



Parkland County

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

Meeting Agenda

Council

Mayor Rod Shaigec
Council Member AnnLisa Jensen
Council Member Jackie McCuaig
Council Member Phyllis Kobasiuk
Council Member Darrell Hollands
Council Member John McNab
Council Member Tracey Melnyk

Tuesday, January 12, 2016

9:00 AM

Council Chambers

Revision - January 8, 2016 - Additions:

- Item B.8 - Pol 15-033, Replacing A-HR23 with A-HR20
- Item B.5 - Pol 15-028, Chief Administrative Officer Bylaw No. 2014-30
- Item D.1 - AG 16-001, Public Works Collective Agreement
- Item 7.2 - AAMDC January 6, 2016

VISION & MISSION:

Our VISION:

Parkland County, home to...
Creative Communities
Dynamic Connections
Cherished Ecosystems
Resilient Economies

And our MISSION:

*Parkland County represents the interests and aspirations of its citizens,
providing quality municipal services through strategic governance, and
delivering the best outcomes for Parkland County as a whole.*

1. CALL TO ORDER (Mayor)

. CELEBRATING SUCCESSES

Bell Recognition (James)
- Andrew Compton, Associate Director, Customer Solution Engineering
- William Servers, Senior Consultant
- Jim Merryfield, Customer Solutions Expert

. INSPIRATIONAL REFLECTION (Jensen)

2. ADOPTION OF AGENDA (Mayor)

3. ADOPTION OF MINUTES (Mayor)

- 3.1 [MIN 15-047](#) Adoption of the December 1, 2015 Special Council Meeting Minutes

Proposed Motion

That the December 1, 2015 special Council meeting minutes be adopted, as presented.

Attachments: [Minutes - December 1, 2015 - Unadopted - Special Council Meeting](#)

- 3.2 [MIN 15-048](#) Adoption of the December 8, 2015 Regular Council Meeting Minutes

Proposed Motion

That the December 8, 2015 regular Council meeting minutes be adopted, as presented.

Attachments: [Minutes - December 8, 2015 - Unadopted](#)

- 3.3 [MIN 15-050](#) Adoption of the December 8, 2015 Special Council Meeting Minutes

Proposed Motion

That the December 8, 2015 special Council meeting minutes be adopted, as presented.

Attachments: [Minutes - December 8, 2015 - Unadopted - Special Council Meeting](#)

4. DELEGATIONS

- 4.1 [App 16-001](#) Public Input - 9:15 a.m. (10 mins.)

Sponsors: Shaigec

- 4.2 [App 15-094](#) **APPOINTMENT** - 9:30 a.m.
Exemplary Service Award Presentations - Parkland County Fire Services (Erin Babcock, MLA: Brendan Blazeiko, Steve Thomas, Andrea Wichuk, JP LaPierre)

Sponsors: Van Buul

- 4.3 [App 15-093](#) **APPOINTMENT** - 10:00 a.m.
Parkland School Division No. 70 Proposed Electoral Boundary Changes (Ron Heinrichs, Trustee, Sally Kucher-Johnson, Trustee, and Tim Monds, Superintendent)

Sponsors: Kibblewhite

Attachments: [PSD Ward Restructure Information 04Nov15](#)

5. BUSINESS ARISING

5.1 [BL 15-076](#) Road Closure Bylaw No. 2015-12**Proposed Motion(s)**

1. That Bylaw No. 2015-12 receive second reading
2. That Bylaw No. 2015-12 receive third reading

Sponsors: McGowan

Attachments: [Bylaw 2015-12](#)

[Aerial Map \(Rge Rd 32 and Twp Rd 534\)](#)

5.2 [RFD 16-003](#) Scheduling of Public Hearings**Proposed Motion(s)**

That Council continue to schedule public hearings during Council meetings held every second Tuesday between the hours of 9 a.m. and 12 noon.

Sponsors: Vana

6. NEW BUSINESS**A. Mayor and Council Member Matters****B. Legislative Matters****B.1** [BL 15-073](#) Records Retention and Disposition Bylaw No. 2015-33**Proposed Motion(s)**

1. That Bylaw No. 2015-33 receive first reading.
2. That Bylaw No. 2015-33 receive second reading.
3. That Bylaw No. 2015-33 be presented at this meeting for third reading.
4. That Bylaw No. 2015-33 receive third and final reading.
5. That Information and Records Management Policy C-AD02 be rescinded.

Sponsors: Kibblewhite

Attachments: [Records Management Bylaw 2015-33](#)

[C-AD02 Information and Records Management](#)

B.2 [BL 15-077](#) Proposed Amendment to Subdivision and Development Appeal Board Bylaw No. 2015-15**Proposed Motion(s)**

1. That Bylaw No. 2016-02 receive first reading.
2. That Bylaw No. 2016-02 receive second reading.
3. That Bylaw No. 2016-02 be presented at this meeting for third reading.
4. That Bylaw No. 2016-02 receive third and final reading.

Sponsors: Kibblewhite

Attachments: [SDAB Amending Bylaw No. 2016-02](#)

[SDAB Bylaw No. 2015-15](#)

- B.3** [BL 16-001](#) Assessed Person for a Designated Manufactured Home in a Manufactured Home Community Bylaw No. 2016-03

Proposed Motion(s)

1. That Bylaw No. 2016-03 receive first reading.

Sponsors: Kibblewhite

Attachments: [Bylaw 2016-03 Assessed Person of Designated Manufactured Homes in Manuf:](#)
[Parkland Village Council Briefing Slide Format](#)

- B.4** [POL 15-038](#) Revised Policy Development Policy C-AD01

Proposed Motion(s)

That revised Policy Development Policy C-AD01 be approved, as presented.

Sponsors: Kibblewhite

Attachments: [C-AD01 Policy Development October 2015](#)

B.5 [POL 15-028](#) Human Resources Policies**Proposed Motion(s)**

1. That the following Council Human Resources policies be rescinded to allow them to be reclassified and approved as administrative directives:
 - a. HR 005 Non-Union Market Salary and Non-Market Position Evaluation
 - b. HR 006 Position Classification (Union)
 - c. HR 008 Employee Complement, Recruitment, and Selection
 - d. HR 009 Recruitment Guidelines
 - e. HR 010 Moving Allowance
 - f. HR 011 Employee Vacation
 - g. HR 012 Hours of Work and Overtime
 - h. HR 013 Employee Benefits
 - i. HR 014 Leaves of Absence
 - j. HR-016 Disability Management
 - k. HR 022 Discipline, Suspension and Dismissal of Staff
 - l. HR-024 Succession Planning
 - m. HR 025 Employee Health and Wellness Allowance
 - n. HR 026 Job Sharing.

Sponsors: Kibblewhite

Attachments: [Chief Administrative Officer Bylaw No. 2014-30](#)

[HR 005 Non-Union Market Salary Evaluation 2007](#)

[HR 006 Position Classification \(Union\)](#)

[HR 008 Employee Complement, Recruitment, and Selection](#)

[HR 009 Recruitment Guidelines](#)

[HR 010 Moving Allowance](#)

[HR 011 Employee Vacation](#)

[HR 012 Hours of Work and Overtime](#)

[HR 013 Employee Benefits](#)

[HR 014 Leaves of Absence](#)

[HR-016 Disability Management](#)

[HR 022 Discipline, Suspension, and Dismissal of Staff](#)

[HR-024 Succession Planning](#)

[HR 025 Employee Health and Wellness Allowance](#)

[HR 026 Job Sharing](#)

B.6 [POL 15-031](#) Employee Conflict of Interest Policy HR 003**Proposed Motion(s)**

That Council's Conflict of Interest Policy HR 003 be rescinded so it may be reclassified and approved as Administrative Directive A-HR03.

Sponsors: Kibblewhite

Attachments: [HR 003 Conflict of Interest](#)

[A-HR03 Employee Code of Conduct \(2011\)](#)

[A-HR03 Employee Code of Conduct \(2012\)](#)

[A-HR03 Employee Code of Conduct](#)

B.7 [POL 15-032](#) Salary Administration Policy HR 004**Proposed Motion(s)**

That Council's Salary Administration Policy HR 004 be rescinded so it may be reclassified and approved as Administrative Directive A-HR04.

Sponsors: Kibblewhite

Attachments: [HR 004 Salary Administration](#)

[A-HR04 Salary Administration](#)

B.8 [POL 15-033](#) Employee Performance Planning and Appraisal Process Policy HR 020**Proposed Motion(s)**

That Council's Employee Performance Planning and Appraisal Process Policy HR 020 be rescinded so it may be reclassified and approved as Administrative Directive A-HR20.

Sponsors: Kibblewhite

Attachments: [HR 020 Employee Performance Planning and Appraisal Process](#)

[A-HR20 Employee Performance Planning](#)

B.9 [POL 15-034](#) Staff Training and Development Policy HR 023**Proposed Motion(s)**

That Council's Staff Training and Development Policy HR 023 be rescinded so it may be reclassified as Administrative Directive A-HR23.

Sponsors: Kibblewhite

Attachments: [HR 023 Staff Training and Development](#)

[A-HR23 Staff Training and Development](#)

B.10 [POL 15-039](#) Public Response Standards Policy C-AD05**Proposed Motion(s)**

That Public Response Standards Policy C-AD05 be rescinded.

Sponsors: Kibblewhite

Attachments: [C-AD05 Public Response Standards](#)

B.11 [POL 15-041](#) Purchasing Policies**Proposed Motion(s)**

1. That Procurement Policy C-PT01 be approved, as presented.
2. That purchasing policies be rescinded as follows:
 - a. Policy PT-001 - Purchasing and Tendering
 - b. Policy AD 006 - Purchases at Auction or From Private Owners
 - c. Policy C-PT06 - Green Purchasing
 - d. Policy PT-002 - Authorization to Purchase
 - e. Policy PT-003 - Purchase Card Program
 - f. Policy PT 004 - Cell Phone Procurement and Reimbursement.

Sponsors: Kibblewhite

Attachments: [C-PT01 Procurement Policy](#)

[PT-001 Purchasing and Tendering](#)

[AD 006 Purchases at Auction](#)

[C-PT06 Green Purchasing](#)

[PT-002 Authorization to Purchase](#)

[PT-003 Purchase Card Program](#)

[PT 004 Corporate Purchase Card](#)

[C-AD01 Policy Development](#)

C. Corporate Services Matters**D. Infrastructure Services Matters**

- D.1** [AG 16-001](#) Ratification of the Collective Agreement between Parkland County and the International Union of Operating Engineers Local 955 (Public Works)

Proposed Motion

That Council ratify the Collective Agreement between Parkland County and the International Union of Operating Engineers Local 955 (Public Works) as presented.

Attachments: [Public Works Collective Agreement](#)

E. Community Services Matters**F. Development Services Matters**

- F.1 [RFD 16-002](#) Memorandum of Understanding between ALUS Canada Inc. and Parkland County (2015-2018)

Proposed Motion(s)

That Council approve the Memorandum of Understanding with ALUS Canada for a three-year term beginning January 2015 at a cost of \$5,000 per year for administration fees for ALUS Canada to fund ecosystem services in Parkland County.

Sponsors: Vana

Attachments: [ALUS Canada Inc. MoU](#)

- F.2 [RFD 15-194](#) Highvale End Land Use Area Structure Plan project update

Proposed Motion

That the project update for the Highvale End Land Use Area Structure Plan be accepted as information.

Sponsors: Vana

Attachments: [Attach 1 - Administrative report](#)

[Attach 2 - ASP study area boundary](#)

[Attach 3 Background Report FINAL DEC 23 2015](#)

[Attach 4 - Presentation to Council - Highvale](#)

7. COMMUNICATIONS

- 7.1 [COM 16-001](#) Mallard Park Road Surfacing Petition Report

Proposed Motion(s)

That the Mallard Park road surfacing petition report be accepted as information.

Sponsors: James

Attachments: [Mallard Park Petition Report](#)

[Policy EN 001](#)

- 7.2 [COM 16-002](#) AAMDC Contact Newsletter

Proposed Motion

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

Sponsors: Shaigec

Attachments: [AAMDC Contact Newsletter - January 6, 2016](#)

[AAMDC Contact Newsletter - December 23, 2015](#)

[AAMDC Contact Newsletter - December 17, 2015](#)

[AAMDC Contact Newsletter - December 9, 2015](#)

[AAMDC Contact Newsletter - December 2, 2015](#)

7.3 [COM 16-003](#) Federation of Canadian Municipalities (FCM)

Proposed Motion

That the FCM updates be received for information, as presented.

Sponsors: Shaigec

Attachments: [FCM - News Releases](#)

7.4 [COM 16-004](#) Committee Reports

Proposed Motion

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

Sponsors: Shaigec

8. **IN-CAMERA SESSION**

9. **BUSINESS ARISING FROM IN-CAMERA SESSION**

10. **CLOSE OF MEETING**