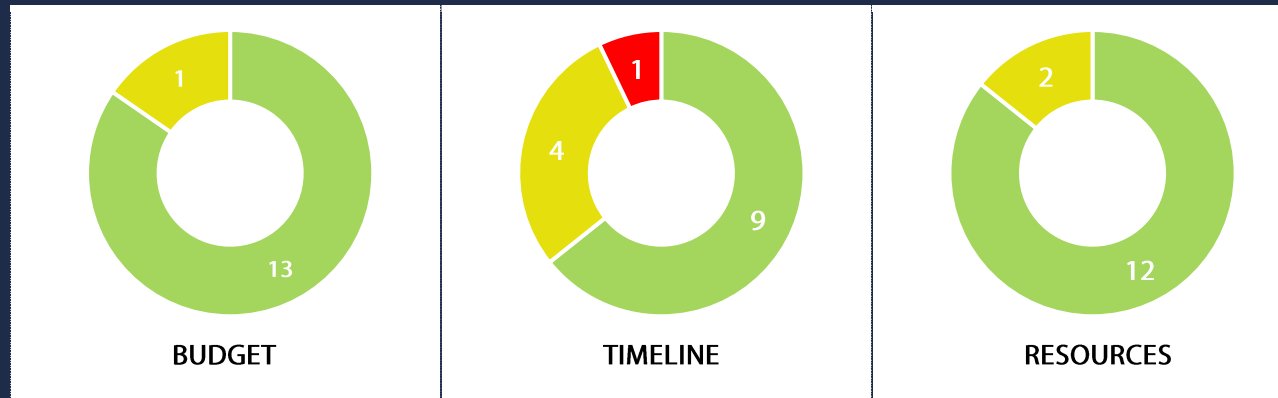
- On hold - action or project is temporarily paused
- Caution - some obstacles identified and slowing progress
- Track - action or project is progressing well with little-to-no issues
- Off Track - significant obstacle(s) blocking progress



Project Health Summary

Delivering Results While Navigating Timeline Challenges

PROJECT HEALTH OVERVIEW



Details:

- Budget status: 13 projects on track and 1 in caution.
- Timeline status: 9 projects on track, 4 in caution, and 1 off track.
- Resource status: 12 on track, with 2 in caution.



Governance + Engagement



Intermunicipal Collaboration Framework (2025-2026)

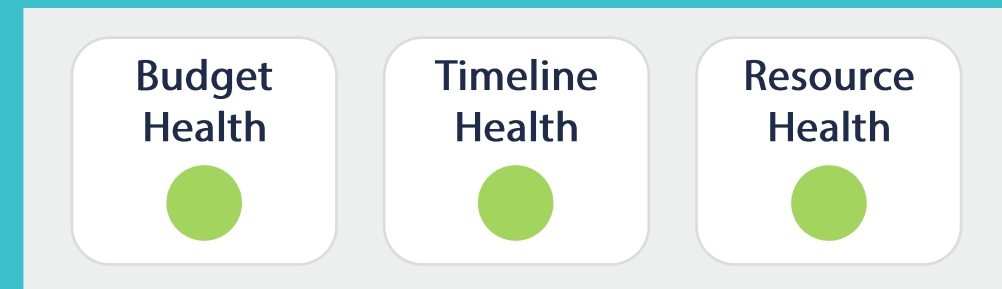
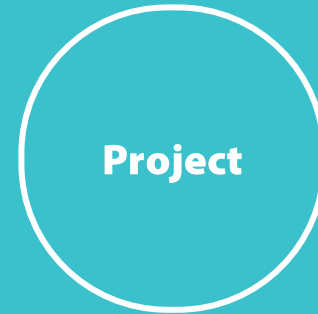
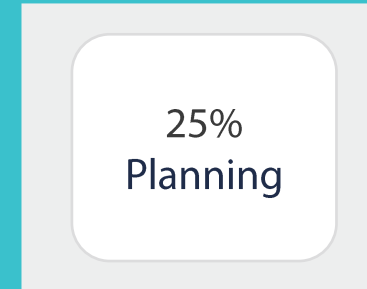
Project description

Intermunicipal Collaboration

Frameworks (ICFs) are formal agreements between neighbouring municipalities that set out how shared services and infrastructure will be coordinated and delivered.

Project outcome

Parkland County will work collaboratively with each neighbouring municipality to develop ICFs. This process will involve negotiations on service delivery, cost-sharing arrangements, and other areas of mutual interest to ensure fair, efficient, and sustainable outcomes for residents.



Engagement Program Review

Project description

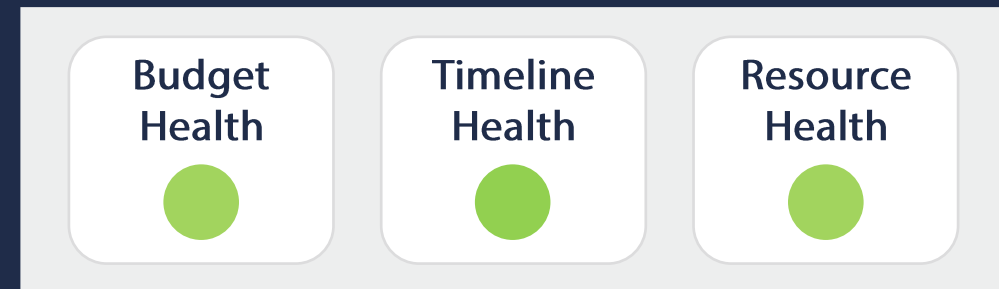
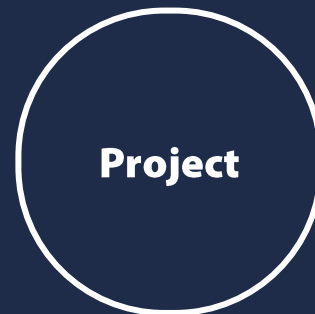
A review of existing internal and external engagement practices resulting in organizational alignment through establishing standardized practices and relevant resources/tools.

Project outcome

The review involves examining engagement best practices, establishing standard practices, and includes the consolidation and update to the County's public consultation policies.

Lead:
Governance & Engagement

Associated
with Priority
Strategy (D2)





Lead:
Governance & Engagement

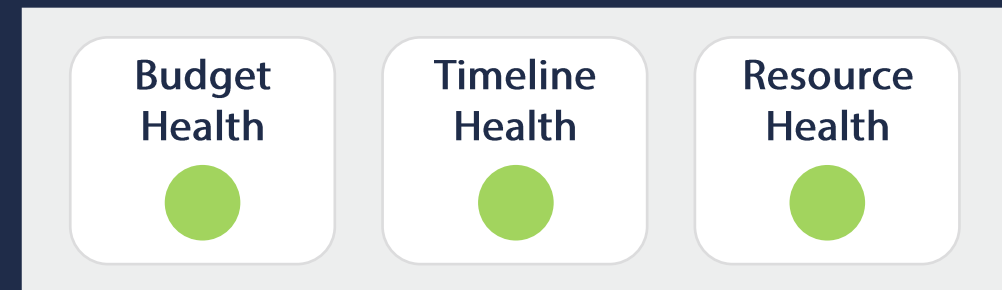
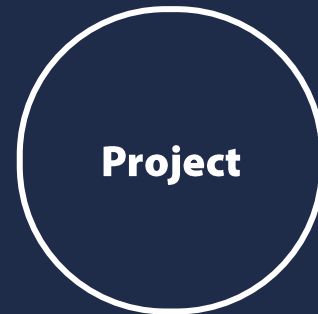
Government Engagement Plan (2025-2026)

Project description

Create a government engagement framework, formal government engagement plan, and associated process improvements.

Project outcome

Well-coordinated government engagement strategies will help the County focus its efforts on the issues that matter most to residents and align with Council's strategic vision.





Questions?

Governance + Engagement Projects



Engineering Services





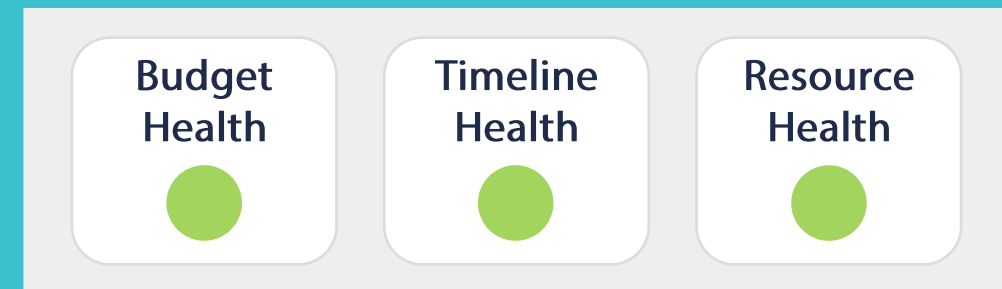
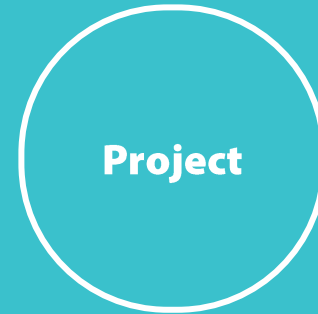
Water & Wastewater Master Plans (2025-2026)

Project description

The development of comprehensive Water & Wastewater Master Plans which will inventory existing systems identify future needs, and present servicing concepts to maximize use of existing and future systems.

Project outcome

A comprehensive assessment of current performance of the County's water and wastewater systems will identify improvements and long-term servicing strategies.





Acheson Intersection Improvements (2024-2025)

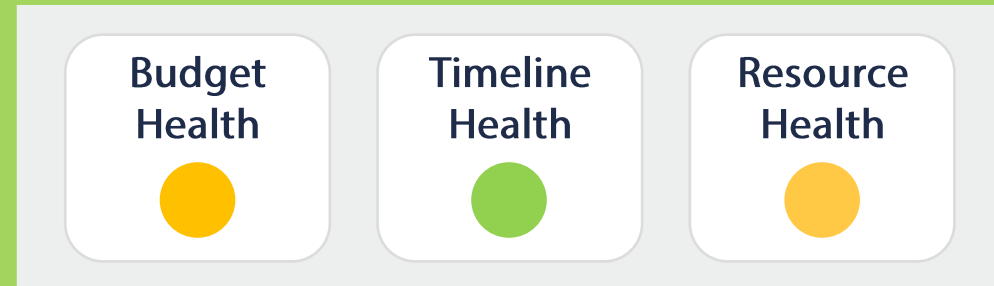
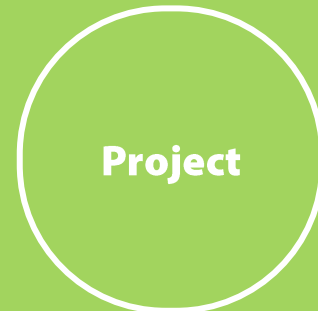
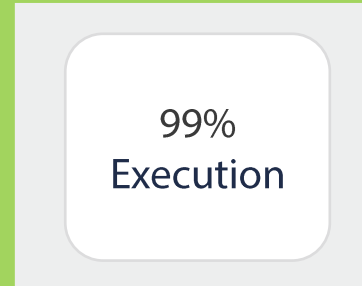
Project description

Improvements at two intersections along
Highway 16A:

1. Spruce Valley Road and
2. Pinchbeck/Bevington Road.

Project outcome

This project will greatly improve traffic
movement in the Acheson Industrial
Area. Businesses operating in the area
will benefit as efficient freight transport
systems improve market access, resulting
in lower operating costs.



Acheson/ Big Lake Transportation Impact Assessment Update (2024-2026)

Project description

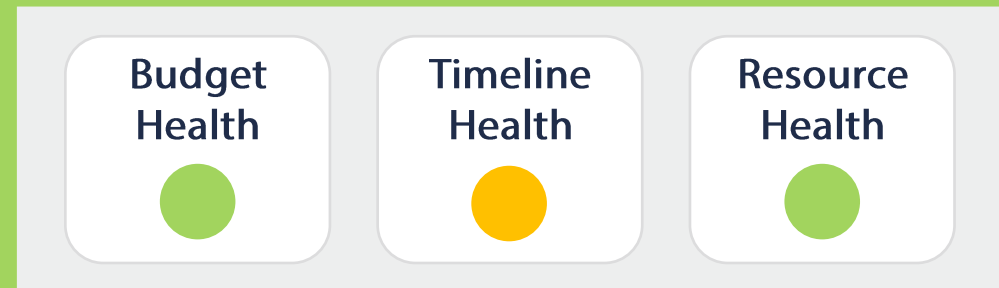
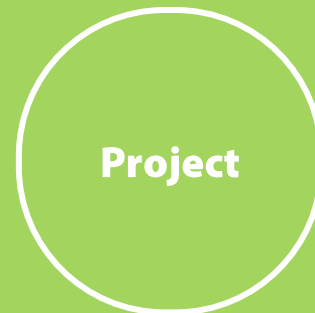
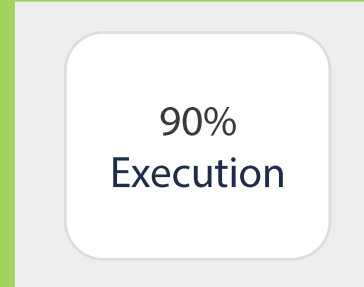
This project will evaluate the current roadway network to guide future roadway improvements in the Acheson / Big Lake area.

Project outcome

This project benefits residents and business owners, as it supports future growth and strategic expansion.

Lead:
Engineering Services

Associated
with Priority
Strategy (B1)





Questions?

Engineering Services Projects



Planning + Development Services





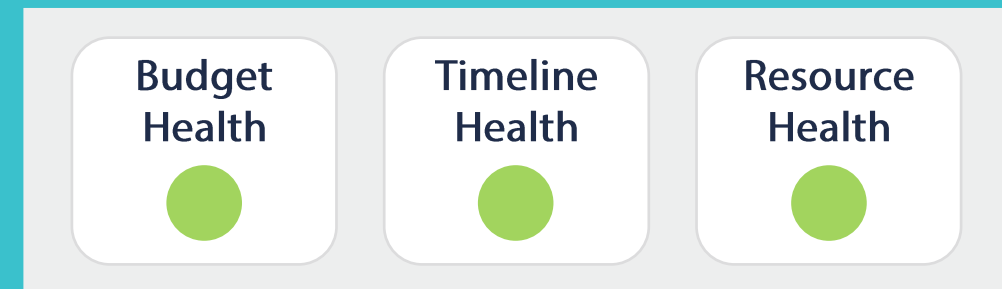
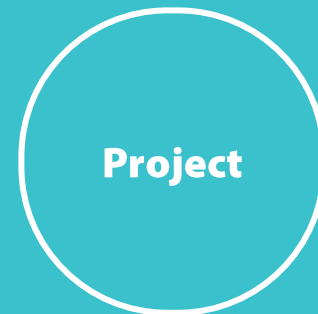
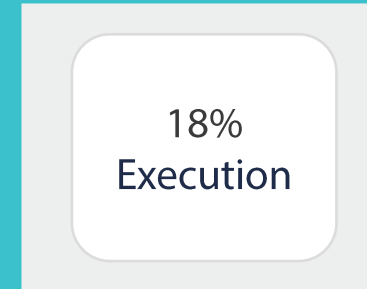
Intermunicipal Development Plan (2025-2026)

Project description

(IDPs) are formal agreements between two or more municipalities that establish how planning and development decisions will be coordinated when they affect lands on both sides of a shared boundary.

Project outcome

Parkland County will work collaboratively with each neighbouring municipality to prepare IDPs. This process will include negotiations on current and future land uses, transportation and utility corridors, and long-term growth management strategies to ensure coordinated, efficient, and sustainable development.





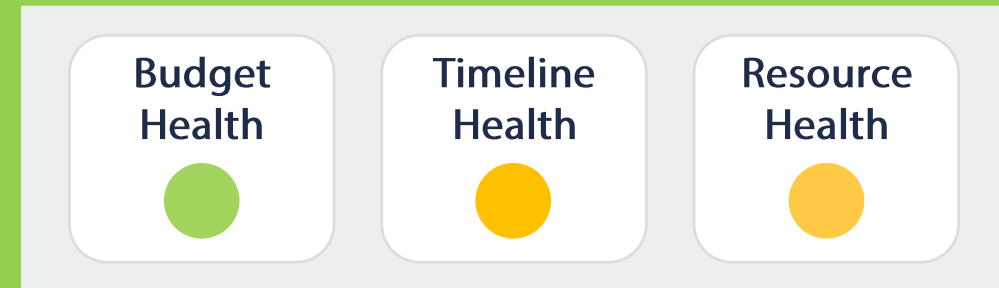
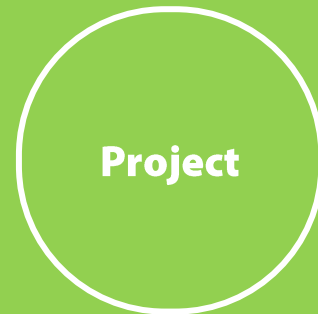
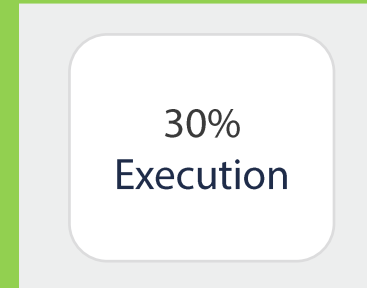
Operational Process Review (2024-2026)

Project description

A review of land use planning permitting operations for efficiency and effectiveness.

Project outcome

Optimized permitting and approval processes which will benefit County businesses and residents.





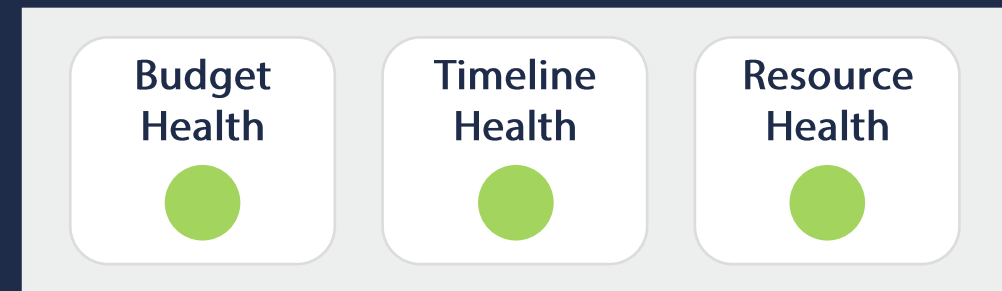
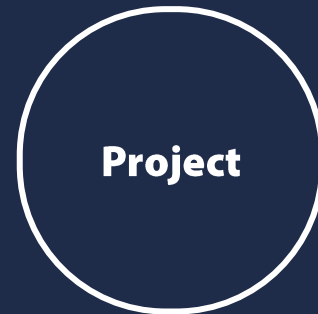
Area Structure Plan (ASP) Program Review (2024 -2026)

Project description

Completing a review of the County's existing Area Structure Plan (ASPs) to determine their alignment with the new Municipal Development Plan (MDP).

Project outcome

Review and evaluate existing ASPs for alignment with the new MDP, creating a prioritization system that will identify which plans should be amended, rescinded, or created to achieve the goals of the MDP.





Questions?

Planning + Development Services Projects



Agriculture + Environment Services





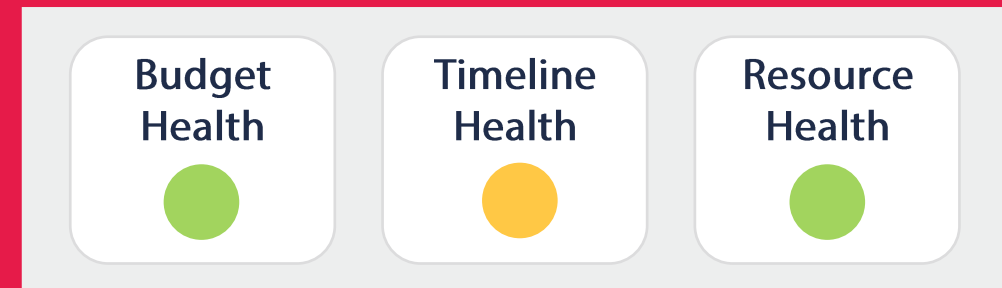
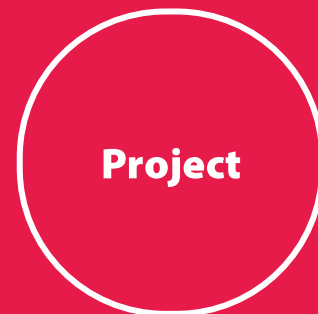
Nature Policy Framework Implementation (2025-2026)

Project description

Implementation of the Nature Policy Framework.

Project outcome

A comprehensive set of implementation tools including public communications, developer guides, administrative procedures, monitoring frameworks, and establishment of the local conservation fund.



Natural Assets Management (2025-2027)

Project description

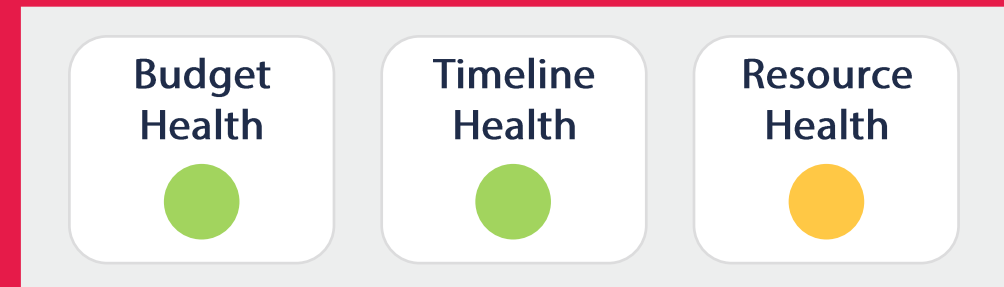
Completion of a natural asset inventory, condition assessment and ecosystem service valuation.

Project outcome

Natural assets provide essential services to the community in an efficient and cost-effective way.

Lead:
Agriculture & Environment Services

Associated
with Priority
Strategy (C1)





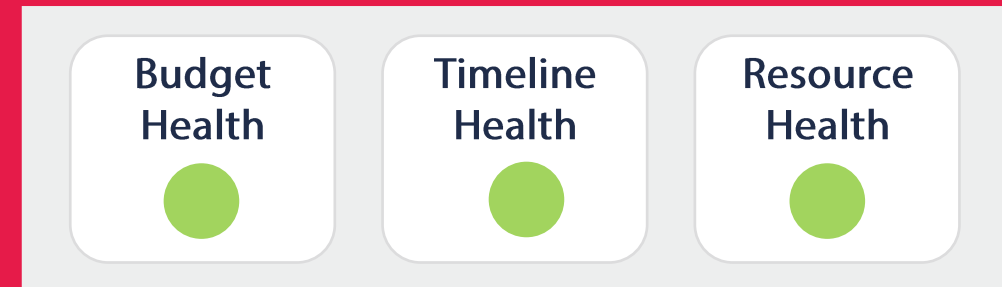
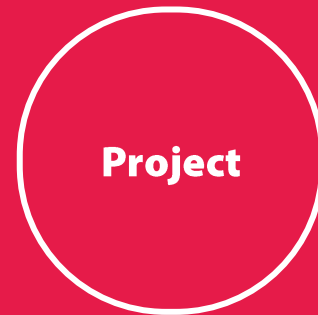
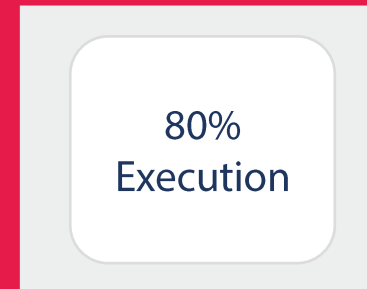
Agricultural Impact Assessment Guidelines (2025-2026)

Project description

Establish clear and consistent requirements for Agricultural Impact Assessments within Parkland County.

Project outcome

Administration has a clearer understanding of the impacts of a particular development and makes well-informed land use decisions while providing efficient development decisions.





Questions?

Agriculture + Environment Services Projects



Strategic Growth



Wabamun Economic Development (2024-2027)

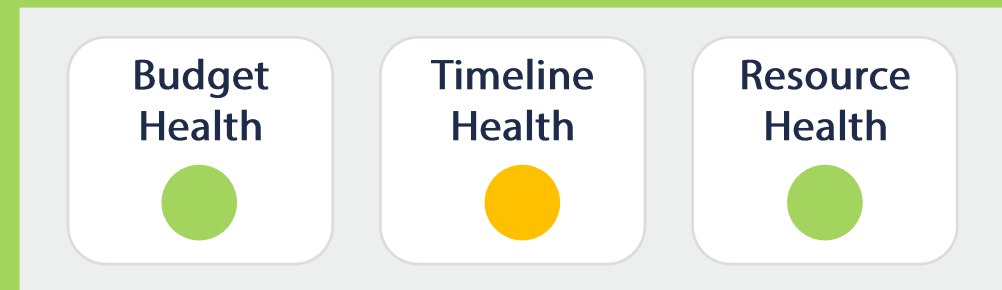
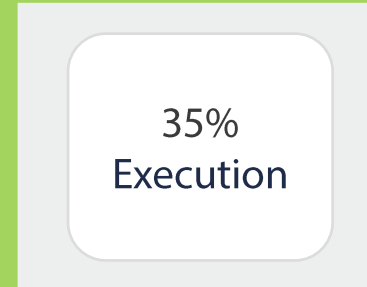
Project description

The project is aimed at conducting improvements and attracting investment in Wabamun.

Project outcome

The improvements and investment attraction are key to rebuilding the economy of the community and improving the quality of life of residents and businesses.

Lead:
Strategic Growth





Questions?

Strategic Growth Projects



Technology + Digital Services





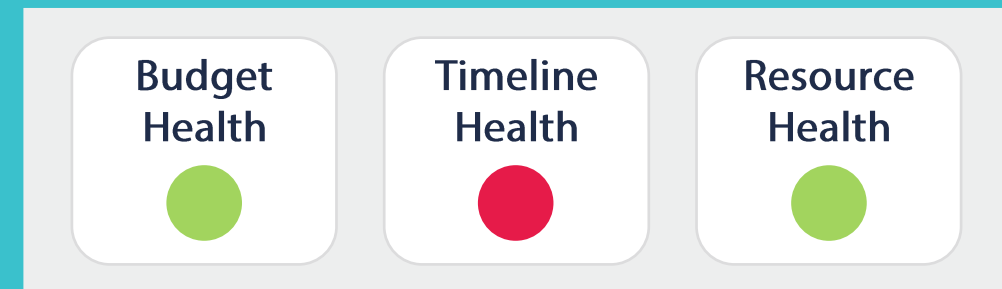
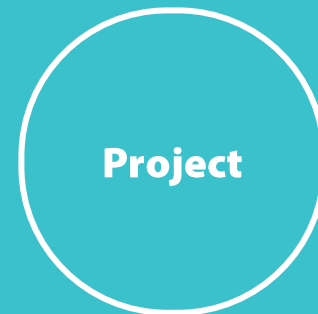
Rural Internet Initiatives (2024-2027)

Project description

Rural internet initiatives aimed at challenges and opportunities with the County's internet infrastructure.

Project outcome

The County will continue to facilitate the installation of broadband and fibre optic infrastructure. This work includes advocacy at federal and provincial levels for investment in internet connectivity Parkland County. The initiatives will also seek to address other areas of need through satellite, other wireless, and additional fibre services, ensuring greater consistency of high-speed internet service.





Questions?

Technology + Digital Services Projects



Thank you





Legislation Details (With Text)

File #:	RFD 26-141	Version:	1	Name:	Public Notification Requirements for Major Development Applications
Type:	Request For Decision	Status:		Status:	Council Agenda
File created:	5/20/2026	In control:		In control:	Council
On agenda:	5/26/2026	Final action:		Final action:	
Title:	Public Notification Requirements for Major Development Applications Proposed Motion That Administration be directed to review the public notification requirements for major development applications under the Land Use Bylaw (Bylaw 2025-12), including the current minimum requirement of 800 metres for notification from the boundary of the subject site, to assess whether it appropriately reflects a rural context; Administration is further directed to provide Council with current best practices, the rationale for the existing approach, and possible options moving forward to improve transparency and increase opportunities for communication and engagement with rural residents no later than July 14, 2026.				

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Public Notification Requirements for Major Development Applications

Proposed Motion

That Administration be directed to review the public notification requirements for major development applications under the Land Use Bylaw (Bylaw 2025-12), including the current minimum requirement of 800 metres for notification from the boundary of the subject site, to assess whether it appropriately reflects a rural context;

Administration is further directed to provide Council with current best practices, the rationale for the existing approach, and possible options moving forward to improve transparency and increase opportunities for communication and engagement with rural residents no later than July 14, 2026.

Purpose

Councillor Olson will present information and move the proposed motion for Council's consideration.

Summary

Section 7.60 of the Land Use Bylaw explains how the County lets residents know about Development Permit decisions. For major developments that require discretion, the County must provide notice within seven days by posting it on its website and by mailing notices to residents within 800 metres of the site.

Historical Information:

Notice of Motion was made by Councillor Olson at the May 19, 2026 Governance and Priorities Committee meeting.

Parkland County's Land Use Bylaw (Bylaw 2025-12) was passed on May 27, 2025.

Strategic Plan/Policy/Legal/Staff Implications:

Municipal Government Act

Parkland County's Land Use Bylaw

Financial Impact:

Cost:

Source of Funding:

Other:



Legislation Details (With Text)

File #:	BL 26-028	Version:	1	Name:	10:00 a.m. Public Hearing - Bylaw 2026-22 - Commercial Redistricting SW-28-52-26-W4M (Plan 9420960, Lot 3) Amending Land Use Bylaw 2025-12
Type:	Bylaw	Status:			Council Agenda
File created:	5/8/2026	In control:			Council
On agenda:	5/26/2026	Final action:			
Title:	10:00 a.m. Public Hearing - Bylaw 2026-22 - Commercial Redistricting SW-28-52-26-W4M (Plan 9420960, Lot 3) Amending Land Use Bylaw 2025-12				

Proposed Motion(s)

1. That Bylaw 2026-22 receive first reading.
2. That Bylaw 2026-22 receive second reading.
3. That Bylaw 2026-22 be presented at this meeting for third reading.
4. That Bylaw 2026-22 receive third reading.

Indexes:

Code sections:

- Attachments:**
- [1. Administrative Report](#)
 - [2. Council Presentation](#)
 - [3. Attachment 1 - Location Map](#)
 - [4. Attachment 2 - What We Heard Report](#)
 - [5. Bylaw 2026-22](#)
 - [6. Public-Hearing-Guide](#)
 - [7. Registered Speakers](#)
 - [8. Written Submissions](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

10:00 a.m. Public Hearing - Bylaw 2026-22 - Commercial Redistricting SW-28-52-26-W4M (Plan 9420960, Lot 3) Amending Land Use Bylaw 2025-12

Proposed Motion(s)

1. That Bylaw 2026-22 receive first reading.
2. That Bylaw 2026-22 receive second reading.
3. That Bylaw 2026-22 be presented at this meeting for third reading.
4. That Bylaw 2026-22 receive third reading.

Administration Recommendation

Administration supports the proposed motions.

Purpose

The Land Use Bylaw amendment proposes to remove the RO-Reserved Development Overlay currently applied to the subject parcel, redistricting it to the underlying BI-Business Industrial District.

Summary

The amendments proposed under Bylaw 2026-22 would allow for a variety of commercial and business

industrial uses with a higher standard of design and site landscaping. The landowners intent is to have a metal fabrication shop within the existing buildings on site.

Historical Information:

N/A

Strategic Plan/Policy/Legal/Staff Implications:

Proposed Bylaw 2026-22 is consistent with the goals of the Municipal Development Plan 2024-22, and the Acheson Industrial Area Structure Plan 2020-13.

Financial Impact:

Cost: N/A

Source of Funding: N/A

Other:

N/A

Topic: Bylaw 2026-22–Amending Bylaw 2025-12 - Land Use to Redistrict a portion of SW-28-52-26-4.

Introduction:

Administration has received an application to amend the map under Land Use Bylaw 2025-12. The application proposes to remove the RO-Reserved Development Overlay currently applied to the subject parcel, redistricting it to the underlying BI-Business Industrial District. The intent of this application is to allow for industrial uses supported within the BI-Business Industrial District, such as a metal fabrication business, to no longer be restricted by the overlay.

Pre-application public engagement was conducted by the applicant in the form of mailed notification to residents within 800 metres of the site, as well as e-mail notifications to external agencies and municipalities.

Administration is in support of this application as it:

- Aligns with the goals of the Municipal Development Plan (MDP) and Acheson Industrial Area Structure Plan (ASP)
- Is compatible with surrounding land uses, with impacts mitigated effectively through land use regulations, and can be appropriately accommodated through existing roadway infrastructure

Administration recommends the following:

1. That Bylaw 2026-22 receive first reading
2. That Bylaw 2026-22 receive second reading
3. That Bylaw 2026-22 be presented at this meeting for third reading
4. That Bylaw 2026-22 receive third reading

Facts (Background Information):Application Details

This application was submitted by B&A Studios on behalf of the landowner. The application intends to remove the RO-Reserved Development Overlay from the subject site, redistricting it to the underlying BI-Business Industrial District. The letter of intent identified that the purpose of this application is to remove the overlay to enable full access to permitted uses within the BI-Business Industrial District. The landowner intends to have a metal fabrication business, which is a permitted use in the BI-Business Industrial District.

RO-Reserved Development Overlay

The RO-Reserved Development Overlay applies to parcels in Acheson that require additional consideration due to servicing constraints, on-site infrastructure, or future transportation plans. A version of the 'reserve' designation has existed on the subject site since 1989, protecting the land against unplanned industrial expansion until full municipal servicing was made available.

The overlay allows landowners to propose the removal of the overlay (i.e. a redistricting application) when they are ready to commit to the necessary servicing frameworks required to align with the broader planning working of the Acheson Industrial ASP. As full servicing is not feasibly available for this subject site, the removal of the RO-Reserved triggers the opportunity for a Deferred Servicing Agreement to be entered by the landowner and the County at the Development Permit stage.

In addition to servicing constraints, the subject site is directly north of Provincial Highway 628. The RO-Reserved Development Overlay also ensures that proposed uses take into consideration Alberta Transportation’s intent to re-align Highway 628.

Site Context

General Site Information	Area: 2.09 ha (5.16 ac) Current Land Use District: RO-Reserved Development Overlay, BI-Business Industrial Current Land Use: Business Industrial Location: North of Highway 628, east of 279 street		
Existing Development	Commercial trucking business with existing shop buildings, parking, and yard area.		
Uses of Adjacent Parcels		Land Use District	Land Use
	North	AGC1 – Agriculture Conservation	Extensive Agriculture, Residential
	East	BI-Business Industrial and RO-Reserved Development	Commercial/Industrial
	South	n/a	Enoch Cree First Nation
	West	BI-Business Industrial and RO-Reserved Development	Commercial/Industrial
Adjacent Roadways		Road Name	Classification
	North	n/a	n/a
	East	n/a	n/a
	South	Highway 628	Provincial Highway
	West	279 th Street	Proposed Collector

Surrounding land uses within 800 metres of the site are primarily agricultural or commercial/light industrial in nature, with one residential parcel located approx. 500-metres northwest corner of the subject site. The Enoch Cree First Nation is located directly south of Highway 628. Parcels with residential uses are separated by a public road right-of-way or another parcel.

Analysis:

Parkland County's 2013 Current Wetland Inventory did not capture any wetlands on the parcel. There are no Environmentally Significant Areas (ESA's) located on or within 800-metres of the site.

Administration reviewed the proposed amendment, referral and circulation comments received with the application, the Municipal Development Plan (MDP) Bylaw 2024-22, the Land Use Bylaw 2025-12, the Acheson Industrial Area Structure Plan (ASP) Bylaw 2020-13, and the Acheson Zone 7 Conceptual Scheme.

Land Use Analysis

An analysis of the MDP, Acheson Industrial ASP, and Land Use Bylaw were completed to identify if this proposal aligns with existing land use policy.

1. Municipal Development Plan Policy Analysis

The subject site is located directly north of Provincial Highway 628, and east of 297th Street. The lands are within a Major Employment Area on the MDP's Development Concept Map and fall within the Acheson Industrial Area.

Shared Responsibility	Analysis
Shared Responsibility 1: Building Safe and Resilient Places	<p>Alberta Energy Regulator (AER) has identified one (1) sour gas well directly north of the site, for which a 100-metre development setback is required. All existing structures fall outside of this setback requirement.</p> <p>No other site-specific hazards, such as flooding, steep slopes, contaminated sites, etc., have been identified at this stage. Alberta Health Services has verified there are no records of contaminated sites or landfills at this location.</p> <p>Overall, the application is aligned with the shared responsibility of Building Safe and Resilient Places.</p>
Shared Responsibility 2: Protecting Natural Functions	<p>Parkland County's 2013 Current Wetland Inventory did not capture any wetlands on the parcel. The parcel is not adjacent to and does not contain any ESA's.</p> <p>The application is aligned with the shared responsibility of Protecting Natural Functions. Additional studies and work may be required to be undertaken at the development stage.</p>
Shared Responsibility 3 - Conserve Agriculture	<p>The parcel is not located within the Rural Agricultural or Prime Agricultural Areas.</p> <p>The application aligns with the shared responsibility of Conserving Agriculture.</p>
Shared Responsibility 4 - Manage Growth	<p>The proposal has taken into consideration access to Highway 628, and necessary mitigation measures and refinements will be identified at the development stage.</p>

	<p>Policy 3.5.4(c) of the MDP requires that development in Major Employment Areas must be connected to municipal servicing. Connection to municipal services is currently unfeasible due to the distance between the site and existing municipal infrastructure. As per Section 4.2.6 of the Acheson Industrial ASP, on-site servicing for industrial developments shall be permitted on this site, “until such a time that water and sewer systems become available for connection”.</p> <p>Overall, this application partially aligns with the shared responsibility of Managing Growth. The landowner must enter into a Deferred Servicing Agreement with the County at the development stage.</p>
Shared Responsibility 5 - Deliver Efficient Infrastructure and Services	<p>The applicant has indicated that existing on-site private servicing will be utilized for both water and sewage. Connection to municipal services is currently unfeasible due to the distance between the site and existing municipal infrastructure.</p> <p>Overall, the application is partially aligned with the shared responsibility of Delivering Efficient Infrastructure and Services. As noted in Shared Responsibility 4 – Manage Growth, a Deferred Servicing Agreement will be required at development stage.</p>
Shared Responsibility 6 - Support Recreation and Tourism	<p>This section of the MDP is not applicable.</p>

2. Acheson Industrial Area Structure Plan (ASP) Analysis

Purpose of the Plan

Section 1.1 of the plan states that the ASP is a statutory document that aligns with the County’s Municipal Development Plan (MDP).

Future Land Use Concept

The subject site is in an area that has been identified as ‘Commercial/Light Industrial’ in the ASP.

Land Use

The stated land use of the plan area is described as ‘Commercial/Light Industrial’ development. As per the ASP, Section 2.4.1 supports economic and orderly expansion of commercial, light and medium industrial development within the Plan area to accommodate the growth of Acheson as a Major Employment Area.

Environment

Section 3.1 of the ASP requires that development ensure the conservation/protection of key environmental features. The subject site is neither containing or adjacent to any key environmental features.

Transportation and Mobility

The ASP requires the provisioning of the safe and efficient movement of traffic on Provincial Highways, arterial, collector, and local roadways within the Plan area. As this parcel is located along Highway 628, the application was formally circulated to Alberta Transportation and Economic Corridors (ATEC), but no

response was received. As the circulation notice identified no comment is no concern, Parkland County is moving forward with a no concern from ATEC.

As a confirmation of no concern, once a development permit application is received, a roadside development permit approval from Alberta Transportation would be required. If additional upgrades are required to address sightlines, turning radius, etc., the developer would be required to enter into a development agreement with the County to pay for the associated off-site upgrades.

Water and Sanitary Servicing

Section 4.2.6 states that on-site servicing for future industrial and commercial developments shall be permitted on the subject site (Lot 3, Plan 9420960), until such a time that water and sewer systems become available for connection.

Terms and Definitions

The ASP defines Light Industrial uses as those that contain nuisances inside their building envelope, including but not limited to manufacturing. As the future intent of landowner is to have a metal fabrication business, their proposal aligns with the ASP's definition of light industrial.

3. Land Use Bylaw Analysis

The intent of the BI-Business Industrial District is to allow for a variety of commercial and business industrial uses with a higher standard of design and site landscaping. Development may include outdoor uses that have a commercial component, subject to additional screening requirements.

The parcel subject to the redistricting is located along a highway corridor and is therefore suitable for the application of this land use district, as it is supported by the purpose of the district, and the policies related to Highway Corridor Development in the MDP. Commercial uses that may have greater nuisances are listed as discretionary for additional review and consideration.

Internal Administrative Circulation

Administration conducted an internal review of the proposed amendments. The application was circulated to Environment Services, Fire Services, Land Development Engineering, and Development Planning for review and comments. There are no objections to this application from any of the circulated internal departments.

Legislative Circulation period Conducted by Administration

In compliance with the requirements of the Municipal Government Act, Administration circulated the proposed amendments to internal stakeholders, relevant agencies, and adjacent municipalities. The formal comment period was between April 10, 2026, and May 1, 2026.

The referral included language which stated that no response would equate to no concern. Administration moved forward with this understanding.

Below is a list of responses received:

Agency/ Adjacent Municipality	Comments/Concerns
Alberta Energy Regulator	Sour Gas Well identification and setback requirements.
Alberta Health Services	No concerns.
ATCO Energy Systems	No concerns. General information provided.
Alberta Transportation	
Enoch Cree Nation	No concerns or comments.

4. Acheson Zone 7 Conceptual Scheme (2021)

The Acheson Zone 7 Conceptual Scheme (CS) was adopted by Parkland County Council on September 14, 2021 for Section 28-52-26-W4M.

Municipal Servicing Deferral

Policy 9.6.2(a) of the Zone 7 CS states that a Deferred Servicing Agreement shall be required for the subject site, which would allow for temporary on-site servicing until such a time that municipal services are made available.

As a result of the subject site not having access to municipal servicing, Policy 8.5 of the Zone 7 CS notes that future development on the subject site may require redistricting applications, or the submission of additional technical studies prior to approval.

Public Consultation

As per Council Policy C-AD51, public engagement was required to support the proposed redistricting application. A What We Heard Report (WWHR) completed by the applicant for engagement conducted is available for review as Attachment 2 - WWHR.

Due to the nature of the proposed amendment, a variance to Council Policy C-AD51 was proposed by the applicant and accepted by the County. The variance proposed that pre-application notices be sent to external agencies/municipalities and adjacent landowners within 800-metres of the site.

Applicant – Pre-Application Notices

Pre-application notices were mailed by the applicant to adjacent landowners (12 total) within 800-metres of the subject parcel on March 4, 2026. Residents were provided with information about the proposal and were invited to share feedback via phone or email until March 27, 2026.

Alternatives:

1. Council may direct Administration to complete amendments to Bylaw 2026-22.
3. Council may defeat Bylaw 2026-22 at second or third reading.

Conclusion/Summary:

Administration finds the proposed amendment to be aligned with the Municipal Development Plan and the Acheson Industrial Area Structure Plan and recommends that Council support Bylaw 2026-22 for Second and Third Reading on May 26, 2026.

AUTHOR: Roya Karimi-Boushehri, Planner I Department: Planning and Development Services

Date written: May 5, 2026



Bylaw 2026-22

Land Use Bylaw Redistricting

Application

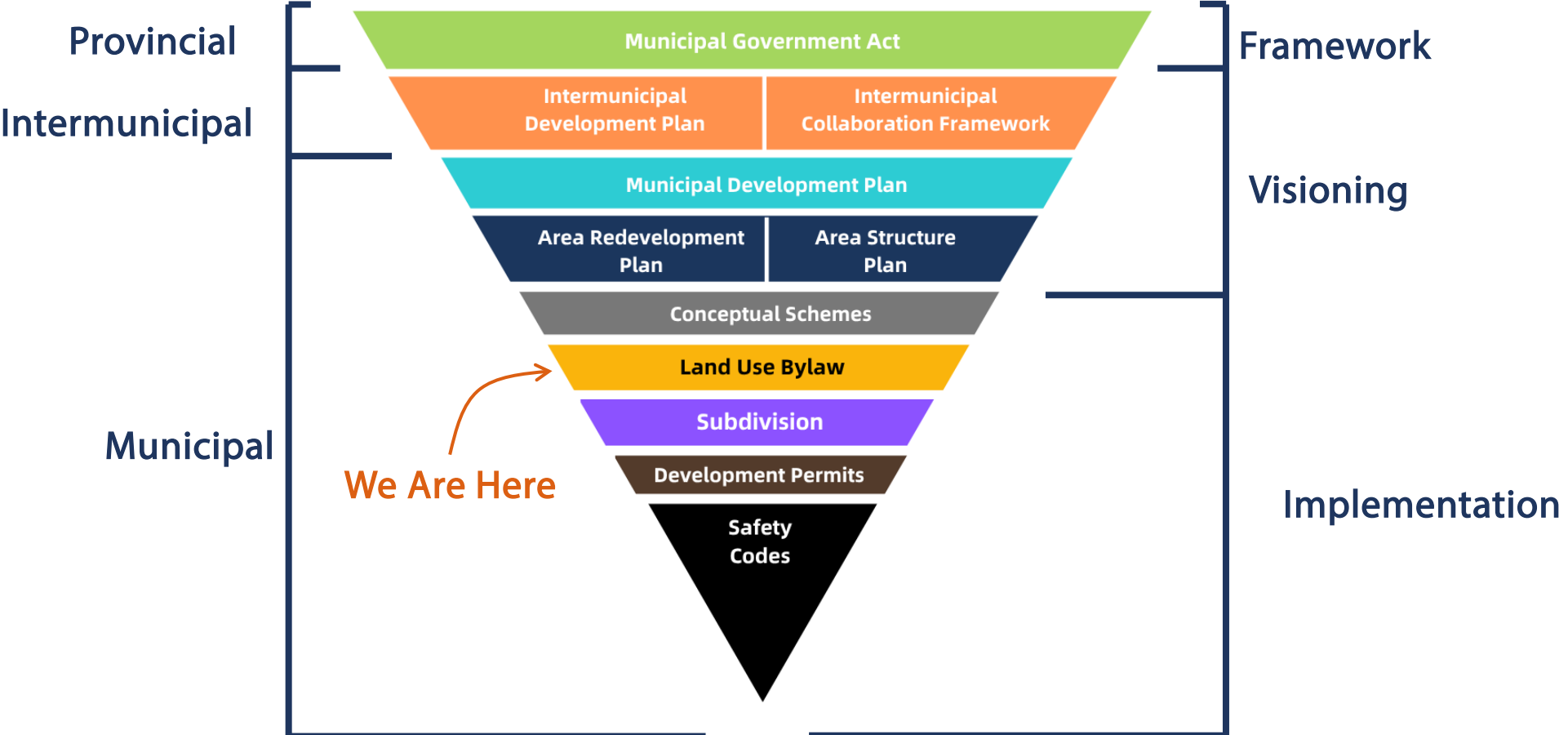
Pt. SW-28-52-26-4, Plan 9420960, Lot 3

May 26, 2026



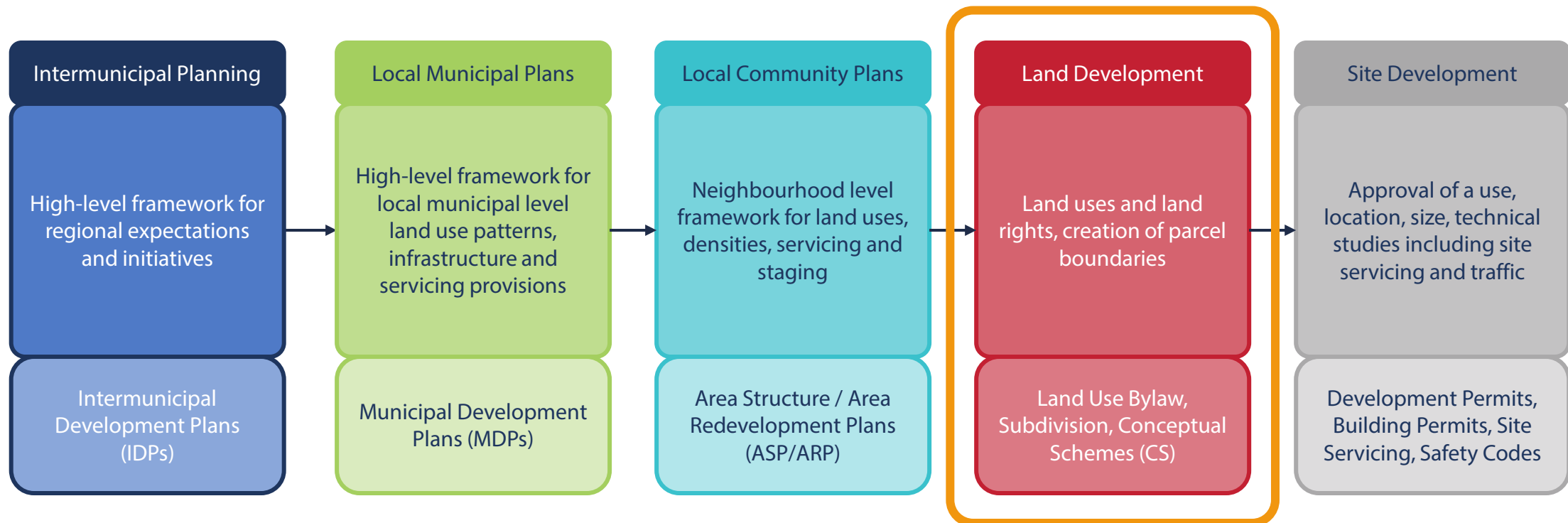


Alberta Planning Framework





Planning Process





SCOPE – Land Use Bylaw Amendment



In Scope

- Alignment with Statutory Plans (MDP, IDP, ASP) and Council's Strategic Plan
- Public and Agency Comments
- Compatibility of proposed land uses with its surroundings
- Generalized servicing capacity, transportation network capacity, and environmental impacts

Out of Scope

- Impacts to property value
- Business competition and/or viability
- Site specific layout and building aesthetics
- Off-site improvements, including roadway upgrades and realignments, servicing upgrades
- Development Agreements





Purpose

Application

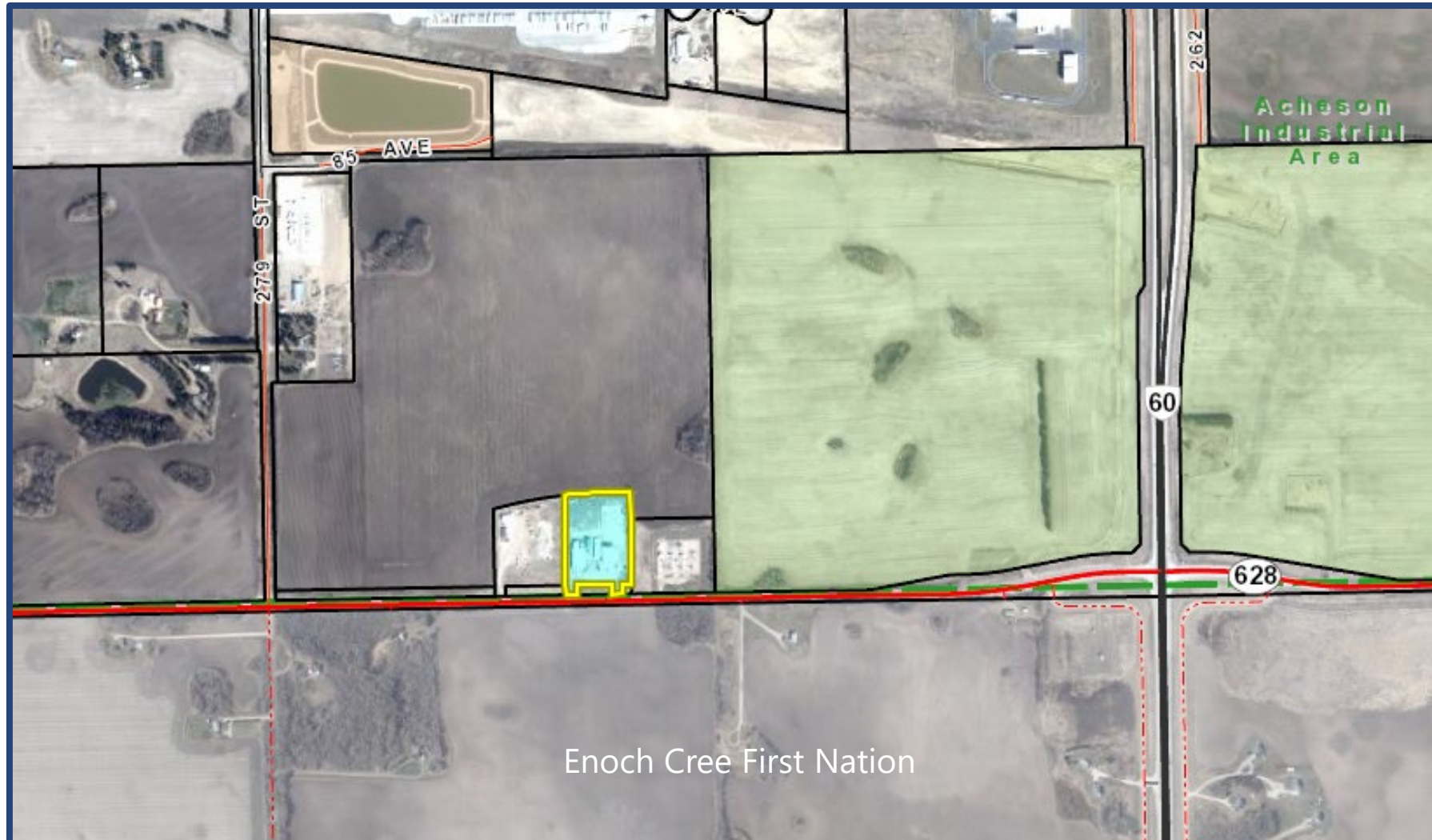
Amend Land Use Bylaw 2025-12.

The map amendment is proposing to remove the RO-Reserved Development Overlay from a pt. SW-28-52-26-4, redistricting it to the underlying BI-Business Industrial District.

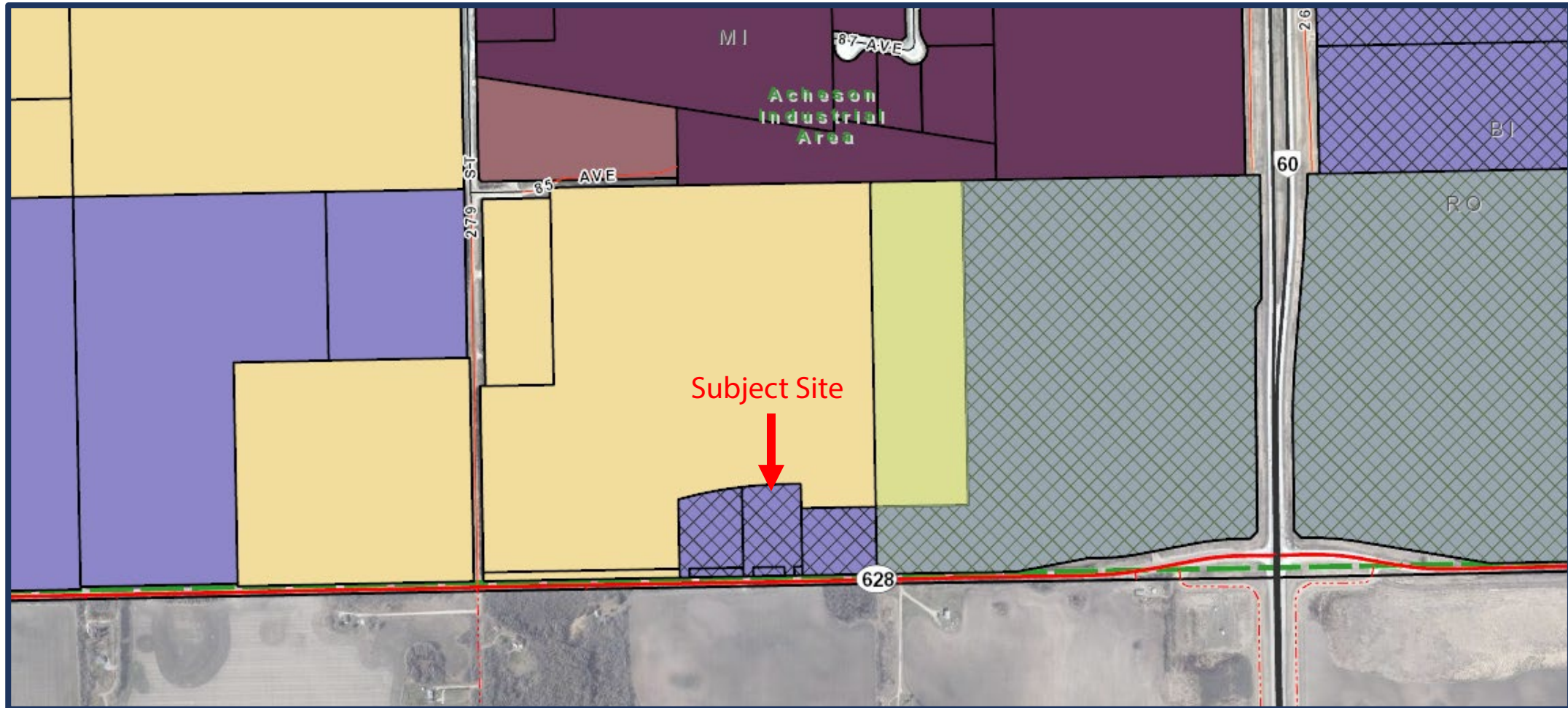
Intent

The intent of this application is to allow for industrial uses supported within the BI-Business Industrial District to no longer be restricted by the overlay.

Context

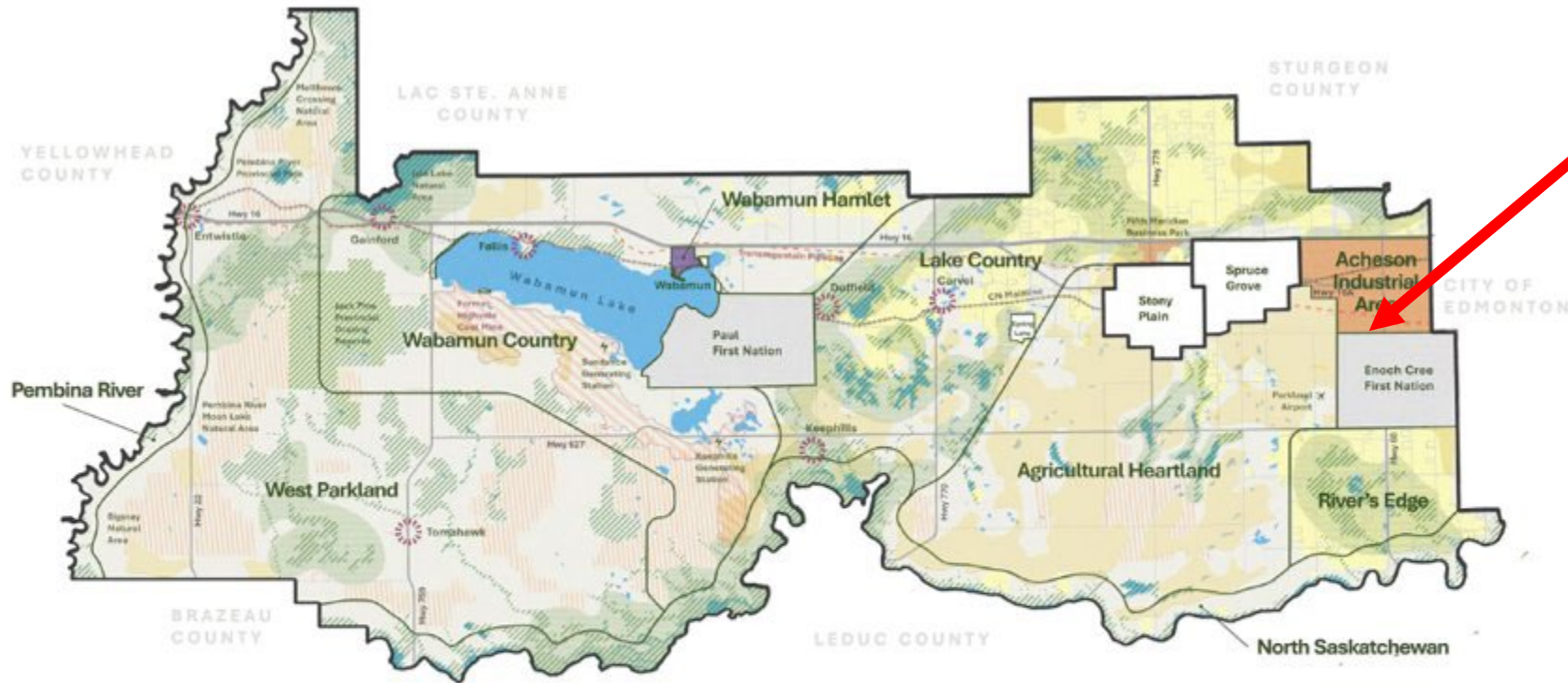


Context



- BI-Business Industrial
- RO – Reserved Development Overlay and BI – Business Industrial

Municipal Development Plan



Site located here

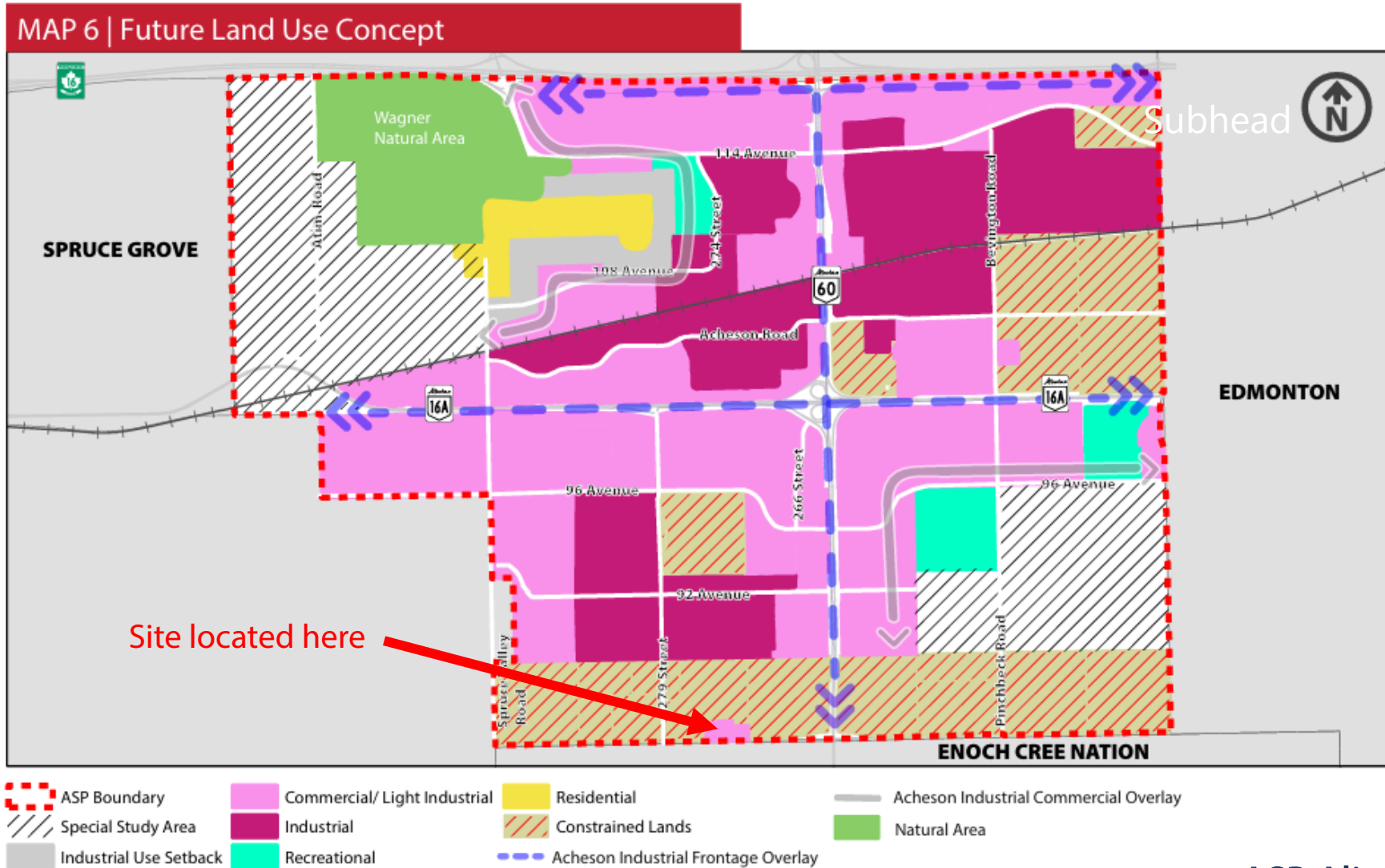
Legend

- Municipal Boundaries
- Special Area Boundaries
- First Nation Reserves
- Villages & Summer Villages
- ✿ Hamlets
- Highway and Major Road Corridors
- - Interregional Pipeline Corridors
- - Interregional Rail Corridors
- Former Mine Areas
- Water
- Rural Agricultural Areas
- Prime Agricultural Areas
- Major Employment Areas
- Priority Growth Hamlets
- Country Residential Areas
- High Priority Landscapes
- Environmentally Significant Areas
- Confined Feeding Operation Compatible Areas

MDP Alignment =



Acheson Industrial ASP



ASP Alignment =



Land Use Bylaw

BI-Business Industrial District

Alignment?



Intent

Commercial business and light industrial development with a higher standard of design and site landscaping.



Suitability

Subject parcel is located along major highway corridor.

Circulation

Internal & External

Department	Comments
Land Development Engineering	No Concerns
Environment Services	
Development Planning	

Agency	Comments
ATCO Gas	No Concerns
FortisAlberta	
Alberta Environment & Protected Areas	
Alberta Energy Regulator	
Alberta Health Services	



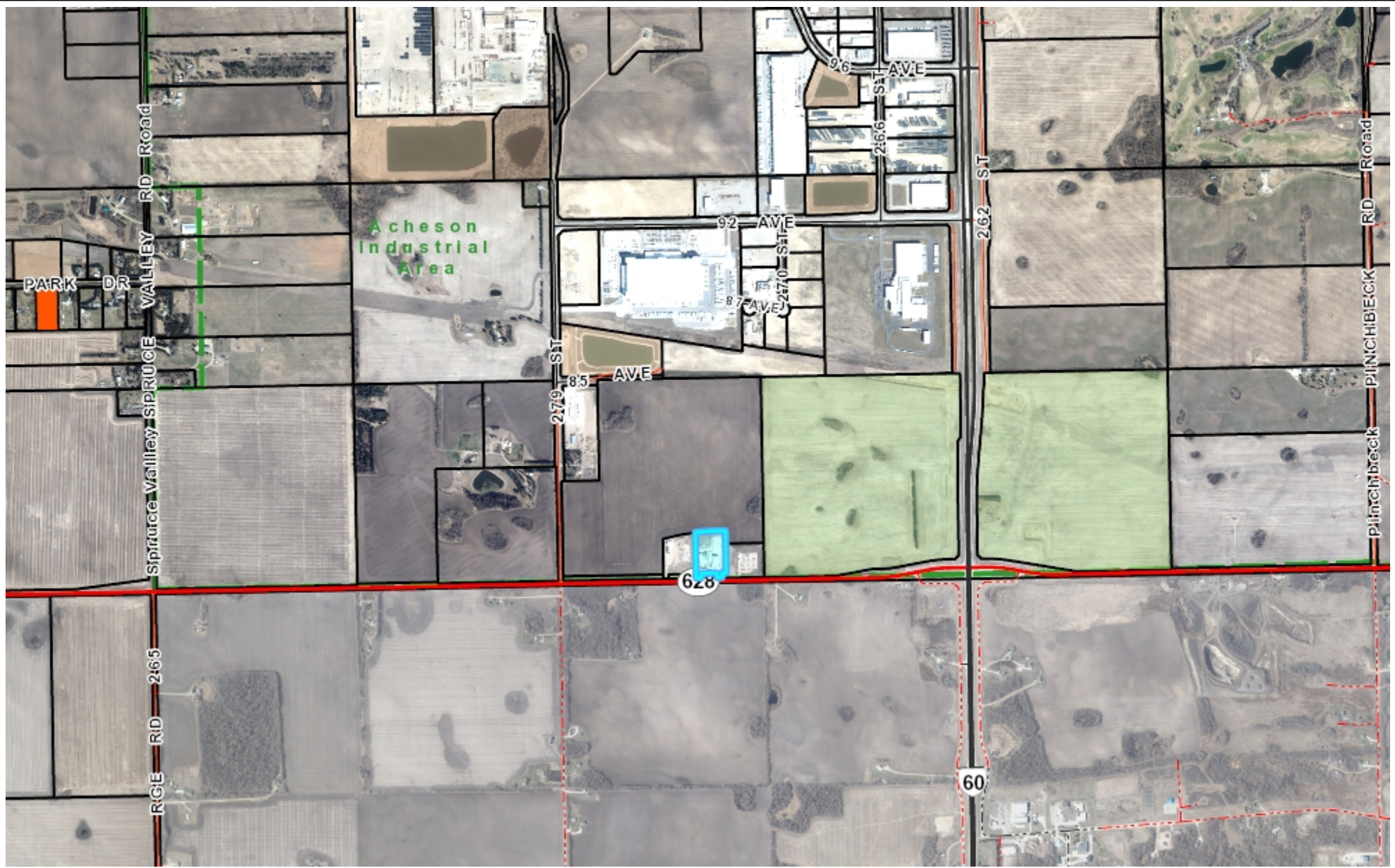


Recommendation

1. That Bylaw 2026-22 receive first reading.
2. That Bylaw 2026-22 receive second reading.
3. That Bylaw 2026-22 be presented at this meeting for third reading.
4. That Bylaw 2026-22 receive third reading.



Questions?



Location Map

Notes: PLPA20260281

Created By: RK
 Created On: Apr 10, 2026



1: 21,004





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This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.





THIS MAP IS NOT TO BE USED FOR NAVIGATION OR LEGAL PURPOSES

Legend



Provincial Highways

-  Paved Surface Highway
-  Gravel Surface Highway

County Roads

-  Paved Surface Road
-  Gravel Surface Road
-  Paved Surface Road - Under Developer War
-  Gravel Surface Road - Under Developer War




Non-County Roads

-  Paved Surface Road
-  Gravel Surface Road

TWP and RGE Road Names

-  Flagged Properties
-  Parcels
-  Parkland County Crown Lease
-  Crown Land
-  County Land
-  Municipalities/Hamlets (Large Scale)
-  Industrial Areas

Provincial Boundaries

-  Natural Area/Crown Reserve
-  Grazing Reserve
-  Provincial Park

Indian Reserves

Railways

Rivers, Streams and Creeks

-  Major
-  Minor

Lakes



April 1, 2026

RE: Public Engagement Summary, Land Use Amendment Application for 27278 Highway 628

Public Engagement for the proposed Land Use Bylaw Amendment on behalf of [REDACTED] was undertaken by an approved Public Engagement Plan and included targeted notification to surrounding landowners, occupants, and relevant external agencies.

A notification letter was distributed to 12 addresses identified by the Parkland County File Planner. These addresses were provided without identifying information to maintain recipient anonymity. Letters were mailed via Canada Post on March 4, 2026.

In addition, 16 external agencies were contacted at the request of the file planner. The notification letter was emailed to these agencies on March 5, 2026.

The notification outlined the proposed amendment for the subject lands located at 27278 Highway 628. Specifically, it described the intent to remove the Reserved Development Overlay (RO) to enable full access to the permitted uses within the Business Industrial (BI) District. The materials also detailed the proposed introduction of a metal fabrication business within the existing buildings and explained how the amendment aligns with the policy direction of the Acheson Industrial Area Structure Plan and the Acheson Zone 7 Outline Plan.

Stakeholders were invited to review the information and contact the applicant with any comments or questions by March 27, 2026. Applicant contact information included email and phone number to facilitate inquiries and discussions most accessible to the notification recipient. This approach ensured that potentially affected parties were informed early in the process and provided with an opportunity to review and comment on the proposal.

Sabine Roche, Planner at CIMA+ | B&A, was identified as the primary contact for all engagement-related inquiries. During the engagement period, no phone calls or voicemails were received. A total of four email responses were received from the Alberta Energy Regulator, TELUS Geoadmin, FortisAlberta, and ATCO Energy Systems. No concerns for the land use amendment were raised by any of the respondents. The information they provided in their emails included advisements for subdivision and development permit applications. Copies and summaries of this correspondence are included in Appendix A. Additionally, [REDACTED], Planner I with Parkland County

notified our team that Enoch Cree Nation reached out regarding the application but did not provide any comments or feedback.

APPENDIX A

RE: Notice of Land Use Amendment Application for 27278 Hwy 628, Parkland County

From Setbackreferrals <SetbackReferrals@aer.ca>

Date Thu 3/5/2026 2:34 PM

To Sabine Roche <sroche@bastudios.ca>

 2 attachments (241 KB)

2026-45 Report.pdf; 2026-45 Map.pdf;

Good Day,

Please find the attachment(s) from the AER in response to your subdivision/development referral, a map and list of sour wells and/or pipelines. The map shows the maximum setback for the level of well and may not represent the setback required for future development. The report lists all sour wells and pipelines within the quarter.

Please be advised, you are encouraged to contact the licensee(s) to obtain current sour gas setback level designations and to discuss land use planning, at the earliest stage of development planning.

Thank you,

Setback Referrals

Alberta Energy Regulator

e SetbackReferrals@aer.ca

Suite 1000, 250 – 5 Street SW, Calgary, Alberta T2P 0R4

inquiries 1-855-297-8311 **24-hour emergency** 1-800-222-6514 www.aer.ca

Security Classification: Protected A

From: Sabine Roche <sroche@bastudios.ca>

Sent: March 5, 2026 10:08 AM

To: Sabine Roche <sroche@bastudios.ca>

Subject: Notice of Land Use Amendment Application for 27278 Hwy 628, Parkland County

You don't often get email from sroche@bastudios.ca. [Learn why this is important](#)

CAUTION: External email alert.

DO NOT click links, open attachments, reply, or enter AER credentials

unless you recognize the sender and know the content is safe. Report phishing via Outlook 'Report Message' button.

Good Morning,

You are receiving this email as an external stakeholder who may have interest in the proposed Land Use Amendment to the site located at 27278 Hwy 628, Parkland County.

Please review the attached letter and reach out to me by phone or email by **March 27, 2026**, should you have questions or concerns.

Sincerely,



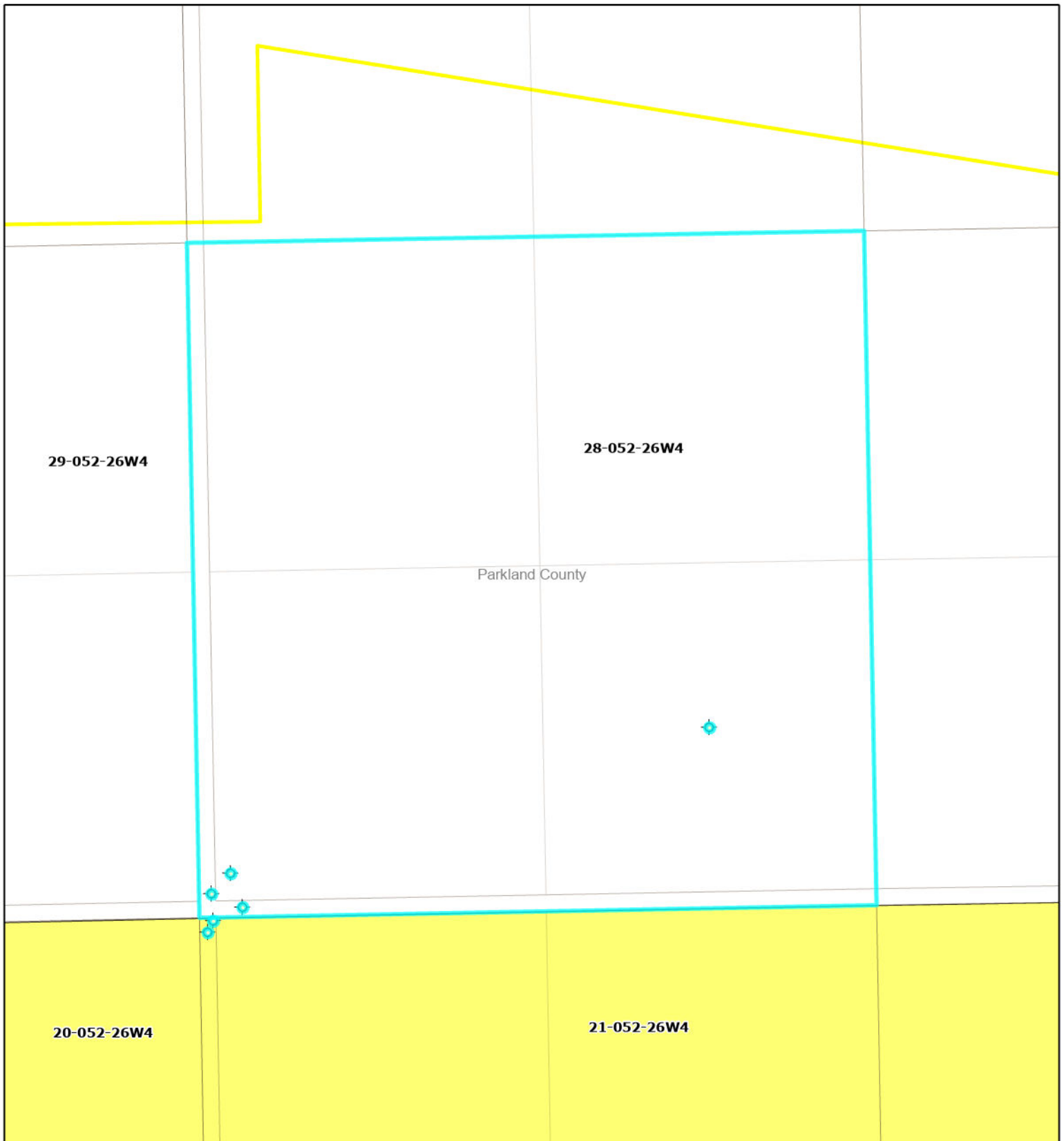
Sabine Roche (she/her)
Community Planner, MSc URP



c | 780.977.7067 e | sroche@bastudios.ca



Planning • Design • Engagement | **CIM+**

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 HVP Pipelines
 Sour Natural Gas Pipelines

 Sour Oil-Well Effluent Pipelines
 dbo.FC_Well_SHL_D56_

The AER does not warrant the accuracy or completeness of the information contained in this map and is not responsible for any errors or omissions in its content and accepts no liability for the use of this information.

You are strongly encouraged to undertake due diligence by contacting the licensee to obtain current sour gas setback level designations, at the earliest stage of development planning.

Wells with Known H2S							
License Number	Status	UWI	Surface Location	Substance	Duty Holder	Level	AER Setback
0002013C	ABANDONED	W0/04-28-052-26W4/0	04-28-052-26W4	N/A	Gulf Canada Limited	N/A	100 m from wellhead
2256	ABANDONED	00/03-28-052-26W4/0	03-28-052-26W4	N/A	National Petroleum Corporation Limited	N/A	100 m from wellhead
0001596D	ABANDONED	00/04-28-052-26W4/0	04-28-052-26W4	N/A	Imperial Oil Resources Limited	N/A	100 m from wellhead
0002865A	ABANDONED	S0/04-28-052-26W4/0	04-28-052-26W4	N/A	Gulf Canada Limited	N/A	100 m from wellhead
0006597C	ABANDONED	W0/12-21-052-26W4/0	12-21-052-26W4	N/A	Gulf Canada Limited	N/A	100 m from wellhead
0002865B	ABANDONED	W0/13-21-052-26W4/0	13-21-052-26W4	N/A	ConocoPhillips Canada Resources Corp.	N/A	100 m from wellhead

Outside File: _____
27278 Hwy 628

Address: _____
Parkland County

Support – With Conditions

There is an existing ATCO Gas service in the area. If it should be necessary to lower, relocate, or make any alteration to our existing service due to this proposal, please contact **ATCO Gas Service Application team** at GasApplicationsEdmonton@atco.com to discuss a service alteration. Note all alteration costs will be borne by the developer / owner.

If gas service is required, to avoid delays, the owner / developer should apply within [ATCO Quick Connect](#) or Contact ATCO Gas Service Applications team at GasApplicationsEdmonton@atco.com at their earliest convenience to discuss the service contract, gas load requirements, timing details and any associated costs. To avoid delays a minimum notice of 4 months is recommended. Note, each lot / unit is to have a separate service line. For Commercial services, ATCO Gas will require a detailed site plan and mechanical drawings with the gas load breakdown in order to design and size the gas service.

Due to this proposal, a gas main upgrade may be required to the existing distribution system. It is required that the owner/developer contact ATCO Gas Growth Engineering at EdmontonGrowthEngineering@atco.com

Due to the expansion/addition, the existing service size, meter space, and main size will need to be reviewed by ATCO Gas. It is recommended that the owner apply within [ATCO Quick Connect](#) or contact **ATCO Gas Service Application team** at GasApplicationsEdmonton@atco.com at their earliest convenience with their existing and future gas load and pressure requirements to enable adequate lead time to review if a service or main upgrade is required, the associated costs, and if necessary, proceed with design and installation process.

Please contact Utility Safety Partners at **1-800-242-3447** to have the gas lines located at least 72 hours prior to excavation.

If you have any questions or concerns regarding this reply, please contact **Matt** [REDACTED]


Sincerely,

ATCO GAS

Administrative Coordinator / Natural Gas Distribution

RE: Notice of Land Use Amendment Application for 27278 Hwy 628, Parkland County

From [REDACTED] Julie (Contractor) [REDACTED]
Date Tue 3/24/2026 7:23 AM
To Sabine Roche <sroche@bastudios.ca>

 1 attachment (270 KB)
ATCO Energy Systems -27278 Hwy 628 .pdf;

You don't often get email from [REDACTED]. [Learn why this is important](#)

Good morning Sabine

Please see ATCO Energy Systems' comments attached.

Thank you

Julie [REDACTED]

Administrative Coordinator

ATCO Energy Systems

ATCO Centre, 10035-105 Street, Edmonton, AB, T5J 2V6

[ATCO.com](#) [LinkedIn](#) [Facebook](#) [Instagram](#) [X](#)

In the spirit of reconciliation, we acknowledge the traditional territories and homelands on which many of our ATCO operations and facilities are located. We honour and respect the diverse history, languages, ceremonies, and culture of the Indigenous Peoples who call these areas home.

From: Sabine Roche <sroche@bastudios.ca>
Sent: Thursday, March 5, 2026 10:08 AM
To: Sabine Roche <sroche@bastudios.ca>
Subject: Notice of Land Use Amendment Application for 27278 Hwy 628, Parkland County

Some people who received this message don't often get email from sroche@bastudios.ca. [Learn why this is important](#)

CAUTION: This email originated outside of ATCO. Do not click links or open attachments unless you trust the sender and know the content is safe. Immediately report suspicious emails using the **Phish Alert Report button**.

Good Morning,

You are receiving this email as an external stakeholder who may have interest in the proposed Land Use Amendment to the site located at 27278 Hwy 628, Parkland County.

Please review the attached letter and reach out to me by phone or email by **March 27, 2026**, should you have questions or concerns.

Sincerely,



Sabine Roche (she/her)
Community Planner, MSc URP

c | 780.977.7067 e | sroche@bastudios.ca



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Notice of Land Use Amendment Application for 27278 Hwy 628, Parkland County

From Diana [REDACTED]
on behalf of
Land Service <landserv@fortisalberta.com>

Date Thu 3/19/2026 6:39 AM

To Sabine Roche <sroche@bastudios.ca>

 1 attachment (304 KB)

2025-357 Public Engagement Notice - Draft 3MAR2026_SignedSR.pdf;

Good day,

FortisAlberta has no concerns. Please contact 310-WIRE for any electrical services.

Warm Regards,

Diana [REDACTED] | Land Coordinator, Land Department

FortisAlberta | 15 Kingsview Rd. SE Airdrie, AB T4A 0A8 | p: 587-775-6264



We are FortisAlberta. We deliver the electricity that empowers Albertans to succeed. We keep the power on, not just because it's our job, but because we care about the people we serve. We are reliable, honest and dedicated to our work because our employees, customers and communities matter to us.

From: Sabine Roche <sroche@bastudios.ca>

Sent: Thursday, March 5, 2026 10:08 AM

To: Sabine Roche <sroche@bastudios.ca>

Subject: [CAUTION] Notice of Land Use Amendment Application for 27278 Hwy 628, Parkland County

You don't often get email from sroche@bastudios.ca. [Learn why this is important](#)

THINK BEFORE YOU CLICK:

Before taking any action, please pause and review this message for any **Red Flags** and signs of phishing.

If this is a suspicious email, **before you delete it**, use the 'Phish Alert Report' button in Outlook or contact the Service Desk.

Good Morning,

You are receiving this email as an external stakeholder who may have interest in the proposed Land Use Amendment to the site located at 27278 Hwy 628, Parkland County.

Please review the attached letter and reach out to me by phone or email by **March 27, 2026**, should you have questions or concerns.

Sincerely,



Sabine Roche (she/her)
Community Planner, MSc URP

c | 780.977.7067 e | sroche@bastudios.ca



Re: Notice of Land Use Amendment Application for 27278 Hwy 628, Parkland County

From GeoAdmin . <geoadmin@telus.com>
Date Mon 3/9/2026 1:06 PM
To Sabine Roche <stroche@bastudios.ca>

Hi ,

The Address has been updated.
Once it's deployed, it will appear in SNET on 9 March 2026.
Let me know if any corrections are needed.

Thanks & Regards,
Nilam 

On Thu, Mar 5, 2026 at 10:37 PM Sabine Roche <stroche@bastudios.ca> wrote:

Good Morning,

You are receiving this email as an external stakeholder who may have interest in the proposed Land Use Amendment to the site located at 27278 Hwy 628, Parkland County.

Please review the attached letter and reach out to me by phone or email by **March 27, 2026**, should you have questions or concerns.

Sincerely,



Sabine Roche (she/her)
Community Planner, MSc URP

c | 780.977.7067 e | stroche@bastudios.ca



**PARKLAND COUNTY
PROVINCE OF ALBERTA**

BYLAW 2026-22

**BEING A BYLAW FOR THE PURPOSE OF AMENDING THE LAND USE BYLAW 2025-12 TO REDISTRICT
A PORTION OF THE LANDS AT SW-28-52-26-4**

WHEREAS the *Municipal Government Act*, RSA 2000 c M-26, authorizes council to pass bylaws for municipal purposes respecting planning authorities within Parkland County; and

WHEREAS Council of Parkland County wishes to pass a bylaw for the purpose of regulating the use and development of land and buildings within Parkland County pursuant to Part 17, Section 640 of the *Municipal Government Act*, RSA 2000 c M-26; and

WHEREAS and pursuant to part 17, Section 692 of the *Municipal Government Act*, RSA 2000 c M-26, the Council of a municipality is authorized to amend a Land Use Bylaw; and

WHEREAS Section 692 of the *Municipal Government Act*, RSA 2000 c M-26, requires the Council of a municipality to hold a public hearing and advertise such a Bylaw in accordance with Section 216.4 and Section 606 of the Act, respectively;

NOW THEREFORE the Council of Parkland County, duly assembled and under the authority of the *Municipal Government Act*, RSA 2000 c M-26, as amended, hereby enacts the following:

TITLE

1. This bylaw shall be known as the "Amending Bylaw 2025-12 - Land Use to Redistrict SW-28-52-26-4 Bylaw".

DEFINITIONS

2. The following definitions will apply to the corresponding words in this Bylaw:
 - (1) "County" means the municipality of Parkland County in the Province of Alberta.

INTERPRETATION

3. The headings in this bylaw are for reference purposes only.

LAND USE BYLAW 2025-12 AMENDMENTS

4. That Bylaw 2025-12, being the Parkland County Land Use Bylaw, is amended as follows:
 - (1) Revising the Land Use Map in Section 10.20 is amended by redistricting the 2.09 ha (5.16ac) subject portion of land at SW-28-52-26-4 (Plan 9420960, Lot 3) from BI-Business Industrial

District and RO-Reserved Development Overlay to solely BI-Business Industrial District as shown on the attached Schedule 'A'.

ENACTMENT/TRANSITION

- 5. Should any provision of this Bylaw be deemed invalid then such invalid provision will be severed from this Bylaw and such severance will not affect the validity of the remaining portions of this Bylaw, except to the extent necessary to give effect to such severance.
- 6. Schedule "A" forms part of this Bylaw.
- 7. This Bylaw shall come into force and take effect on the day of third reading and signing thereof.

READ A FIRST TIME this _____ day of _____, 2026.

READ A SECOND TIME this _____ day of _____, 2026.

READ A THIRD TIME and finally passed this _____ day of _____, 2026.

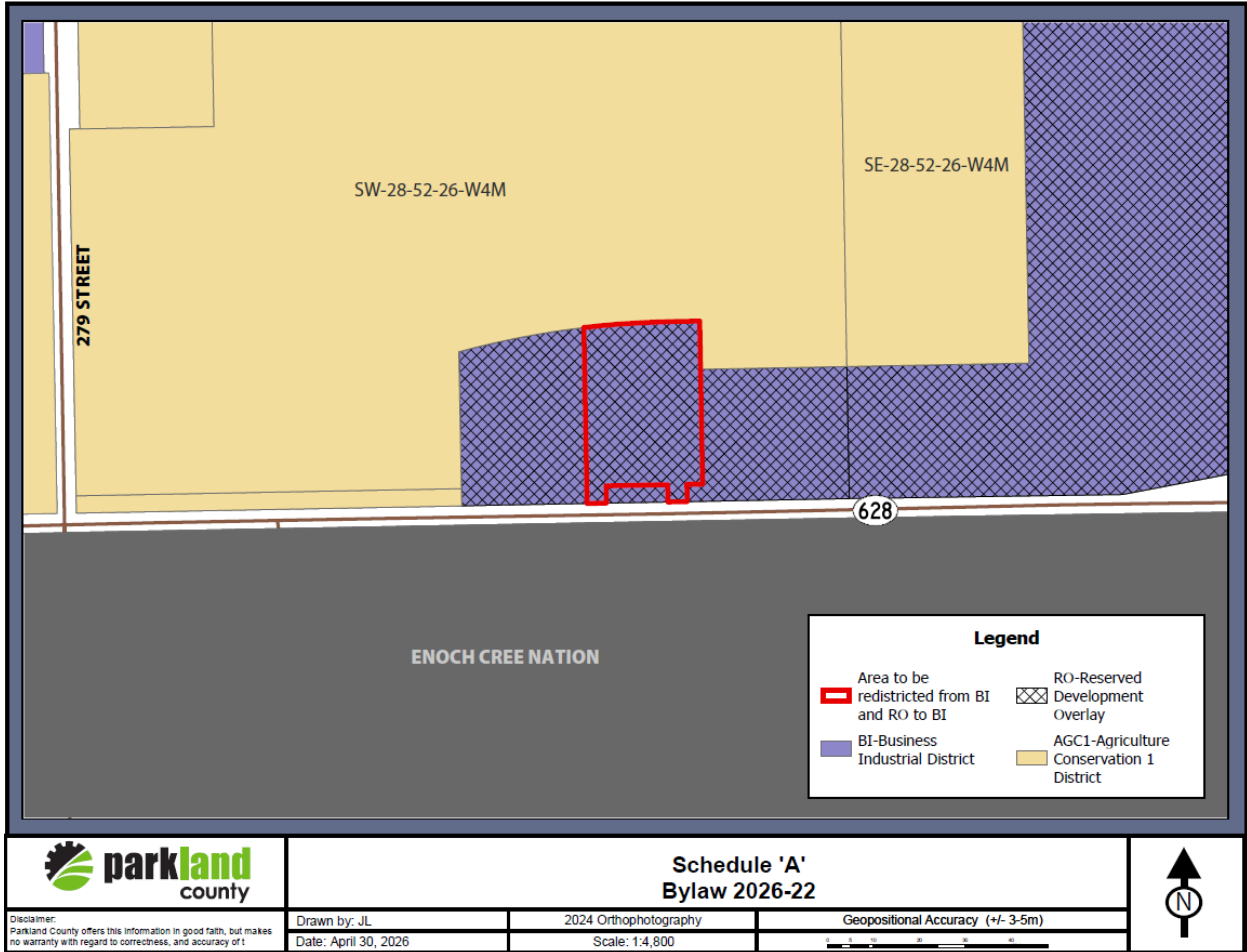
SIGNED AND PASSED this _____ day of _____, 2026.

PROPOSED

Mayor

Chief Administrative Officer

SCHEDULE "A"
Bylaw No. 2026-22



PROPOSED



Public Hearing Guide

Matter: Bylaw 2026-22 - Commercial Redistricting Amendment SE-12-53-6-5 Amending Land Use Bylaw 2025-12

Public Hearing Dates: May 26, 2026 at 10:00 a.m.

Public Hearing Guide

This Guide will govern the Public Hearing in addition to the Meetings Procedure Bylaw 2026-07.

A. Registration:

1. Members of the public who wish to make a verbal presentation at the public hearing are encouraged to register in advance. Members of the public who wish to make a virtual presentation **must** register in advance.
2. Registration may be done by emailing governanceagendas@parklandcounty.com or calling 780-968-8332 before 4:30 p.m. on May 20, 2026. No late registrations will be accepted.
3. Members of the public who attend in person but are not registered to speak will be given an opportunity to speak after all registered speakers have spoken.

B. In-Person and Virtual Verbal Presentations:

1. Verbal presentations by the public will be limited to 5 minutes. A countdown clock will be used to assist with managing time.
2. Speakers must identify themselves by first and last name and explain how they are affected by the matter being considered at the public hearing before they begin their presentations.
3. Speakers will only have one opportunity to speak.
4. For virtual verbal presentations, if the connection is lost during the presentation, the County will note the speaker's time and move to the next speaker. If the County or speaker are able to reconnect, the speaker will be given their remaining time to conclude their presentation.

C. Written Submissions:

1. Members of the public may provide written submissions in advance of the public hearing for consideration.
2. Written submissions must be legible, include the author's first and last name and include how the author is affected by the matter being considered at the public hearing.
3. Written submissions that are offensive, discriminatory or otherwise inappropriate or do not meet the criteria outlined in this Guide may be redacted or returned.
4. All written submissions will be made public as part of the Council agenda.
5. Members of the public who submit a written submission may also make a verbal presentation.
6. Written submissions must be emailed to Parkland County Legislative & Legal Services at governanceagendas@parklandcounty.com by 4:30 p.m. on May 20, 2026. No late submissions will be accepted.

D. Virtual Attendance:

1. Anyone may attend the public hearing virtually via a Microsoft TEAMS meeting link. To obtain the meeting link, send an email requesting the link to governanceagendas@parklandcounty.com or call



Public Hearing Guide

Matter: Bylaw 2026-22 - Commercial Redistricting Amendment SE-12-53-6-5 Amending Land Use Bylaw 2025-12

Public Hearing Dates: May 26, 2026 at 10:00 a.m.

780-968-8332 before by 4:30 p.m. on May 20, 2026. No late registrations will be accepted. The meeting link will be emailed on Thursday, May 21, 2026 by 4:30 p.m.

2. Anyone attending or participating virtually will require a computer, laptop, tablet or smartphone that can access the Microsoft Teams app. Virtual attendees and participants are responsible for testing their cameras, speakers and microphones prior to the meeting to confirm that they have the means to participate in the public hearing. The County cannot provide technical support and is not responsible for poor or lost connectivity. Virtual participants must keep their devices on mute.
3. Members of the public who attend virtually may not speak unless they have registered in advance.

E. Public Hearing Procedures:

1. The Chair will declare the public hearing in session.
2. County Administration will present an overview and summary of the matter being considered.
3. The applicant, if any, will be invited to make a presentation.
4. The Chair will call speakers to make presentations in the following order:
 - a. Registered in-person speakers;
 - b. Registered virtual speakers; and
 - c. In-person members of the public who did not register to speak.
5. At the conclusion of each speaker's presentation, Council may ask the speaker questions beyond the 5-minute time limit.
6. Once all speakers are concluded, the Chair shall invite the applicant to make closing comments, if any.
7. Administration will respond to questions from Council, if any.
8. The Chair will close the public hearing.

Important Information:

Link to [Notice of Public Hearing: Bylaw 2026-22](#)

Contact Parkland County Legislative & Legal Services by e-mail at governanceagendas@parklandcounty.com or telephone at 780-968-8888.



Legislation Details (With Text)

File #: RFD 26-142 **Version:** 1 **Name:** Policy C-AD22-Elected Official Remuneration and Policy C-AD22-Council Expenses

Type: Request For Decision **Status:** Council Agenda

File created: 5/13/2026 **In control:** Council

On agenda: 5/26/2026 **Final action:**

Title: Policy C-AD22-Elected Official Remuneration and Policy C-AD22-Council Expenses

Proposed Motion
That Policy C-AD22-Elected Official Remuneration and Policy C-AD22-Council Expenses be received for information, as presented.

Indexes:

Code sections:

- Attachments:** [1. Policy C-AD24-Elected Official Expenses](#)
[2. Policy C-AD22-Elected Official Remuneration](#)

Date	Ver.	Action By	Action	Result
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Policy C-AD22-Elected Official Remuneration and Policy C-AD22-Council Expenses

Proposed Motion

That Policy C-AD22-Elected Official Remuneration and Policy C-AD22-Council Expenses be received for information, as presented.

Administration Recommendation

Administration supports Council engaging in this discussion.

Purpose

For Council to discuss matters related to Policy C-AD22 - Elected Official Remuneration and Policy C-AD24 - Elected Official Expenses.

Summary

The purpose of the Elected Official Expenses Policy is to provide guidelines for the reimbursement of expenses incurred by Elected Officials in the performance of their duties and to comply with the provisions of Elected Official Remuneration Policy. Parkland County shall reimburse business expenses incurred by Elected Officials in the performance of their duties.

The Elected Official Remuneration Policy establishes Parkland County’s framework for compensating Elected Officials for performing Council business. The policy’s objectives are to:

1. Provide fair, consistent, and adequate compensation that helps attract community-minded candidates to public office.
2. Ensure transparency and cost-effectiveness in how remuneration is provided.
3. Minimize personal costs incurred by Elected Officials while conducting Council business.

4. Maintain pay comparability with similar municipalities in Alberta.

Historical Information:

Policy C-AD22 - Elected Official Remuneration and Policy C-AD24 - Elected Official Expenses were reviewed and revised during the 2021-2025 Council Term, the current versions were approved by Council on June 10, 2025.

Policy C-AD24 - Elected Official Expenses was revised during the 2021-2025 Council Term, the current version of the policy was approved by Council on June 10, 2025.

Strategic Plan/Policy/Legal/Staff Implications:

Municipal Government Act

Canada Revenue Agency (CRA)

Policy C-AD22 - Elected Official Remuneration

Policy C-AD24 - Elected Official Expenses

Financial Impact:

Cost: \$0

Source of Funding: N/A

Other:



Elected Official Expenses

PREPARED BY:	Legislative Services	COUNCIL APPROVAL DATE:	June 10, 2025
EFFECTIVE DATE:	October 27, 2025		
REFERENCES:	Council Expenses Schedule "A" Elected Official Remuneration Policy C-AD22	PREVIOUS REVISION DATE:	September 22, 2020 February 6, 2016
FUNCTION:	Personnel	LS REVIEW DATE:	May 30, 2025

PURPOSE

The purpose of this policy is to provide guidelines for the reimbursement of expenses incurred by Elected Officials in the performance of their duties and to comply with the provisions of Elected Official Remuneration Policy C-AD22.

POLICY STATEMENT

Parkland County shall reimburse business expenses incurred by Elected Officials in the performance of their duties. Where business expenses are incurred by Elected Officials, it is expected that logic and good business sense prevail.

DEFINITIONS

"Business Expenses" shall include but are not limited to, travel, registration costs, accommodations, meals, mileage, airfare, and car rentals;

"County" means the municipality of Parkland County; and

"Elected Official(s)" means Mayor, Deputy Mayor and all members of Council.

SCOPE

This Policy applies to all Parkland County Elected Officials.

RESPONSIBILITIES

The implementation of this policy is the responsibility of the Elected Officials. The monitoring and evaluating of this policy is the responsibility of the Elected Officials, with administrative assistance from Corporate Services and/or designate.

STANDARDS

Expense Statements:

1. Members of Council requesting reimbursement for business expenses shall submit their monthly expense claims to the Executive Assistant to Mayor and Council, who will apply the policy and enter them into the financial payment system. Each Council member must sign off on their final expense report. The Mayor will review and approve all Council expense reports prior to the CAO processing them for payment. The Deputy Mayor will review and approve the Mayor's expense reports prior to the CAO processing them for payment.

2. Where an Elected Official has incurred expenses beyond what is outlined in policy, or a conflict arises, the matter shall be referred to Council for resolution.
3. Approved expense statements are processed for payment to the Elected Official.
4. Expense claims must be submitted no later than the first Tuesday of the month. The last expense claim of the year must be submitted by December 15 to allow time for processing before the end of the calendar year.
5. Approved Elected Official expense claims shall be posted to the County's website, along with statements of each Elected Official's expenditures, for public information.

Travel Expenses :

6. Transportation
 - a. Kilometers travelled will be reimbursed at the per kilometer rate prescribed annually by the Canada Revenue Agency under Section 7306 of the Income Tax Regulations, as specified in Schedule "A" of this policy. Rates for mileage will be reviewed and adjusted annually by the Chief Operating Officer or designate to reflect current trends in costs as indicated in Schedule "A".
 - b. For Elected Officials, kilometers travelled are calculated from his/her residence.
 - c. For Elected Officials, kilometers travelled to and from the County office will be reimbursed, and such kilometers are taxable as per Revenue Canada regulations.
 - d. Where business travel is required, the most direct, economical and logical mode of travel shall be utilized.
 - e. Where it may be more economical for an Elected Official to lengthen his/her stay in order to benefit from reduced airfares, the Elected Official, by mutual consent with the Mayor or, in his/her absence, the Deputy Mayor, may do so and may submit the additional expenses and per diem upon approval.
 - f. Where an Elected Official chooses to use a mode of transportation other than that prescribed above, reimbursement shall be as though the mode of transportation prescribed above were used.
 - g. An Elected Official may select a route or mode of transportation to combine personal activities with County business, but reimbursement for travel expenses shall be paid on the basis of the expenses that would have been incurred had the trip been made using the prescribed mode of transportation.
 - h. Airfare shall be in accordance with the provisions of Elected Official Remuneration Policy C-AD22.
 - i. Travel outside Canada shall be reimbursed in Canadian currency plus the applicable exchange rate.
 - j. Personal rewards used for travel cannot be claimed for reimbursement.
7. Accommodation
 - a. The County will pay accommodation costs (standard hotel room) in accordance with the provisions of Elected Official Remuneration Policy C-AD22.
8. Meals
 - a. The County will reimburse for meals in accordance with provisions of Elected Official Remuneration Policy C-AD22. Meals will be reimbursed at the rates specified in Schedule "A" of this policy. The meal rates included in Schedule "A" will be reviewed and adjusted

annually by the Chief Operating Officer or designate to reflect the Treasury Board of Canada meal rates for the current year.

- b. Meal per diems will only be provided for conferences that do not provide a meal (including breakfast, lunch, supper). Meal per diems will be provided for travel days (1 meal per four hours of travel).

ATTACHMENTS

Schedule "A" Elected Official Expenses

SCHEDULE "A"

Rates are effective in accordance with the Canadian Treasury Board, and the Canada Revenue Agency.

Kilometer Rates

Mileage Rates set annually by the Canada Revenue Agency:

<u>Year</u>	<u>Rate</u>
2026	\$0.73/km for the first 5,000 km; \$0.67 for each additional km over 5,000 km

Meal Rates

Meal Rates set annually by the Treasury Board of Canada

	January 1, 2026
Breakfast	\$27.95
Lunch	\$27.00
Dinner	\$56.85
Total	\$111.80

Note: Schedule A is reviewed and updated by Legislative & Legal Services on an annual basis pursuant to Sections 2(a) and 2(k) of Policy C-AD24.

Endorsement



Date: January 20, 2026



Elected Official Remuneration

PREPARED BY:	Legislative Services	COUNCIL APPROVAL DATE:	June 10, 2025
EFFECTIVE DATE:	October 27, 2025	PREVIOUS REVISION DATE:	January 1, 2023 April 14, 2020
REFERENCES:	<i>Policy C-AD24</i> <i>Election Finances and Contributions Disclosure Act</i> <i>Canada Revenue Agency</i>	LS REVIEW DATE:	May 30, 2025
FUNCTION:	Personnel	NEXT REVIEW DATE:	September 1, 2027

PURPOSE

The purpose of this policy is to establish compensation for Elected Officials.

Objectives are to:

- a. Provide fair, consistent, and adequate compensation for Elected Officials at a level that will attract community-minded citizens as candidates for public office;
- b. Ensure compensation provided to Elected Officials is done in a transparent and cost-effective manner;
- c. Ensure that personal costs related to conducting Council business are minimized for Elected Officials; and
- d. Maintain compensation relative to comparative municipalities in Alberta.

POLICY STATEMENT

Parkland County shall provide compensation to Elected Officials for Council Business. It is necessary for the County's Elected Officials to network, to meet with residents, and to support community, committee, and other events.

DEFINITIONS

The following definitions and interpretations apply in this policy:

"Alternate" is the individual(s) who is appointed to a board/committee/commission as an alternate member and is expected to attend on behalf of the appointed elected official when they are unable to attend, or when invited by the appointed elected official or board/committee chair.

"Canada Revenue Agency" means a revenue service of the federal government. CRA collects taxes, administers tax law and policy, and delivers benefit programs and tax credits.

"Chief Administrative Officer or CAO" is the individual appointed to the position of Parkland County's Chief Administrative Officer, or his/her designate.

"Community relations expenses" relate to promoting Parkland County, hosting of dignitaries/residents or supporting local endeavours. Examples include event tickets, sponsorships, meals, and municipally-branded promotional items.

"Conference" is a formal meeting at which individuals participate in the exchange of ideas, information and expertise in work-related subject areas.

"Convention" is an assembly, usually of members of a professional group or delegates, whose primary purpose is to elect officers, report progress and obtain approval for future activities.

"Council" is the collective group of Elected Officials who govern Parkland County.

"Council as a Whole" is the collective group of Elected Officials who govern Parkland County.

"Council Business" refers to the activities conducted by Council in keeping with the provisions of the *Municipal Government Act*. Examples of Council business includes, but is not limited to, attendance at Council and Committee meetings, municipally-sanctioned events, meetings with the CAO, meetings with constituents, and Community Relations.

"Councillors" are the Elected Officials of Parkland County, excluding the Mayor.

"County" is the Municipality of Parkland County.

"Elected Officials" are the Mayor and Councillors of Parkland County.

"Expenses" are the costs incurred by Elected Officials when conducting Council business.

"Guest" means a spouse, partner, family member, or friend that may accompany the Mayor or a member of Council in official capacity.

"Hosting" means occasions when an Elected Official chooses to pay for the expenses of a third party while conducting Council business.

"Mayor" is the Chief Elected Officer as defined in the *Municipal Government Act*.

"Receipt" is the original documentation provided by a vendor which provides detail about the item(s)/services(s) received and the amount of GST paid. Debit and/or credit card slips are not considered receipts, and are not sufficient for reimbursement purposes.

"RMA" means the Rural Municipalities of Alberta association.

"Training and Professional Development" is a process of enhancing a Council member's ability to perform in relation to their governance role.

"Workshop" is defined as a meeting at which a group of people engage in intensive discussion and activity on a work-related matter.

SCOPE

This policy applies to all Parkland County Elected Officials.

RESPONSIBILITIES

1. Elected Officials shall

- a. Follow this policy to demonstrate transparency and accountability to the taxpayers;
- b. Approve any amendment to this policy.

- c. Establish a scope of work for elected official remuneration review that will be led by administration, mid-term.;
- d. Elected officials are required to complete an evaluation report for any training they attend, to be shared at a Council meeting under Committee Reports.;
- e. Obtain receipts and/or other required documents to substantiate all expenditures. Only detailed itemized receipts with GST number (if applicable) will be accepted. Debit and credit card receipts do not provide sufficient information to substantiate expenditures; however, in the instance where a receipt could not be obtained (i.e. parking machine), approval will be at the discretion of the designated approver;
- f. Submit their expense claims to the Executive Assistant, Mayor and Council; and
- g. Not exceed individual budgets without prior approval of Council, by a resolution passed at a public meeting.

2. Administration shall

- a. Review and budget sufficient funds during the budget cycle, in consultation with Elected Officials, to enable individual Elected Officials and Council as a whole to carry out their respective duties and manage their individual budget;
- b. Review all Elected Officials expense submissions for accuracy and compliance with this policy, and authorize payment of all claims that fully comply with the provisions of this policy;
- c. Inform Elected Officials of any expense claims that do not fully comply with the provisions of this policy;
- d. Coordinate travel, accommodation, convention and conference activities of Elected Officials to benefit from group rates or discounts to the extent feasible and practical;
- e. Coordinate and manage travel and accommodation for mandatory training, conventions, conferences and County events;
- f. Publish financial reports on a monthly basis; and
- g. Administration shall review this policy in accordance with the scope of work as established by Council. Administration will provide a report and recommendations to council mid-term, as per Item 7, Remuneration Review.

STANDARDS

1. Basic Honorarium

- a. A basic (annual) honorarium shall be paid to Elected Officials for the performance of their duties as Elected Officials. The basic honorarium rate is approved through the annual budget process and is identified in Schedule "A".
- b. The Deputy Mayor honorarium will be exempt from COLA increase(s) until such time as it aligns with other comparators, to be determined at mid-term review.
- c. Each Elected Official shall receive basic honorarium for the following duties:
Attendance at all regularly scheduled meetings of:
 - i. Council or Governance and Priority Committee meetings, which qualifies as an eight (8) hour day for each meeting, this also includes Special Council Meetings.

- ii. Elected Officials meetings with residents and community groups (including open houses and public meetings).
- iii. Meetings with the CAO and/or staff to discuss County business held on Council or Governance and Priority Committee meeting days where the working day does not exceed eight (8) hours.
- iv. Conducting annual evaluations of the CAO.
- v. Meetings where attendance is as a dignitary or representative of the County, excluding joint Council meetings.
- vi. Emergency meetings to deal with disaster occurrences.
- vii. Attendance at County functions in the context of celebrations or functions.
- viii. Attendance at public events hosted or co-hosted by the County meant for celebration or public recognition.
- ix. Direct work with residents and businesses of the County.
- x. Preparation work for internal or external meetings.
- xi. Optional training and/or learning webinars.

2. Per Diems

- a. The current per diem rates are identified in Schedule "A".
- b. Elected Officials are to provide details of meetings that they have attended, including the length of the meetings (inclusive on travel time) on their expense submission.
- c. Half-day or evening meetings are subject to the following qualifications for per diems, inclusive of travel time:
 - i. Meeting 0:00 – 4:00 hours – one half per diem.
 - ii. Meeting 4:01 – 8:00 hours – one per diem.
 - iii. Meeting greater than 8 hours – one and a half per diem.
- d. Per diems will be paid for attendance at the following:
 - i. Meetings of any external committee or board to which the Elected Official is appointed by Council. Or attendance as an alternate when the appointed Elected Official is unable to attend, or when invited by the appointed Elected Official or board/committee chair.
 - ii. Internal Elected Officials committees to which the Elected Official is appointed by Council, or attendance as an alternate when the appointed Elected Official is unable to attend, or when invited by the appointed Elected Official or committee chair.
 - iii. Meetings held with administration outside of Council or Governance and Priorities Committee meeting days, this includes Annual Budget Meetings held outside of regular meeting days.
 - iv. Meetings with other governments and government agencies outside of Council or Governance & Priorities Committee meeting days, including joint council meetings with other municipalities or Parkland School Division, when agreed to by Council.

- v. Required training as identified in Schedule "C".
- vi. Conferences, conventions, and workshops, according to Schedule B.
- vii. Rural Municipalities of Alberta (RMA) meetings, including Pembina Zone meetings.
- viii. County Road Tours, including Agricultural Service Board Tours.
- ix. Interviews for Council staffing positions or Public Committee appointments.
- x. Elected Officials orientation meetings/sessions.
- xi. Elected Official Strategic Planning sessions.
- xii. If per diems are paid by external organizations, no per diems will be paid to the Elected Official by Parkland County.

3. Benefits

- a. Elected Officials will be given the opportunity to join the County Benefits Plan in accordance with the rules and regulations set out in that plan.
- b. If eligible, an Elected Official may choose to participate in a Registered Retirement Savings Plan (RRSP) with a contribution that will be matched by the County. These contributions are calculated based on a basic honorarium and per diem in accordance with the Canada Revenue Agency (CRA) guidelines. If the Elected Official becomes ineligible during their term in accordance with the CRA guidelines and had been contributing to the RRSP Plan, they will continue to receive an amount equivalent to the County's portion as a taxable allowance.
- c. Elected Officials are to provide sufficient information to Employee Services (Payroll) and sign up for eligible benefits.

4. Other Compensation

- a. Personal Communication Device
Each Elected Official shall receive a County-issued tablet (i.e., iPad or comparable) and either a County-issued communication device (i.e., iPhone or comparable), or a monthly allowance for the use of a personal communication device as per the County rate identified.
- b. Internet Service
Each Elected Official shall receive a monthly allowance to cover basic high speed Internet operation costs from their place of residence.
- c. Monthly Travel Allowance
Council members who live over 40 km from Parkland County Centre may receive an optional monthly travel allowance, at a rate identified in Schedule "A", to compensate for travel time and vehicle maintenance costs that are not covered by other per diems. The Mayor may receive an optional travel per diem, at a rate identified in Schedule "A", to compensate for travel time that is not covered by other per diems.
- d. Training and Professional Development
 - i. Elected Officials are encouraged to participate in professional training and development opportunities to enhance their skills and knowledge to effectively fulfill their governance roles and responsibilities.

- ii. Required training will be budgeted as general training in the Council Administration budget. Required training is identified in Schedule "C".
 - iii. Each Elected Official is entitled to a four-year allowance for training and professional development, with any unused budget carried over year to year. The current individual budget amount is identified in Schedule "C," to be used at their discretion..
 - iv. Each Elected Official is responsible for keeping within their budgeted amounts for training/professional development.
 - v. Elected officials are required to complete an evaluation report for any training they attend and is to be shared at a Council meeting under Committee Reports..
- e. Conferences and Conventions
- i. Elected Officials are expected to represent Parkland County at conferences and conventions. Conferences and conventions are identified in Schedule "B". These will be budgeted in the Council Administration budget, as it is expected that all of Council attend.
 - ii. Each Elected Official is authorized by Council to utilize their individual Conference and Convention budget to attend optional conferences and conventions and other such functions (i.e. workshops), to be used at their discretion..
 - iii. No Elected Official shall exceed individual Conference and Convention budgets without prior approval of Council by a resolution passed at a public meeting..
 - iv. Council may attend out of country conferences or conventions with prior approval from Council.
- f. Community Relations
- Each Elected Official will be allocated an annual budget for community relation expenses to be used at their discretion. This allocation is identified in Schedule "B". The following principles shall be applied to Community Relations expenses:
- i. No expense may be incurred to advance the personal interests of a sitting member of Council. This shall include personal advertising and personally-branded promotional products, events and services.
 - ii. No expense may be incurred under this budget within the 6 months prior to a municipal election without the prior approval of Council, by resolution.
 - iii. Elected Officials should demonstrate a prudent use of resources focusing on transparency and accountability.
 - iv. Expenses should support Council objectives.
 - v. Any expense that falls outside the approved policy requires prior approval of the Council as a whole, by resolution.
 - vi. No Elected Official shall exceed individual Community Relations budgets without prior approval of Council by a resolution passed at a public meeting. If an Elected Official exceeds their annual budget, the overage will be deducted from the next year's budget allocation once approved by Council. If an Elected Official does not spend their full annual budget, the remaining amount will be carried forward to the following year.

- vii. Sponsorships on behalf of Council as a Whole will be budgeted through the Council Administration Donations and Sponsorships Budget.
- viii. Council may request review of charitable donations by administration.
- g. Use of Municipal Property
 - i. Elected Officials may use County fleet vehicles, when they are available, for the purpose of conducting County business.
- h. Professional Membership Fees/Dues
 - i. Each Elected Official will be allocated an annual budget for Professional Membership Fees/Dues, as agreed to annually in the budget.
- i. Guests
 - i. When a guest accompanies an Elected Official to a conference, convention, course, or other training, and they attend a banquet or reception with the Elected Official, their ticket may be paid from the Council member's Community Relations Budget.
 - ii. When an Elected Official is invited to a social function in an official capacity and a Guest is invited to accompany them, the ticket for the guest may be paid from the Council member's community relations budget.

5. Exclusions

- a. In the event that an Elected Official receives any remuneration from an external board or committee or commission for that Elected Official's duly authorized attendance on behalf of the County at a meeting of the said board, commission or committee, the Elected Official shall *not* be paid a per diem by the County.
- b. In the event that a member of Council attends an event that is hosted by a provincial or federal political party (such as a provincial fund-raising function), the Elected Officials shall *not* be paid a per diem by the County for their attendance. Expenses that are deemed to *not* be political, contributions shall be reimbursed as a meal expense only, up to a maximum of \$25, pursuant to the *Election Finances and Contributions Disclosure Act Section 23(3) (a)*.
- c. The County shall not pay for any spousal or guest expenses except as outlined in section 4.i..
- d. The County shall not reimburse any Elected Official for, or otherwise directly or indirectly pay for, any political contributions.
- e. No personal expenses may be claimed when out of country on vacation (i.e. air card/cell phone travel plan).
- f. Alcohol purchases will not be reimbursed.

6. Conflicts or Disputes

- a. In the event that requested remuneration is beyond what is outlined in this policy, or a conflict arises, the details of the matter shall be referred to Council for decision through resolution.

7. Remuneration Review

- a. Elected Officials remuneration is to be reviewed mid-term of each four-year council term.

- b. Council shall approve a Terms of Reference or Scope of Work for the Elected Officials Remuneration Review.
- c. Administration shall review this policy in accordance with the scope of work as established by Council. Administration will provide a report and recommendations to council mid-term. .
- d. That an assessment of training and professional development be conducted by administration during the Elected Officials Remuneration Review.

ATTACHMENTS

Schedule "A" Honorarium, Per Diems and Allowances

Schedule "B" Conferences, Conventions, and Community Relations

Schedule "C" Training and Professional Development

SCHEDULE "A"

HONORARIUM, PER DIEMS AND ALLOWANCES

Honorariums for the Mayor and Councillors may be adjusted annually through the budget process to reflect current economic conditions.

BASIC HONORARIUM

Mayor	\$106,690
Deputy Mayor	\$ 75,090
Council Members	\$ 59,070

PER DIEMS

Meeting Duration	4 hours or less	Over 4-8 hours	More than 8 hours
Mayor	\$168	\$336	\$504
Deputy Mayor	\$168	\$336	\$504
Council Member	\$168	\$336	\$504

TRAVEL DIEM

Mayor	\$185/month
Councillor	\$124/month for Councillor who lives over 40 kms from Parkland County Centre

ALLOWANCES

Internet Service	\$113/ month
Communication Device	\$85/month or as provided in Option A in Schedule "A" to Mobile Device Use

Note: Schedule "A" is reviewed by Legislative & Legal Services on an annual basis under the authority of Policy C-AD22.

Endorsement:



Date of Endorsement: January 1, 2026

SCHEDULE "B"

CONFERENCES, CONVENTIONS
AND COMMUNITY RELATIONS

Required Conference: Rural Municipalities of Alberta Conventions (RMA).

All members of council are expected to attend the annual spring and fall RMA Conventions, with funding provided from the Council Administration Budget.

Optional Conferences Conventions, and Workshops Annual Budget Allocations

Councillor - \$7,500 each per year

Mayor - \$9,800 per year (*Councillor budget plus \$2,300*)

Per diems are not included in the calculation of Elected Official's Conference and Convention budgets. All other costs associated with conferences and conventions are required to be funded through this budget. These include, but are not limited to, registration costs, accommodations, meals, mileage, airfare, and car rentals.

* Please note, these amounts are subject to change through a vote by Council during the annual budget cycle. The policy will be updated accordingly.

Community Relations Annual Budget Allocations

Mayor and Councillor \$4,800 each per year

Mayor \$5,800 per year

* Please note, these amounts are subject to change through a vote by Council during the annual budget cycle. The policy will be updated accordingly.

SCHEDULE "C"
TRAINING AND PROFESSIONAL DEVELOPMENT

Required Training (funded by Council Administration Budget):

- Elected Officials Education Program
- Parkland County Council Orientation Program
- Finance Fundamentals
- Governance Refreshers / Workshops
- Local Authority Elected Official (AEMA) Course

Optional Training Annual Budget Allocations

Mayor and Councillors

\$5,000 each over the four (4) year term

Council Bursary for Director's Certification

The Mayor and/or Councillors can also apply for available yearly bursaries of \$5,000 to support the completion of a director's certification. There is a maximum of one bursary available per Councillor over a four year period.



Legislation Details (With Text)

File #: RFD 26-119 **Version:** 2 **Name:** Policy C-458 Development Agreement Security
Type: Request For Decision **Status:** Council Agenda
File created: 5/4/2026 **In control:** Council
On agenda: 5/26/2026 **Final action:**
Title: Policy C-458 Development Agreement Security

Proposed Motion
That Council approve Policy C-458 - Development Agreement Security, as presented.

Indexes:

Code sections:

- Attachments:**
- [1. Administrative Report](#)
 - [2. Proposed C-458 Development Agreement Security Policy](#)
 - [3. Existing Policy C-PD01 Development Agreement Security](#)
 - [4. Presentation Policy C-458](#)

Date	Ver.	Action By	Action	Result
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Policy C-458 Development Agreement Security

Proposed Motion

That Council approve Policy C-458 - Development Agreement Security, as presented.

Administration Recommendation

Administration supports the proposed motion.

Purpose

Administration has drafted a new Council Policy C-458 Development Agreement Security to replace the previous and outdated Council Policy C-PD01.

Summary

Council Policy C-PD01 was approved on June 26, 2012 and does not meet current industry or regional standards and requires frequent variances. Administration has updated the policy to establish a clear, consistent, risk-based framework for development agreement securities. By aligning with regional best practices and incorporating developer feedback, the approach supports efficient administration while continuing to protect the County’s financial and infrastructure interest.

Historical Information:

Strategic Plan/Policy/Legal/Staff Implications:

The draft Council Policy C-458 aligns with the Parkland County Strategic Plan 2022-2025 and supports the pillars of Complete Communities, Strategic Economic Diversification and Responsible Leadership.

Financial Impact:

n/a

Other:

Topic: Policy C-458 Development Agreement Security**Introduction:**

Development Agreements (DAs) are contracts between developers and the County requiring developers to construct municipal improvements such as water lines, sanitary and storm drainage systems, roads, and other infrastructure necessary to service their new subdivision or development. To secure a developer's obligations under a DA, the County requires the developer to provide security.

Administration is proposing a new Development Agreement Security Policy (C-458) and corresponding procedure that takes a risk-based security approach and standardizes how security is calculated, collected, administered, reduced and ultimately released.

Facts (Background Information):**Legislative Background**

The County is authorized to require security for a Development Agreement imposed as a condition of subdivision approval under section 655(1)(b)(vi) of the Municipal Government Act. The County is also authorized to require security for a Development Agreement that is imposed as a condition of a Development Permit under section 650(1)(f) of the Municipal Government Act and section 7.50.1.3.6 of the County's Land Use Bylaw No. 2025-12.

Administration has updated the policy to better align with County processes, developer feedback and regional best practices, while strengthening risk mitigation.

Development Agreement Securities Background

The current Development Agreement Securities Requirements Policy C-PD01 was approved June 26, 2012. The current Policy is not aligned to current regional practices and applies rigid rules that causes delays to development due to frequent variance requests.

Upon review of the current policy, Administration found the following:

- Not aligned with other municipalities in the province;
- Lacks clear, risk-based criteria for determining security amounts;
- Does not account for a developer's past performance;
- Does not allow development bonds as a security option; and
- Has resulted in frequent variance requests, creating delays and uncertainty.

Policy Framework Review:

The proposed policy improves how DA securities are managed by providing clarity and consistency, streamlining administrative processes and continuing to protect the County's financial and infrastructure interests. A clear, consistent, risk-based framework is intended to reduce reliance on variances while supporting business-friendly development.

While the policy establishes the requirement for security and overall governance framework, the administrative procedure provides the standards and decision-making tools used by Administration and developers. Below is an overview of the key components of this policy implementation.

Developer Categorization

Developers are categorized based on specific criteria listed in the administrative procedure and assigned a Category A-D. Criteria for assigning developers to Categories A-D is based on past performance and level of risk.

Risk Based Security Amounts

The amount of security required is based on the category the developer is classified (i.e. level of risk to the County). Security is based on a percentage of total construction costs for off-site municipal improvements based on the developer's category.

Timing of Endorsement

Many developers entering into development agreements with the County have requested expedited subdivision plan endorsement (title to lots issued prior to the completion of infrastructure). Administration proposes allowing expedited endorsement for Category A and B developers with a demonstrated performance history, subject to the provisions for additional security.

The County often works with first-time developers, which would typically be categorized as Category C developers. To manage risk, Category C and D developers would not be eligible for expedited endorsement and would be required to complete construction to County standards prior to allowing titles to be created and sold.

Bareland Condominium Subdivisions

For bareland condominium applications, the on-site roads and servicing (e.g. water and sanitary) are privately owned and operated. In the current policy, the County requires a development agreement to help ensure these private developments are designed and built to an acceptable standard, but they are not required to meet County standards. The Alberta Safety Codes Act regulates safety related items such as water distribution and sanitary holding tanks, which require safety code permits.

Developer Category	Description
A	Lowest level of risk <ul style="list-style-type: none">• Proven past performance• Lower security
B	Medium level of risk <ul style="list-style-type: none">• Limited projects but proven past performance• Moderate security
C	Medium-high level of risk <ul style="list-style-type: none">• No proven past performance• High security
D	High level of risk <ul style="list-style-type: none">• Major issues with past performance• Highest security

The condominium association is obligated to maintain private infrastructure. In the event of a major financial burden of the condominium association, residents could potentially request support from the County by way of compensation or general assistance. However, Administration has confirmed that the County is not required to support private infrastructure owned by a condominium association.

Administration is proposing that development agreements no longer be required for on-site private improvements in bareland condominium developments as the infrastructure is privately owned by the condominium association, not the County. In addition, the safety related items are already regulated through permits and safety codes. Clarifying that on-site private infrastructure does not require a development agreement reduces costs to developers and aligns County security requirements with actual risks and legal responsibilities.

Delegation of Authority

Under the current policy, any variance requires Council approval. The proposed policy provides Council direction for the overall governance framework to collect securities for development agreements, and it delegates the authority to the Director of Planning & Development Services to implement the policy via an aligned administrative procedure. This adds clarity and consistency which allows for streamlined implementation.

Development Agreement Template

Administration is proposing to use a new Development Agreement template which has been developed with legal review. The new template envisions determining the amount of security and the timing of security in accordance with the new proposed policy and procedure documents.

Overall, Draft Policy C-458 modernizes the County's approach to development agreement security by applying a standardized, risk-based model that considers developer performance and sets consistent rules for administering securities, while supporting timely development and strengthening financial protection for the County.

Public Consultation

Administration sent the proposed policy and procedure to industry partners for review in early May. Feedback will be received until May 15. At the time of this report, no feedback had been received.

Conclusion/Summary:

The proposed policy and administrative procedure provide a clear, consistent, risk-based framework for development agreement securities. Administration that Council approve Policy C-458 - Development Agreement Security, as presented.

AUTHOR: Jessica Harnden, Manager, Subdivision Planning
Jim Wood, Development Coordination Specialist

Department: Planning & Development Services

Date written: May 8, 2026



Development Agreement Security Policy

PREPARED BY:	Planning and Development Services	COUNCIL APPROVAL DATE:	
EFFECTIVE DATE:	Council approval date or later date as directed by Council	RESCINDS POLICY:	Council Policy C-PD01 Development Agreement Security Requirements
REFERENCES:	Municipal Government Act P-458-1 - Development Agreements Security Procedure Off-Site Levies Bylaw Off-Site Levies Assessment and Collection Procedure		
FUNCTION:	Planning and Development Services	LLS REVIEW DATE:	April 20, 2026

PURPOSE

This Policy provides for the establishment of Security requirements for Development Agreements executed between Developers and Parkland County.

POLICY STATEMENT

Parkland County shall require Developers to provide Security for all Development Agreements that include:

- the requirement for construction or installation of municipal improvements; and/or
- staged payment of off-site levies.

DEFINITIONS

1. For the purpose of this Policy:
 - a. **"Council"** means the municipal council of Parkland County.
 - b. **"County"** means the municipal corporation of Parkland County.
 - c. **"Developer"** means an individual, corporation, or other legal entity that enters into a Development Agreement with the County.
 - d. **"Development"** means "Development" as defined in the MGA.

- e. **“Director”** means the County’s Director of Planning and Development Services, or designate.
- f. **“Municipal Improvements”** means all works, infrastructure, or facilities required by the County to be constructed, installed, or upgraded under a Development Agreement, including all appurtenances thereto.
- g. **“Security”** means financial assurance provided by the Developer to ensure the completion, performance, and fulfillment of all obligations of the Developer under a Development Agreement.

SCOPE

This policy applies to all Development Agreements entered into between Developers and Parkland County that require the construction of municipal improvements and/or staged payments of off-site levies pursuant to the Off-Site Levies Bylaw and Off-Site Levy Assessment and Collection Procedure.

RESPONSIBILITIES

The Director of Planning and Development Services is responsible for implementing, monitoring and evaluating this policy and the corresponding Development Agreement Security Procedure P-458-1.

STANDARDS

The collection, administration, reduction, and release of securities required for Development Agreements shall be carried out in accordance with the Development Agreement Security Procedure P-458-1.

1. The County will require Security to ensure the Developer’s full performance of all commitments, obligations, and covenants under a Development Agreement.
2. Security requirements will correspond to the Developer Category assigned by the County under Development Agreement Security Procedure P-458-1. This procedure allows for tiered security amounts based on a developer’s track record of performance.
3. The County, in its sole discretion, may re-categorize a Developer at any time based on updated performance information within the County or another municipality, taking into consideration criteria set out in Procedure P-458-1.
4. If a developer does not fulfill the obligations of their Development Agreement or does not act on requests from the County to remedy maintenance or safety concerns related to the construction of Municipal Improvements, the County may draw on and use the Security collected from the Developer to complete any outstanding obligations or maintenance, or address safety concerns related to the work covered by the Development Agreement to the satisfaction of the County.

ENACTMENT

This Policy shall supersede and rescind policy C-PD01 Development Agreement Security Requirements.

PROPOSED



COUNCIL POLICY C-PD01

Development Agreement Security Requirements

Prepared By:	Planning and Development Services	Council Approval Date:	June 26, 2012
Effective Date:	June 26, 2012	Council Resolution No.:	N/A
References:	Letters of Credit Procedures C-PD01-P1 <i>Municipal Government Act</i>	Previous Revision Date:	March 13, 2007 (Policy PD 001)
Function:	Planning and Development Services	LAS Review Date:	June 3, 2014

PURPOSE

To ensure compliance with the terms of a Development Agreement, Parkland County requires that a developer provide securities. The County is authorized to require securities by its authority under Section 655(1)(b)(vi) of the *Municipal Government Act*. The security is meant to serve as a performance incentive, enable the County to secure the construction site if needed, and in some cases, secure funds to complete the construction of certain municipal improvements should a Developer not fulfill its obligations. The purpose of this policy is to outline the criteria and method used to determine the minimum amount of security to be submitted by a Developer as part of executing and fulfilling a Development Agreement with the County.

POLICY STATEMENT

Parkland County will require that a minimum amount of security, as determined under this policy, be submitted by a developer prior to the County ratifying a Development Agreement. Parkland County will further require that a minimum amount of security, as determined under this policy, be submitted by the developer at different stages of the development project.

DEFINITIONS

1. "Act" means the *Municipal Government Act*, R.S.A., 2000, Chapter M-26.1, and amendments thereto.
2. "Council" refers to the Council for Parkland County.
3. "Development" means development as defined in the Act.
4. "Development Agreement" means an agreement between a developer and the County entered into pursuant to Section 655 of the Act.
5. "Development Permit" means a permit issued under Parkland County's Land Use Bylaw and authorizes a development.
6. "May" means discretionary compliance or a choice in applying policy.
7. "Shall" means mandatory compliance.
8. "Subdivision" means subdivision as defined in the Act.

SCOPE

This policy applies to all Development Agreements signed between a developer and Parkland County as permitted for under the Act.

MANAGEMENT RESPONSIBILITIES

The Manager of Planning and Development Services and the Manager of Engineering Services are responsible for the development, implementation, monitoring and evaluation of this policy.

STANDARDS

1. General Security Requirements

- (a) Securities shall be required as part of the Development Agreement process. No construction activity shall be permitted to commence or endorsement issued allowing registration until the appropriate security has been submitted to and accepted by the County.
- (b) Acceptable forms of security are irrevocable letters of credit, cash, certified cheque, or bank draft. Personal cheques, term deposits, land/lots in lieu or guaranteed investment certificates are not representative replacements for securities, and shall not be accepted.
 - (i) Irrevocable letters of credit shall have an automatic renewal clause. All renewals shall be for a minimum of twelve (12) months;
 - (ii) All irrevocable letters of credit requiring renewal should be received by the County thirty (30) days in advance of the expiration. The County reserves the right to call any Letter of Credit not renewed seventy-two (72) hours in advance of expiration. It is the obligation of the developer to ensure they have continual security; and
 - (iii) Irrevocable Letters of Credit shall take the form of and be processed in accordance with Administrative Procedure PD01-P1.
- (c) Securities will be based on a percentage of a certified construction estimate prepared by the developer's engineer. The estimate shall include 10% for engineering and administration costs and GST.
 - (i) At the discretion of the Manager of Engineering Services, certified construction estimates may be subject to third party review to ensure sound engineering judgements are followed and that industry prices and standards are utilized.
 - (ii) Upon written request by the developer's engineer to the Manager of Engineering Services, or designate, certified engineering estimates may be reduced based on actual construction tender prices.
- (d) For multi-phased development, securities will be required for each phase of development. Securities shall not be transferred to the next phase(s) of development until the previous phase has received a Final Acceptance Certificate (FAC) issued by the Manager of Engineering Services.
- (e) Release of securities held by the County back to the developer shall be completed in accordance with Section 5 of this Policy.
- (f) Where a developer is not fulfilling its obligations identified under the Development Agreement and does not act on requests from the County to remedy safety or maintenance concerns, the County will draw on the securities held against the development to address the safety or maintenance concerns to the satisfaction of the County.
- (g) The developer shall forfeit all remaining securities to the County five (5) years from the date a Development Agreement has been executed, if in the sole opinion of the County, the developer has not acted in a reasonable manner to construct incomplete or deficient work. This includes completion of any incomplete work or correction of deficiencies listed by the County on Security and Maintenance Agreements or Construction Completion Certificates (CCC).

2. Subdivisions

Prior to Signing a Development Agreement

- (a) Subdivisions requiring a Development Agreement shall submit upfront security prior to the County signing the agreement. Parkland County shall be at liberty, but not obligated, to use the upfront security to cover any costs associated with bringing the development into compliance with the Development Agreement. The amount of upfront security shall be in accordance with the following:

Performance Security

- (i) \$25,000.00 to be held until issuance of a Final Acceptance Certificate (FAC); and

Note: The Manager of Planning and Development Services has the discretion to reduce (i) for minor projects outside of industrial or multi-lot residential subdivisions, or increase (i) for significant projects where the gross estimated construction costs are in excess of two million dollars.

Infrastructure Security

- (ii) Twenty-five percent (25%) of the estimated cost of all external local improvements as to be approved by the Manger of Engineering Services, if applicable, and held until issuance of a Security and Maintenance Agreement. No security is required for internal local improvements prior to the County signing the Agreement.

Prior to Issuing Endorsement

- (b) To obtain endorsement of a subdivision plan, the developer shall have been issued all Interim Completion Certificates (ICC) and/or a Construction Completion Certificate (CCC) from the Manager of Engineering Services, and shall have entered into a Security and Maintenance Agreement. The Security and Maintenance Agreement shall outline any allowable incomplete work or deficiencies and any maintenance responsibilities by the developer after endorsement and registration of the subdivision plan. The amount of security shall be in accordance with the following:

- (i) One hundred and fifty percent (150%) of the estimated cost of all allowable incomplete local improvements (both external and internal) and deficiencies. This security shall replace the upfront infrastructure security identified in 2(a)(ii) above.
- (ii) The total amount of securities held by the County under a Development Agreement shall be reviewed annually to ensure that the County is accurately maintaining one hundred and fifty percent (150%) of the estimated cost of all the incomplete local improvements and deficiencies. If the estimated cost to complete the local improvements and deficiencies has increased, the County shall require additional security from the developer.

Prior to Issuing a Construction Completion Certificate (CCC)

- (c) Upon completion of the local improvements (both external and internal) with no deficiencies, the County shall require security in the amount of five percent (5%) of the local improvements (both external and internal) prior to issuance of the Construction Completion Certificate (CCC) by the Manager of Engineering Services to cover any deficiencies that may arise during the warranty period ending upon the issuance of the Final Acceptance Certificate (FAC). This warranty security shall replace any infrastructure securities previous held by the County under a Security & Maintenance Agreement.

Upon Issuing a Final Acceptance Certificate (FAC)

- (d) Upon a subdivision having been issued a Final Acceptance Certificate (FAC) by the Manager of Engineering Services, the County shall release all previously held performance and infrastructure securities to the Developer.

3. Bareland Condominiums

Prior to Signing a Development Agreement

- (a) Bareland condominiums requiring a Development Agreement shall submit upfront security prior to the County signing the agreement. Parkland County shall be at liberty, but not obligated, to use the upfront security to cover any costs associated with bringing the development into compliance with the Development Agreement. The amount of upfront security shall be in accordance with the following:

Performance Security

- (i) \$25,000.00 to be held until:
- (1) issuance of a Final Acceptance Certificate (FAC) for external local improvements that are to be transferred to the County, if applicable; and
 - (2) the completion of all internal condominium improvements to a stage similar to the issuance of a Final Completion Certificate (FAC) even though no Final Acceptance Certificate (FAC) would be issued for the internal condominium improvements.

Note: The Manager of Planning and Development Services has the discretion to reduce (i) for minor projects outside of industrial or multi-lot residential subdivisions, or increase (i) for significant projects where the gross estimated construction costs are in excess of two million dollars.

Infrastructure Security

- (ii) Twenty-five percent (25%) of the estimated cost of all external local improvements that are to be transferred to the municipality, as to be approved by the Manager of Engineering Services, if applicable. No security is required for the internal condominium improvements prior to the County signing the agreement.

Prior to Issuing Endorsement

- (b) To obtain endorsement of a bareland condominium plan, the developer shall regarding:
- (i) External local improvements: have been issued all Interim Completion Certificates (ICC) and/or a Construction Completion Certificate (CCC) from the Manager of Engineering Services, and shall have entered into a Security and Maintenance Agreement. The Security and Maintenance Agreement shall outline any allowable incomplete work or deficiencies and any maintenance responsibilities by the developer regarding the external local improvements after endorsement and registration of the condominium plan. The amount of security shall be at the discretion of the Manager of Engineering Services, or designate, in accordance with the following:
- (1) One hundred and fifty percent (150%) of the estimated cost of all allowable incomplete external local improvements and deficiencies. This security shall replace the upfront infrastructure security identified in 3(a)(ii) above.
 - (2) The total amount of securities held by the County under a Development Agreement will be reviewed annually to ensure that the County is accurately maintaining one hundred and fifty percent (150%) of the estimated cost of all the incomplete external local improvements and deficiencies. If the estimated cost to complete the external local improvements and deficiencies has increased, the County shall require additional security from the developer.
 - (3) Upon completion of the external improvements with no deficiencies, the County shall require security in the amount of five percent (5%) of the external prior to issuance of the Construction Completion Certificate (CCC) by the Manager of Engineering Services to cover any deficiencies that may arise during the warranty period ending upon the issuance of the Final Acceptance Certificate (FAC). This warranty security shall replace any infrastructure securities previous held by the County under a Security & Maintenance Agreement for the external improvements.

- (ii) Internal condominium improvements: have completed all internal condominium improvements to a stage similar to the issuance of a Construction Completion Certificate (CCC) even though no Construction Completion Certificate (CCC) would be issued for the internal condominium improvements.
- (1) However, in the instance that a developer wishes to receive endorsement of a bareland condominium plan prior to fully completing the construction of the internal condominium improvements to a stage similar to the issuance of a Construction Completion Certificate (CCC), the developer may provide security in the amount of one hundred percent (100%) of the certified estimated construction cost of the incomplete internal condominium improvements. Construction costs shall include, but are not limited to:
- clearing, stripping and grading;
 - approach construction, culverts and fill;
 - subgrade, ditches and drainage;
 - base and paving of roads and approaches;
 - placement of all black dirt and seeding;
 - all utilities, deep and shallow, including water wells, cisterns or private sewage systems where applicable;
 - cost of engineering including design drawings, construction inspection, quality control testing and as-builts;
 - signage;
 - contingency fund for snow removal, weed control, grass cutting and culvert clean out; and
 - quality assurance testing by the County at its sole discretion.

Release of Security for Bareland Condominiums

- (c) Release of securities collected under Section 3(a)(i)(2) and Section 3(b)(ii) of this Policy regarding the completion of internal condominium improvements shall be at the sole discretion of the Manager of Engineering Services. In general, the County will only consider this option upon request from a developer if all internal condominium improvements have been completed to a similar stage as a Final Acceptance Certificate, even though no Final Acceptance Certificate will be issued.

4. Development Permits

- (a) Security for Development Permits that require a Development Agreement as a condition of approval shall be submitted prior to the County signing the Development Agreement. The amount of security required will be calculated in accordance with paragraph 2(a), above.
- (b) In the instance where a developer intends to begin the operations that are the subject of the Development Permit prior to the internal and external improvements having received a Final Acceptance Certificate (FAC), the developer must have received an Interim/Construction Completion Certificate (ICC or CCC) and, have entered into a Security and Maintenance Agreement with the County and provide securities in accordance with paragraph 2(b), above.
- (c) In the instance where a Development Agreement is not required, but the County still requires securities in order to ensure that all permit conditions are carried out. The Development Authority shall require security in accordance with the County's Land Use Bylaw or the amount established under the Fees and Charges Schedule approved by Council each year as part of the Capital and Operating Budget, as applicable. *(Examples may include but are not limited to developments involving Soil Remediation, Stripping, Filling, Excavation and Grading, Demolition, Landscaping, Moved-on Buildings, Approach Construction, etc).* The security shall meet the following criteria:
- (i) A sufficient amount of security to cover any potential cost to the County to bring the development into compliance;
- (ii) A sufficient amount of security to ensure that the applicant/developer is motivated to carry out all of the development permits conditions within the prescribed time period; and

- (iii) The amount of security shall be outlined as a condition of approval within the issued development permit.

5. Partial Release of Security

- (a) A partial reduction or release of security held by the County shall only be approved by the Manager of Engineering Services upon the execution of a Security and Maintenance Agreement or revised Security and Maintenance Agreement in connection with the final placement of asphalt, the issuance of the Construction Completion Certificate (CCC), or upon the issuance of the Final Completion Certificate. No partial security releases will be permitted by the County at any other times.

6. Request to Vary a Standard

- (a) Any request by a developer or a developer's engineer to vary a standard within this policy will require the approval of Council. Any such request shall be initiated through written contact with Parkland County's Chief Administrative Officer (CAO). The developer shall acquire approval from the County's Engineering Services Department for any cost estimates required to be submitted prior to making formal application to the CAO. The CAO, through Council, will advise the Developer, the Manager of Engineering Services and the Manager of Planning and Development Services in writing regarding any decision to vary a standard under this policy.
- (b) The Manager of Engineering Services, or designate, shall remain the authority on approving certified construction cost estimates on behalf of Parkland County.

Development Agreement Security Policy

Council
May 26, 2026




Background

Current Policy:

- Approved in 2012
- Results in frequent variance requests from developers
- Does not account for developers' past performance
- Lacks clear, risk-based criteria for determining security amounts

Proposed policy & procedure balances regional attractiveness with risk mitigation

Policy C-PD01	
	COUNCIL POLICY C-PD01 Development Agreement Security Requirements
Prepared By: Planning and Development Services	Council Approval Date: June 26, 2012
Effective Date: June 26, 2012	Council Resolution No.: N/A
References: Letters of Credit Procedures C-PD01-P1 <i>Municipal Government Act</i>	Previous Revision Date: March 13, 2007 (Policy PD 001)
Function: Planning and Development Services	LAS Review Date: June 3, 2014
PURPOSE To ensure compliance with the terms of a Development Agreement, Parkland County requires that a developer provide securities. The County is authorized to require securities by its authority under Section 655(1)(b)(vi) of the <i>Municipal Government Act</i> . The security is meant to serve as a performance incentive, enable the County to secure the construction site if needed, and in some cases, secure funds to complete the construction of certain municipal improvements should a Developer not fulfill its obligations. The purpose of this policy is to outline the criteria and method used to determine the minimum amount of security to be submitted by a Developer as part of executing and fulfilling a Development Agreement with the County.	
POLICY STATEMENT Parkland County will require that a minimum amount of security, as determined under this policy, be submitted by a developer prior to the County ratifying a Development Agreement. Parkland County will further require that a minimum amount of security, as determined under this policy, be submitted by the developer at different stages of the development project.	
DEFINITIONS <ol style="list-style-type: none">1. "Act" means the <i>Municipal Government Act</i>, R.S.A., 2000, Chapter M-26.1, and amendments thereto.2. "Council" refers to the Council for Parkland County.3. "Development" means development as defined in the Act.4. "Development Agreement" means an agreement between a developer and the County entered into pursuant to Section 655 of the Act.	



Proposed Policy C-458

Development Agreement Security Policy

- **Requires Developers to provide security for:**
 - 1) **Construction of municipal infrastructure or,**
 - 2) **Staged payments of off-site levies**
- **Policy provides overall governance framework with more detailed procedure for administrative implementation**



Overview: Implementation of Policy

- 1 Risk-Based Security Amounts**
- 2 Endorsement Timing**
- 3 Bareland Condominium Subdivision**
- 4 Delegation of Authority**



Implementation of Policy

1 Risk-Based Security Amounts

- + Security level tied to categorization (A-D) based on past performance
- + Amount of security based on risk to the County
- + Protects the County's interests

Developer Category	Description
A	Lowest level of risk <ul style="list-style-type: none">- Proven past performance- Lower security
B	Medium level of risk <ul style="list-style-type: none">- Limited projects but proven past performance- Moderate security
C	Medium-high level of risk <ul style="list-style-type: none">- No proven past performance- High security
D	High level of risk <ul style="list-style-type: none">- Major issues with past performance- Highest security



Implementation of Policy

2 Endorsement Timing

- + Option for endorsement prior to CCC for Category “A” and “B” developers who have an established performance record
- + Current policy does not allow for early endorsement
- + Developers frequently requesting variance to policy



Implementation of Policy

3 Bareland Condominium Subdivision

- + No development agreement requirement (or security) for on-site private infrastructure
- + Private, on-site infrastructure is owned and maintained by the condominium association, not the County.
- + Safety regulated items such as water and sanitary systems are regulated through the Alberta Safety Codes Act
- + If developer is required to construct municipal infrastructure, such as the upgrade of a Range Road, development agreement **would be required**
- + Clarity reduces developer costs and aligns County security requirements with actual risks and legal responsibilities

Implementation of Policy

4 Delegation of Authority

- + Council direction for overall governance framework to collect securities
- + Procedure gives authority to Director of Planning & Development to implement
- + Added clarity and consistency to the procedure allows for streamlined implementation

POLICY C-458			
		COUNCIL POLICY C-458	
		Development Agreement Security Policy	
PREPARED BY:	Planning and Development Services	COUNCIL APPROVAL DATE:	
EFFECTIVE DATE:	Council approval date or later date as directed by Council	RESCINDS POLICY:	Council Policy C-PD01 Development Agreement Security Requirements
REFERENCES:	Municipal Government Act C-PD18-P1 - Development Agreements Security Procedure Off-Site Levies Bylaw Off-Site Levies Assessment and Collection Procedure		
FUNCTION:	Planning and Development Services	LLS REVIEW DATE:	April 20, 2026
PURPOSE This Policy provides for the establishment of Security requirements for Development Agreements executed between Developers and Parkland County.			
POLICY STATEMENT Parkland County shall require Developers to provide Security for all Development Agreements that include: <ul style="list-style-type: none">• the requirement for construction or installation of municipal improvements; and/or• staged payment of off-site levies.			
DEFINITIONS Terms used in this Policy have the meanings set out in the Development Agreement Security Procedure P-458-1, as amended from time to time.			
SCOPE			





Summary

Modern Risk-Based Framework

Policy C-458 replaces outdated methods with a risk-based system that enhances public interest protection and resolves inefficiencies

Key Policy Innovations

Includes developer categorization, standardized security framework and flexible endorsement for qualified developers

Governance and Accountability

Clarity between Council and administration responsibilities, which supports adaptability, accountability, and delegated staff authority

Strategic Benefits

Supports predictable development, efficient administration, and responsible risk management to support continued development in the County



Recommendation

That Council approve Policy C-458 - Development Agreement Security, as presented.



Legislation Details (With Text)

File #: RFD 26-110 **Version:** 1 **Name:** 2026 Tax Recovery Public Auction Terms and Conditions of Sale

Type: Request For Decision **Status:** Council Agenda

File created: 4/27/2026 **In control:** Council

On agenda: 5/26/2026 **Final action:**

Title: 2026 Tax Recovery Public Auction Terms and Conditions of Sale

Proposed Motion
That the Terms and Conditions of Sale for the 2026 Public Auction be approved, as presented.

Indexes:

Code sections:

Attachments: [1. 2026 Terms & Conditions of Sale](#)

Date	Ver.	Action By	Action	Result
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2026 Tax Recovery Public Auction Terms and Conditions of Sale

Proposed Motion

That the Terms and Conditions of Sale for the 2026 Public Auction be approved, as presented.

Administration Recommendation

Administration supports the proposed motion to meet the requirement of the *Municipal Government Act*.

Purpose

Section 419(b) of the *Municipal Government Act* (MGA) states that Council must set any conditions that apply to the sale.

Summary

As required by the MGA, a municipality must prepare annually a tax arrears list showing the parcels of land on which there are tax arrears for more than one year as of March 31. Further to this, any parcel of land included on the 2025 tax arrears list, which remains in arrears as of March 31, 2026, must be offered for sale by public auction. Administration has scheduled the 2026 Public Auction for Wednesday, September 16 at 3.00 p.m., in Council Chambers at Parkland County Center, which will be advertised as per the MGA.

Strategic Plan/Policy/Legal/Staff Implications:

In compliance with Section 417 of the MGA, the Registrar (Alberta Land Titles) sends notices to all registered property owners and caveat holders regarding tax notification, stating that if tax arrears are not paid before March 31 in the following year (2026) the municipality will offer the parcel of land for sale at public auction. Parkland County provides timely correspondence, as does the tax recovery company, to advise property owners of the pending auction if arrears are not paid in full.

Financial Impact:

Cost: N/A
Source of Funding: N/A

2026 - Public Auction – Terms and Conditions

1. Any parcel of land offered for sale may be redeemed by payment of all arrears, penalties and costs by guaranteed funds at any time until the property is declared sold.
2. Each parcel of land offered for sale will be subject to a reserve bid and title will be subject to the reservations and conditions contained in the existing certificate of title.
3. The lands are being offered for sale on an “as is, where is” basis, and the municipality makes no representation and gives no warranty whatsoever as to the state of the parcel nor its suitability for any intended use by the successful bidder.
4. The auctioneer, councillors, the chief administrative officer and the designated officers and employees of the municipality must not bid or buy any parcel of land offered for sale, unless directed by the municipality to do so on behalf of the municipality.
5. The purchaser of the property will be responsible for property taxes and utilities for the current year. There will be no adjustment to the date of sale.
6. The purchaser will be required to execute a sale agreement in form and substance provided by the municipality.
7. The successful purchaser must, at the time of sale, make payment in cash, certified cheque or bank draft payable to the municipality as follows:
 - a. The full purchase price if it is \$10,000 or less; OR
 - b. If the purchase price is greater than \$10,000, the purchaser must provide a non-refundable deposit in the amount of \$10,000 and the balance of the purchase price must be paid within 20 days of the sale.
(if the certified cheque or bank draft exceeds the final purchase price, the excess will be refunded within a reasonable time)
8. GST will be collected on all properties subject to GST.
9. The risk of the property lies with the purchaser immediately following the auction.
10. The purchaser is responsible for obtaining vacant possession.
11. The purchaser will be responsible for registration of the transfer including registration fees.
12. If no offer is received on a property or if the reserve bid is not met, the property cannot be sold at the public auction.
13. The municipality may, after the public auction, become the owner of any parcel of land that is not sold at the public auction.
14. Once the property is declared sold at public auction, the previous owner has no further right to pay the tax arrears.



Legislation Details (With Text)

File #: RFD 26-131 **Version:** 1 **Name:** 2026 Q1 Financial Update
Type: Request For Decision **Status:** Council Agenda
File created: 5/13/2026 **In control:** Council
On agenda: 5/26/2026 **Final action:**
Title: 2026 Q1 Financial Update
Proposed Motion
That the 2026 Q1 Financial Update be received for information, as presented

Indexes:

Code sections:

Attachments: [1. Q1 2026 Financial Update Presentation](#)
[2. Q1 2026 Financial Statements](#)

Date	Ver.	Action By	Action	Result
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2026 Q1 Financial Update

Proposed Motion

That the 2026 Q1 Financial Update be received for information, as presented

Administration Recommendation

Administration supports the presentation

Purpose

To update the Governance and Priorities Committee on the financial status of Parkland County as at March 31, 2026.

Summary

The quarterly financial updates are conducted to keep members of the Committee and the public informed while maintaining a high level of transparency around Parkland County financial status.

Historical Information:

Updates are provided quarterly to the Governance and Priorities Committee.

Strategic Plan/Policy/Legal/Staff Implications:

Strategic Pillar: Responsible Leadership - Parkland County will maintain the public's trust through transparent and fair decision-making, superior service delivery, and effective communication.

Financial Impact:

Cost: N/A

Source of Funding: N/A

Q1 2026 FINANCIAL UPDATE

May 26, 2026



Q1 Report Summary

Seven reports presented to Council in Q1:

- Statement of Operations (Summary)
- Statement of Operations (Base Program)
- Statement of Financial Position
- Notes to Financial Statements
- Statement of Changes in Net Financial Assets
- Operating Projects Expenditure by Department
- Capital Projects Expenditure by Department



Financial Statement Overview

Statement of Operations

Shows the County's financial performance over the fiscal year summarizing revenues and expenses to show a surplus or deficit

Statement of Financial Position

To highlight the financial health of the County as at specific point in time.

Statement of Changes in Net Financial Assets

Demonstrates accountability for managing financial resources and liabilities by showing how resources were used

Operating Project Expenditure

Expenditures on approved one-time operating projects

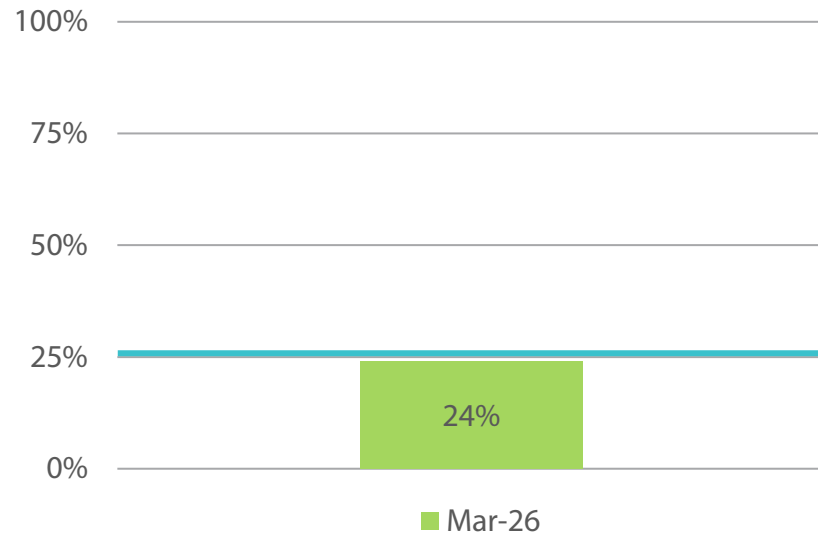
Capital Project Expenditure

Expenditures on approved capital projects

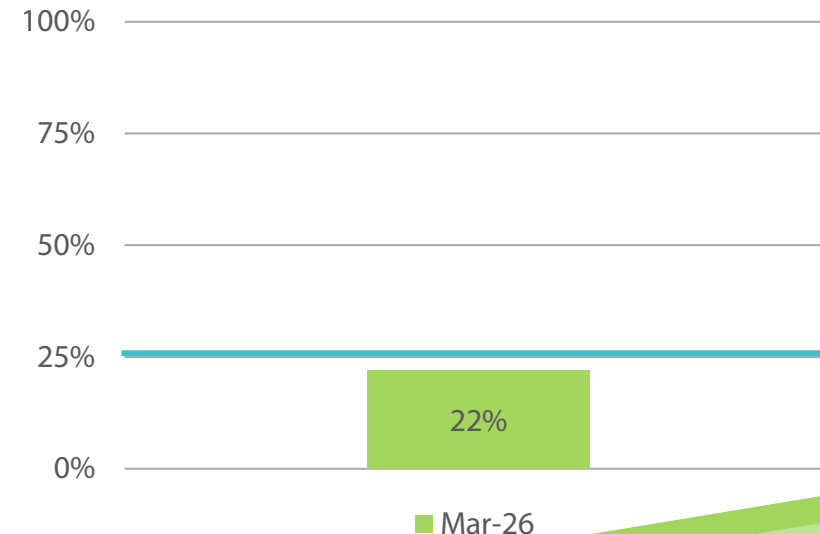


General Operating Activity

Base Program Operating Revenue



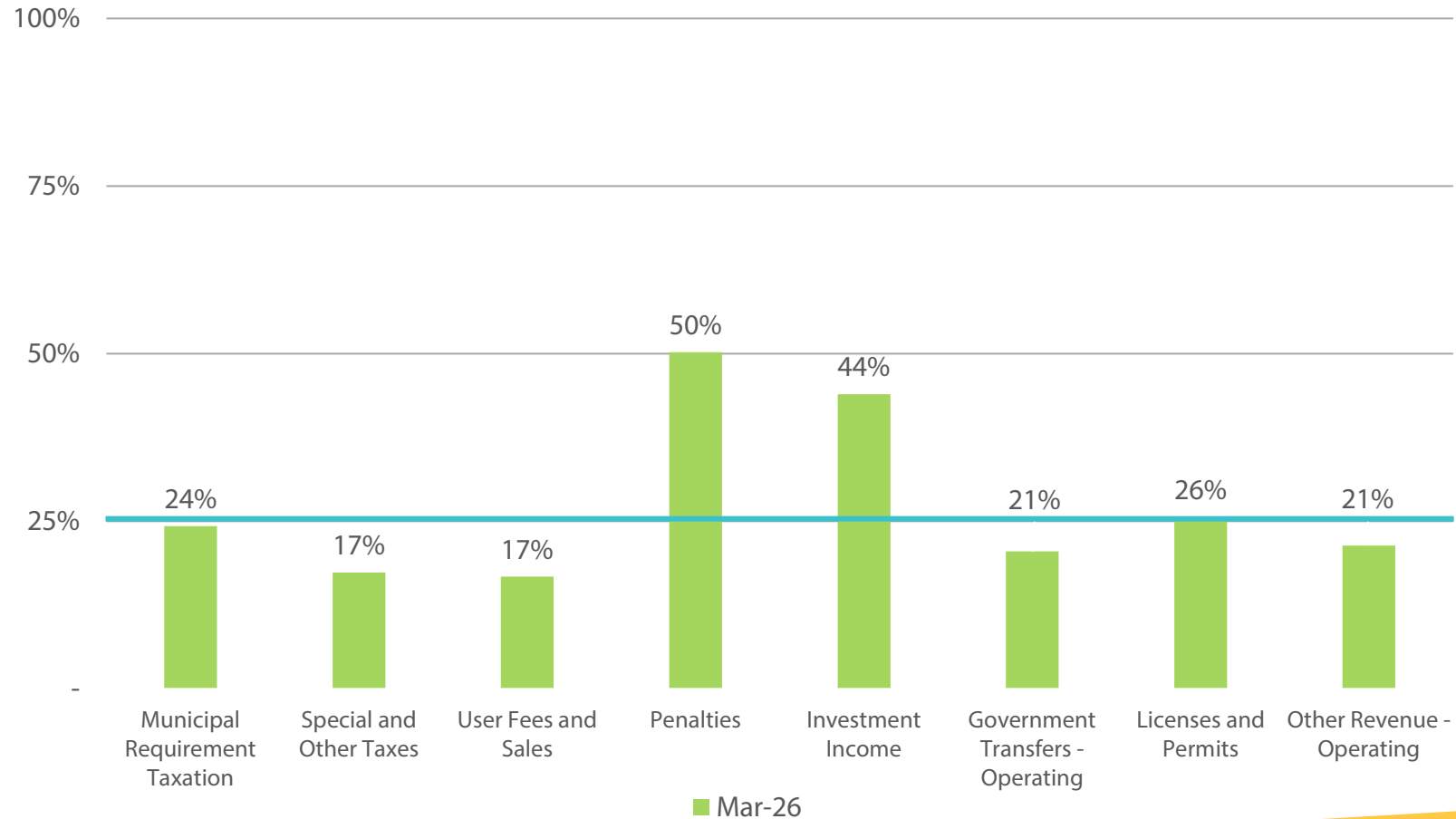
Base Program Operating Expense





General Operating Activity

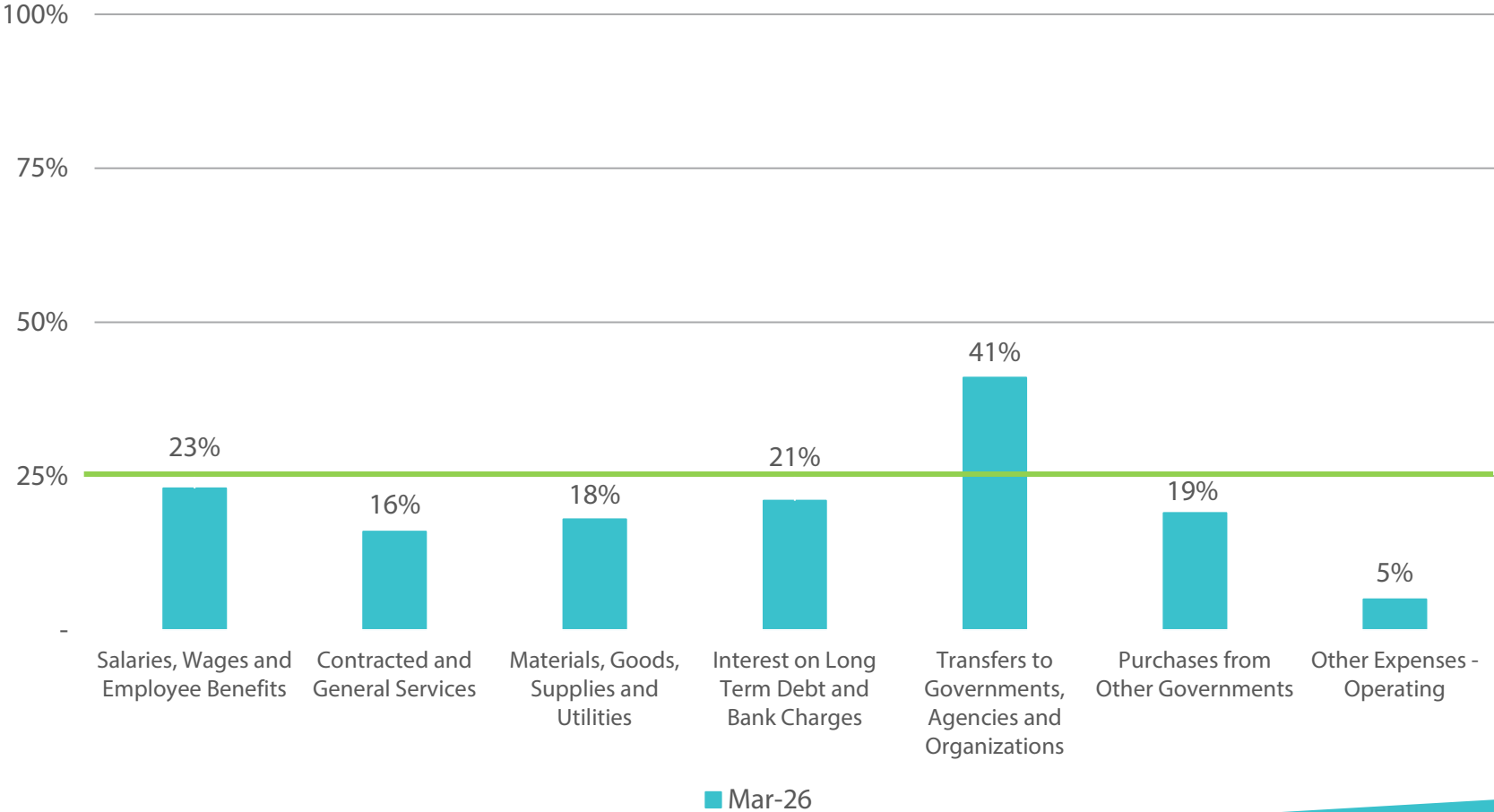
Base Program Operating Revenues



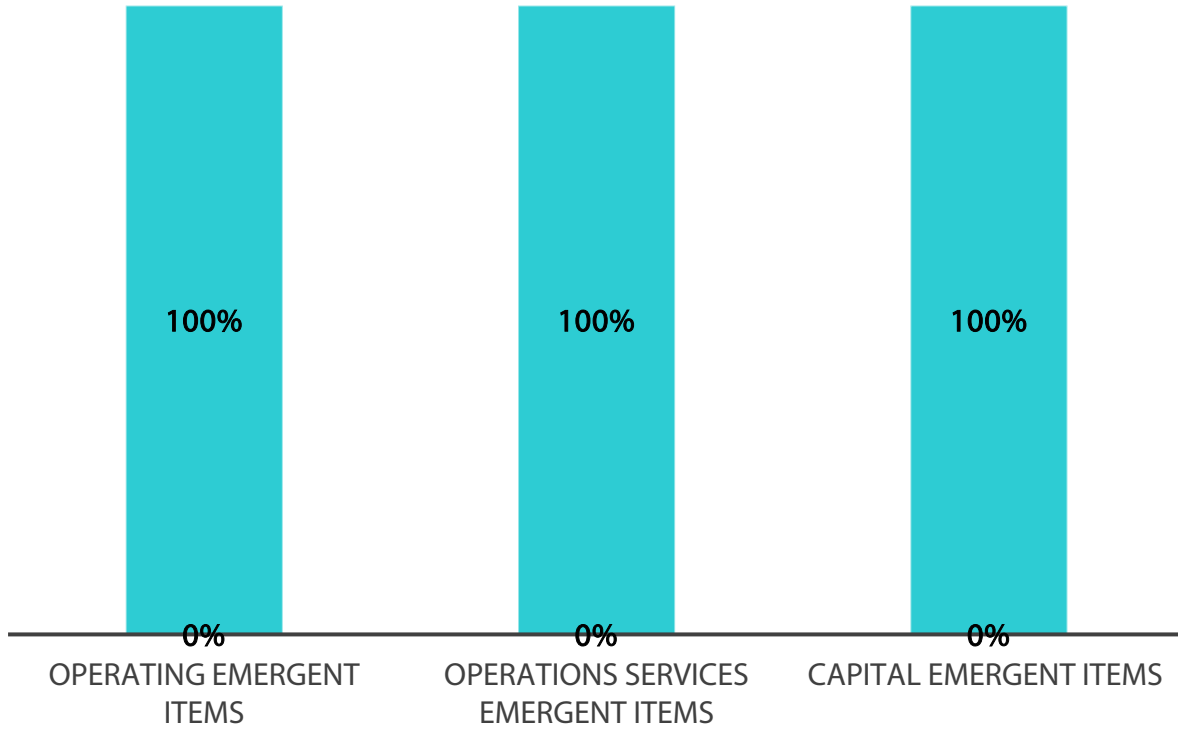


General Operating Activity

Base Program Operating Expenditures



Emergent Items - Utilization



■ Utilized ■ Remaining

Operating
\$0 utilized
100% remaining

Operations Services
\$0 utilized
100% remaining

Capital
\$0 utilized
100% remaining





Emergent Items – Balances

Operating Emergent Items

Description	Department	Added/ (Utilized)	Balance Remaining
Opening Balance from 2026 Budget			\$437,000
	Total as of March 31, 2026		\$437,000

Operations Services Emergent Items

Description	Department	Added/ (Utilized)	Balance Remaining
Opening Balance from 2026 Budget			\$150,000
	Total as of March 31, 2026		\$150,000

Capital Emergent Items

Description	Department	Added/ (Utilized)	Balance Remaining
Opening Balance from 2026 Budget			\$500,000
	Total as of March 31, 2026		\$500,000

Financial Statement Analysis

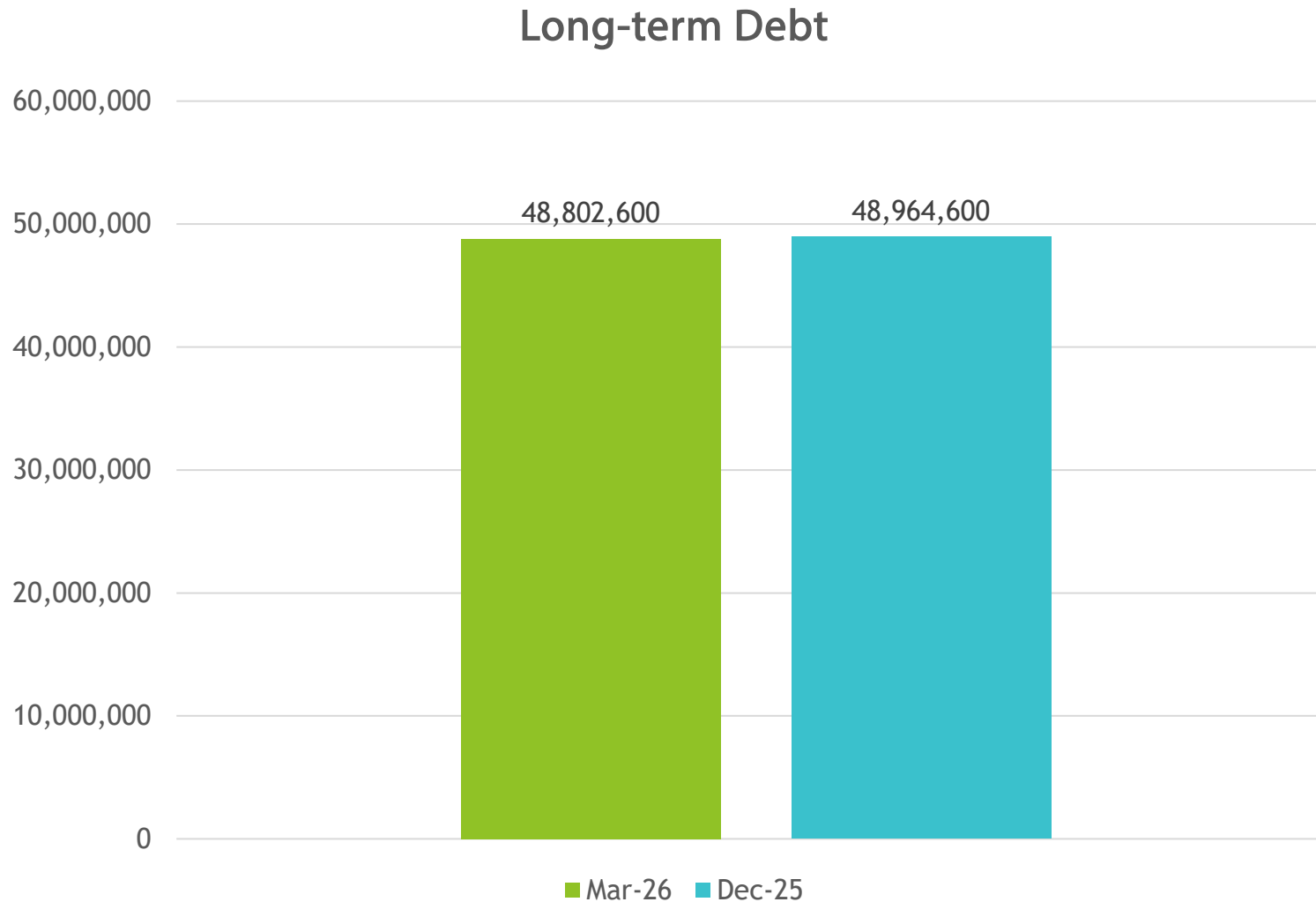


Cash Flow Analysis





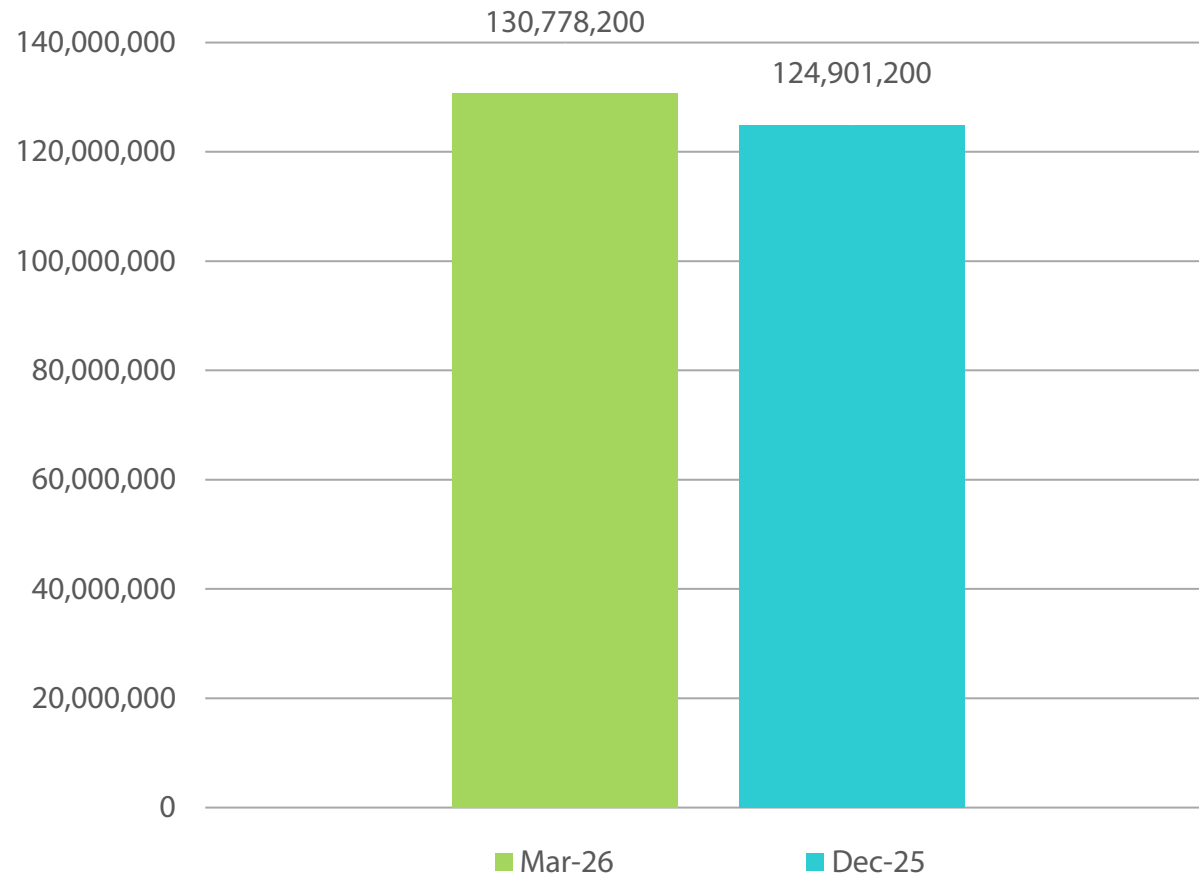
Financial Statement Analysis





Financial Statement Analysis

Net Financial Assets





Questions

PARKLAND COUNTY
Summary of All Units
Statement of Operations by Object Summary

For the Three Months Ending Tuesday, March 31, 2026

	2026	2026	2026	Amended Budget	Amended Budget
	Original Budget	Amended Budget	Actuals	(Over)/Under	Spent
	\$	\$	\$	\$	%
Revenues					
Taxation - Municipal Requirement	84,056,300	84,056,300	20,411,400	63,644,900	24%
Special and Other Taxes	1,566,100	1,566,100	271,500	1,294,600	17%
User Fees and Sales	12,740,000	12,740,000	2,131,400	10,608,600	17%
Penalties	1,080,900	1,080,900	543,000	537,900	50%
Investment Income	2,788,800	2,788,800	1,225,100	1,563,700	44%
Government Transfers - Operating	5,829,000	6,280,300	1,666,900	4,613,400	27%
Licenses and Permits	1,143,000	1,143,000	291,900	851,100	26%
Other Revenue - Operating	1,007,300	1,014,800	234,600	780,200	23%
Total Revenues	110,211,400	110,670,200	26,775,800	83,894,400	24%
Expenses					
Salaries, Wages and Employee Benefits	43,109,600	43,109,600	9,962,600	33,147,000	23%
Contracted and General Services	24,160,500	24,381,000	4,014,800	20,366,200	16%
Materials, Goods, Supplies and Utilities	9,868,300	9,875,300	1,609,600	8,265,700	16%
Bank Charges & Interest on Long Term Debt	2,054,400	2,054,400	421,800	1,632,600	21%
Transfers to Government, Agencies and Organization	9,588,500	9,863,800	3,254,000	6,609,800	33%
Purchases from Other Government	5,919,300	5,919,300	1,138,600	4,780,700	19%
Other Expenses - Operating	587,000	587,000	31,400	555,600	5%
Total Expenses	95,287,600	95,790,400	20,432,800	75,357,600	21%
Surplus (Deficit) before Other	14,923,800	14,879,800	6,343,000	8,536,800	
Other					
Contributed Tangible Capital Assets	23,793,400	23,793,400	-	23,793,400	-
Government Transfers - Capital	17,808,900	17,737,900	1,145,400	16,592,500	6%
Gain/(Loss) on Disposal of Tangible Capital Assets	(231,100)	(231,100)	-	(231,100)	-
Amortization of Tangible Capital Assets	(19,868,700)	(19,868,700)	(5,056,600)	(14,812,100)	25%
Other Revenue - Capital	20,700	20,700	-	20,700	-
Total Other	21,523,200	21,452,200	(3,911,200)	25,363,400	
	36,447,000	36,332,000	2,431,800	33,900,200	

PARKLAND COUNTY
Summary of All Departments
Statement of Operations by Object Base Program Only

For the Three Months Ending Tuesday, March 31, 2026

	2026	2026	2026	Amended Budget	Amended Budget
	Original Budget	Amended Budget	Actuals	(Over)/Under	Spent
	\$	\$	\$	\$	%
Operating Revenues					
Municipal Requirement Taxation	84,056,300	84,056,300	20,411,300	63,645,000	24%
Special and Other Taxes	1,566,100	1,566,100	271,500	1,294,600	17%
User Fees and Sales	12,740,000	12,740,000	2,131,400	10,608,600	17%
Penalties	1,080,900	1,080,900	543,000	537,900	50%
Investment Income	2,788,800	2,788,800	1,225,100	1,563,700	44%
Government Transfers - Operating	4,110,400	4,110,400	842,700	3,267,700	21%
Licenses and Permits	1,143,000	1,143,000	291,900	851,100	26%
Other Revenue - Operating	950,100	950,100	203,100	747,000	21%
Total Revenues	108,435,600	108,435,600	25,920,000	82,515,600	24%
Operating Expenditures					
Salaries, Wages and Employee Benefits	42,911,200	42,911,200	9,843,200	33,068,000	23%
Contracted and General Services	17,661,200	17,661,200	2,873,900	14,787,300	16%
Materials, Goods, Supplies and Utilities	8,244,400	8,244,400	1,502,700	6,741,700	18%
Interest on Long Term Debt, Bank Charges and Transfers	2,054,400	2,054,400	421,800	1,632,600	21%
Transfers to Government, Agencies and Organization	7,674,200	7,714,200	3,173,400	4,540,800	41%
Purchase from Other Government	5,919,300	5,919,300	1,138,600	4,780,700	19%
Other Expenses - Operating	587,000	587,000	31,400	555,600	5%
Total Expenditures	85,051,700	85,091,700	18,985,000	66,106,700	22%
Surplus (Deficit) before Other	23,383,900	23,343,900	6,935,000	16,408,900	
Other					
Gain/(Loss) on Disposal of Tangible Capital Assets	(231,100)	(231,100)	-	(231,100)	-
Amortization of Tangible Capital Assets	(19,868,700)	(19,868,700)	(5,056,600)	(14,812,100)	25%
Total Other	(20,099,800)	(20,099,800)	(5,056,600)	(15,043,200)	
Annual Surplus	3,284,100	3,244,100	1,878,400	1,365,700	

PARKLAND COUNTY
Statement of Financial Position
As at March 31, 2026

	2026 March	2025 December
	\$	\$
Financial Assets		
Cash and Cash Equivalents (Note 1)	43,985,600	33,194,600
Accounts Receivable (Note 2)	46,754,500	25,019,000
Debt Charges Recoverable (Note 3)	5,136,100	5,076,900
Investments (Note 4)	138,359,700	157,882,300
Property Held for Resale	540,000	540,000
	234,775,900	221,712,800
Liabilities		
Accounts Payable and Accrued Liabilities (Note 5)	7,870,500	11,741,000
Deposit Liabilities	2,922,500	3,103,600
Employee Benefits and Other Liabilities	2,646,800	3,861,500
Deferred Revenue	33,709,500	20,961,100
Long-term Debt (Note 6)	48,802,600	48,964,600
Asset Retirement Obligations (Note 7)	5,531,600	5,531,600
Environmental Liability	2,514,200	2,648,200
	103,997,700	96,811,600
Net Financial Assets	130,778,200	124,901,200
Non-Financial Assets		
Tangible Capital Assets (Note 8)	585,823,000	589,564,300
Consumable Inventories (Note 9)	11,191,300	10,325,200
Prepaid Expenses	1,488,100	2,058,100
	598,502,400	601,947,600
Accumulated Surplus (Note 10)	729,280,600	726,848,800

PARKLAND COUNTY
Notes to the Financial Statements
As of Tuesday, March 31, 2026

	Year to Date 2026 December \$	Year to Date 2025 December \$
1. Cash and Cash Equivalents		
Cash	19,459,700	16,270,500
Cash Equivalents	24,525,900	16,924,100
	43,985,600	33,194,600

Cash equivalents include investments that have effective interest rates of 2.65% to 3.05% (December 2025 – 2.65% to 3.32%) that are liquid in less than three months.

2. Accounts Receivable

Municipal Taxes - Current	21,937,900	2,936,500
Municipal Taxes - Arrears	3,993,900	1,989,900
Requisition Underlevy	-	23,800
Government Transfers Receivable	13,094,700	10,850,200
Local Improvement Receivable	95,600	95,600
Accrued Interest Receivable	6,490,500	6,470,600
Trade and Other	1,141,900	2,652,400
	46,754,500	25,019,000

3. Debt Charges Recoverable

The County has borrowed and loaned funds to the Meridian Housing Foundation ("MHF") in accordance with section 264 of the Municipal Government Act. The financial arrangements are authorized by County bylaws and have the same general repayment terms as the respective debt with interest accrued on outstanding amounts. MHF has the right to requisition taxpayers for their annual shares of the debt recovery payments. As of March 31, 2026, the MHF is in compliance with the terms of the financial arrangement.

	Year to Date 2026 December	Year to Date 2025 December
	\$	\$
4. Investments		
Cash Invested	100	700
Notes and Deposits	-	10,238,900
Bank and Callable Bonds	88,111,200	91,538,900
Principal Protected Notes	50,045,200	45,900,600
Guaranteed Investment Certificates	-	10,000,000
Membership/Shares	203,200	203,200
	138,359,700	157,882,300

Investments have effective interest rates of 1.94% to 5.30% (December 2025 – 1.80% to 5.30%) while the growth index deposits have variable interest and are linked to the performance of an equity market index with maturity dates between April 2029 to December 2035 (December 2025 - April 2029 to August 2035).

5. Accounts Payable and Accrued Liabilities

Trade Payables and Accrued Liabilities	3,148,100	5,421,500
Other Government Payable	2,964,700	3,734,700
Holdbacks Payable	1,299,400	1,629,400
Other Payable	164,700	904,200
Accrued Interest on Long-term Debt	293,600	51,200
	7,870,500	11,741,000

6. Long-term Debt

Long Term Debt - User Pay	34,827,400	34,947,900
Long Term Debt - Tax Supported	-	-
Interim Infrastructure Loan Facility	13,975,200	14,016,700
	48,802,600	48,964,600

Debenture debt is repayable to Alberta Treasury Board and Finance. The debentures have been issued on the credit and security of the County at large. It is payable and due over various periods up to the year 2047 with effective interest rates ranging from 2.08% to 4.88% (December 2025 - 2.08% to 4.88%).

The County entered into an infrastructure loan facility agreement with Servus Credit Union for a term of 20 years, bearing interest at 3.95% based on the Credit Union's prime rate less 0.5% (2025 – 3.95%). The loan can be paid in full prior to maturity and is provided on the faith and credit of the County.

	Year to Date 2026 December	Year to Date 2025 December
	\$	\$

7. Asset Retirement Obligations

Buildings	468,300	468,300
Land Improvements	2,239,300	2,239,300
Engineered Structures	2,824,000	2,824,000
	5,531,600	5,531,600

8. Tangible Capital Assets

Buildings	52,717,700	53,124,800
Land	166,329,000	166,329,000
Land Improvements	11,745,900	11,978,100
Engineered Structures	317,556,900	320,917,300
Machinery and Equipment	15,901,600	16,308,900
Vehicles	12,955,200	13,212,500
Construction in Progress	8,616,700	7,693,700
	585,823,000	589,564,300

9. Consumable Inventories

Gravel - Pit Run	9,784,700	8,602,000
Gravel - Crushed	977,000	1,271,900
Gas, Oil, and Parts	194,300	222,000
Other	235,300	229,300
	11,191,300	10,325,200

10. Accumulated Surplus

Restricted Surplus	186,295,800	183,093,600
Invested in Tangible Capital Assets	536,524,300	540,145,000
Unrestricted Surplus	3,610,200	3,610,200
Total Surplus/(Deficit)	2,431,800	19,563,600
Transfer (to)/from Restricted Surplus and Invested in Tangible Capital Assets	418,500	(19,563,600)
	729,280,600	726,848,800

	Year to Date 2026 December \$	Year to Date 2025 December \$
10. Accumulated Surplus (cont.)		
Restricted Surplus		
Asset Management		
Future Specified Needs		
Future Capital	12,036,800	11,829,600
Lifecycle Plans	28,480,500	26,946,900
Water and Wastewater	6,525,200	6,756,800
	47,042,500	45,533,300
Future Unspecified Needs		
County Facilities	11,951,100	11,923,500
Environmental	5,058,900	4,835,000
Information Technology	3,602,000	3,432,800
Recreation Facilities	9,955,000	9,412,300
	30,567,000	29,603,600
Risk Mitigation		
Extreme Events	9,966,200	9,905,500
Long Term Sustainability	58,887,600	58,491,600
	68,853,800	68,397,100
Externally Restricted		
Municipal Park	1,616,000	1,608,100
	1,616,000	1,608,100
Other		
Benefit Premium Stabilization	469,500	469,500
Business Attraction	11,326,100	11,096,100
Future Operating	11,824,500	11,984,200
Developer Recoveries	14,596,400	14,401,700
	38,216,500	37,951,500
Total Restricted Surplus	186,295,800	183,093,600
Invested in Tangible Capital Assets		
Tangible Capital Assets	585,823,000	589,564,300
Long-term Debt	(48,802,600)	(48,964,600)
Debt Charges Recoverable	5,136,100	5,076,900
Debt Charges Recoverable - Advance Payments	(100,600)	-
Asset Retirement Obligations	(5,531,600)	(5,531,600)
Total Invested in Tangible Capital Assets	536,524,300	540,145,000

PARKLAND COUNTY
Statement of Changes in Net Financial Assets

As of Tuesday, March 31, 2026

	2026 March	2025 December
	\$	\$
Annual Surplus	2,431,800	19,563,600
Acquisition of Tangible Capital Assets	(1,315,300)	(29,231,100)
Contributed Tangible Capital Assets	-	(550,700)
Proceeds on Disposals of Tangible Capital Assets	-	1,356,400
Amortization of Tangible Capital Assets	5,056,600	19,708,100
Gain on Asset Retirement Obligations Settlement	-	-
Loss on Disposal of Tangible Capital Assets	-	202,300
	3,741,300	(8,515,000)
Change in Consumable Inventories	(866,100)	274,000
Change in Prepaid Expenses	570,000	27,900
	(296,100)	301,900
Change in Net Financial Assets	5,877,000	11,350,500
Net Financial Assets, Beginning of Period	124,901,200	113,550,700
Net Financial Assets, End of Period	130,778,200	124,901,200

PARKLAND COUNTY
Operating Project Expenditure by Department

For the Three Months Ending Tuesday, March 31, 2026

	2026	2026	2026	Amended Budget	Amended Budget
	Original Budget	Amended Budget	Actuals	(Over)/Under	Spent
	\$	\$	\$	\$	%
COUNCIL					
CHIEF ADMINISTRATION OFFICE					
Executive Administration	339,700	339,700	21,900	317,800	6%
	339,700	339,700	21,900	317,800	6%
CORPORATE SERVICES					
Technology & Digital Services	3,322,600	3,322,600	322,600	3,000,000	10%
Communications & Customer Services	169,500	169,500	117,400	52,100	69%
Strategic Growth	435,400	435,400	686,000	(250,600)	158%
Governance & Engaement	414,700	414,700	-	414,700	-
	4,342,200	4,342,200	1,126,000	3,216,200	26%
COMMUNITY & DEVELOPMENT SERVICES					
Community Services	1,998,800	1,998,800	62,300	1,936,500	3%
Fire Services	78,800	78,800	12,800	66,000	16%
Planning & Development	743,300	743,300	2,400	740,900	0%
	2,820,900	2,820,900	77,500	2,743,400	3%
OPERATIONS SERVICES					
Public Works	636,600	711,600	186,400	525,200	26%
Road Maintenance & Drainage	210,000	210,000	20,000	190,000	10%
Engineering Services	669,500	669,500	49,100	620,400	7%
Agricultural & Environment Services	1,518,000	1,905,800	100,500	1,805,300	5%
	3,034,100	3,496,900	356,000	3,140,900	10%
TOTAL EXPENDITURE	10,536,900	10,999,700	1,581,400	9,418,300	14%

PARKLAND COUNTY
Capital Projects Expenditure by Departments

For the Three Months Ending Tuesday, March 31, 2026

	2026	2026	2026	Amended Budget	Amended Budget
	Original Budget	Amended Budget	Actuals	(Over)/Under	Spent
	\$	\$	\$	\$	%
COUNCIL					
CHIEF ADMINISTRATION OFFICE					
CORPORATE SERVICES					
Technology & Digital Services	1,517,100	1,517,100	35,400	1,481,700	2%
General Municipal Operations	500,000	500,000	-	500,000	-
Strategic Growth	2,712,800	2,598,900	-	2,598,900	-
	4,729,900	4,616,000	35,400	4,580,600	1%
COMMUNITY & DEVELOPMENT SERVICES					
Community Services	1,244,900	1,364,900	7,900	1,357,000	1%
Fire Services	1,678,600	1,707,800	742,600	965,200	43%
Enforcement Services	124,700	124,700	-	124,700	-
Planning & Development	70,000	70,000	-	70,000	-
	3,118,200	3,267,400	750,500	2,516,900	23%
OPERATIONS SERVICES					
Public Works	23,991,500	24,001,200	413,500	23,587,700	2%
Road Maintenance & Drainage	3,332,200	3,332,200	-	3,332,200	-
Engineering Services	36,690,600	36,690,600	79,800	36,610,800	0%
Agriculture and Environment Services	143,600	143,600	36,100	107,500	25%
	64,157,900	64,167,600	529,400	63,638,200	1%
TOTAL EXPENDITURE	72,006,000	72,051,000	1,315,300	70,735,700	2%



Legislation Details (With Text)

File #: RFD 26-136 **Version:** 1 **Name:** Wabamun Library Relocation and Retrofit Project- Assessment of Commercial and County Properties

Type: Request For Decision **Status:** Council Agenda

File created: 5/13/2026 **In control:** Council

On agenda: 5/26/2026 **Final action:**

Title: Wabamun Library Relocation and Retrofit Project- Assessment of Commercial and County Properties

Proposed Motion
That the Wabamun Library Relocation and Retrofit Project- Assessment of Commercial and County Properties update be received for information, as presented.

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Wabamun Library Relocation and Retrofit Project- Assessment of Commercial and County Properties

Proposed Motion

That the Wabamun Library Relocation and Retrofit Project- Assessment of Commercial and County Properties update be received for information, as presented.

Administration Recommendation

Administration supports the proposed motions.

Purpose

To provide Council with a recommendation for the relocation of Wabamun Library that is currently situated in the basement at Jubilee Hall.

Summary

The Wabamun Library currently operates out of the basement of Jubilee Hall. While functional, this location presents limitations related to accessibility, visibility, and overall user experience. As part of the proposed project, the library would be relocated from the Jubilee Hall basement to the main floor of the Wabamun Village Office.

This move would create a more welcoming, accessible, and visible space for residents and visitors. Locating the library on the main floor improves ease of access for seniors, families with young children, and individuals with mobility challenges, while also increasing walk-in use and community engagement.

The Wabamun Village Office and Library function as an important community hub, supporting library services, municipal operations, community programs, and public access to services. Portions of the existing library facility are aging and no longer fully meet modern standards for accessibility, energy efficiency, or functional design.

Administration proposed this project on May 12, 2026 and Council directed Administration to review other available properties that could potentially be a good fit for the relocation of Wabamun Library outside of the

Wabamun Village Office.

Administrations review identified that there are currently only four commercial properties listed in Wabamun. These include: two pieces of vacant land, one apartment building, and one newly constructed commercial space.

After consideration of these properties, Administrations recommendation is to continue with the Wabamun Village Office as the most feasible site for relocation.

Strategic Plan/Policy/Legal/Staff Implications:

Complete Communities - We recognize the diversity of Parkland County's communities, while fostering a unified and shared vision for Parkland as a whole.

Financial Impact:

Cost: N/A

Source of Funding:

Other:



Legislation Details (With Text)

File #: RFD 26-134 **Version:** 1 **Name:** Closed Session
Type: Request For Decision **Status:** Council Agenda
File created: 5/13/2026 **In control:** Council
On agenda: 5/26/2026 **Final action:**
Title: 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 Section 26 and 29 of the Access to Information Act.

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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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 Section 26 and 29 of the Access to Information Act.



Legislation Details (With Text)

File #: PRE 26-040 **Version:** 1 **Name:** Land Management
Type: Presentation **Status:** Council Agenda
File created: 5/14/2026 **In control:** Council
On agenda: 5/26/2026 **Final action:**
Title: Land Management
 ATIA Section 26 - Disclosure harmful to intergovernmental relations
 ATIA Section 29 - Advice from Officials

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Land Management
 ATIA Section 26 - Disclosure harmful to intergovernmental relations
 ATIA Section 29 - Advice from Officials



Legislation Details (With Text)

File #: RFD 26-135 **Version:** 1 **Name:** Regular Session
Type: Request For Decision **Status:** Council Agenda
File created: 5/13/2026 **In control:** Council
On agenda: 5/26/2026 **Final action:**
Title: Regular Session

Proposed Motion
That Council revert to the regular meeting session.

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Regular Session

Proposed Motion

That Council revert to the regular meeting session.