



Parkland County

53109A Highway 779
Parkland County, Alberta
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Parklandcounty.com

Meeting Minutes

Council

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

Tuesday, January 12, 2016

9:00 AM

Council Chambers

CALL TO ORDER

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

Present: 7 - Council Member AnnLisa Jensen, Council Member Jackie McCuaig, Council Member John McNab, Mayor Rod Shaigec, Council Member Phyllis Kobasiuk, Council Member Darrell Hollands and Council Member Tracey Melnyk

Administration:

Beth James, Chief Administrative Officer
Rob McGowan, General Manager, Infrastructure Services
Ken Van Buul, General Manager, Community Services
Peter Vana, General Manager, Development Services
Tracy Kibblewhite, General Manager, Corporate Services
Carol Bergum, Manager, Planning & Development Services (in part)
Martin Frigo, Senior Planner, Planning & Development Services (in part)
Sarah Mate, Communications Coordinator
Doug Tymchyshyn, Manager, Legislative & Administrative Services
Barb Williams, Legislative & Administrative Services Administrator (Recording Secretary)

CELEBRATING SUCCESSES

Bell Canada Recognition

- Andrew Compton, Associate Director, Customer Solution Engineering
- William Servers, Senior Consultant
- Jim Merryfield, Customer Solutions Expert

Andrew Compton, Jim Merryfield, and Bill Servers on behalf of Bell Canada were recognized for the partnership with Parkland County to provide enhanced communications to Parkland County residents.

INSPIRATIONAL REFLECTION

Council Member AnnLisa Jensen offered a short inspirational reflection.

ADOPTION OF AGENDA

A motion was made by Council Member Darrell Hollands that the January 12, 2016 Council agenda be adopted, as presented. The motion carried unanimously.

ADOPTION OF MINUTES

[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.

A motion was made by Council Member AnnLisa Jensen that the December 1, 2015 special Council meeting minutes be adopted, as presented. The motion carried unanimously.

[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.

A motion was made by Council Member Phyllis Kobasiuk that the December 8, 2015 regular Council meeting minutes be adopted, as presented. The motion carried unanimously.

[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.

A motion was made by Council Member Tracey Melnyk that the December 8, 2015 special Council meeting minutes be adopted, as presented. The motion carried unanimously.

BUSINESS ARISING

[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

A motion was made by Council Member John McNab that Bylaw No. 2015-12 receive second reading. The motion carried unanimously.

A motion was made by Council Member Tracey Melnyk that Bylaw No. 2015-12 receive third and final reading, and that it be declared finally passed. The motion carried unanimously.

DELEGATIONS

[App 16-001](#)

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

Norman Klassen, Parkland County resident in Shannon Meadows Subdivision brought forward concern regarding the problem and frequency of trains blowing their horns at night in the area that have altered a quality of life for himself and area residents. Mr. Klassen requested that Council support the case that in the event the lights and arms failed at the crossings, the County should install Stop signs at every railroad crossing and Prepare to Stop signs at the crossings. Mr. Klassen provided information from the National Sleep Foundation regarding the impact of sleep and sleep loss, a petition from residents requesting that train whistles be discontinued at railway crossings from Range Road 13 to Range Road 40, and a newspaper article from the Edmonton Journal dated November 1, 2015 "City examines whistle cessation".

[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)

MLA Erin Babcock and Council presented Exemplary Service Awards to Parkland County Fire Services Brendan Blazeilo, Steve Thomas, JP LaPierre, and Wichuk and JP LaPierre.

BUSINESS ARISING

[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.

A motion was made by Council Member Jackie McCuaig that public hearings continue to be scheduled during Council meetings held every second Tuesday between the hours of 9:00 a.m. and 12:00 p.m. The motion carried unanimously.

NEW BUSINESS

Legislative Matters

[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.

A motion was made by Council Member Darrell Hollands that Bylaw No. 2015-33 receive first reading. The motion carried unanimously.

A motion was made by Council Member AnnLisa Jensen that Bylaw No. 2015-33 receive second reading. The motion carried unanimously.

A motion was made by Council Member Jackie McCuaig that Bylaw No. 2015-33 be presented at this meeting for third reading. The motion carried unanimously.

A motion was made by Council Member John McNab that Bylaw No. 2015-33 receive third and final reading and that it be declared finally passed. The motion carried unanimously.

A motion was made by Council Member Phyllis Kobasiuk that Information and Records Management Policy C-AD02 be rescinded, as presented. The motion carried unanimously.

[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.

A motion was made by Council Member Tracey Melnyk that Bylaw No. 2016-02 receive first reading. The motion carried by the following vote:

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

Against: 1 - Council Member McNab

A motion was made by Council Member Jackie McCuaig that Bylaw No. 2016-02 receive second reading. The motion carried by the following vote:

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

Against: 1 - Council Member McNab

A motion was made by Council Member AnnLisa Jensen that Bylaw No. 2016-02 be presented at this meeting for third reading. The motion carried unanimously.

A motion was made by Council Member Darrell Hollands that Bylaw No. 2016-02 receive third and final reading and that it be declared finally passed. The motion carried by the following vote:

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

Against: 1 - Council Member McNab

DELEGATIONS

[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)

Parkland School Division No. 70 Trustees Ron Heinrichs, Sally Kucher-Johnson, Elsie Kinsey, and Superintendent Tim Monds presented proposed Parkland School Division No. 70 electoral trustee ward boundary changes.

Recess

Mayor Shaigec recessed the meeting at 10:30 a.m. and reconvened the meeting at 10:39 a.m.

NEW BUSINESS

Legislative Matters

[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.

A motion was made by Council Member Melnyk that Bylaw No. 2016-03 receive first reading. The motion carried by the following vote:

For: 5 - Council Member Jensen, Council Member McNab, Mayor Shaigec, Council Member Hollands and Council Member Melnyk

Against: 2 - Council Member McCuaig and Council Member Kobasiuk

[POL 15-038](#)

Revised Policy Development Policy C-AD01

Proposed Motion(s)

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

A motion was made by Council Member AnnLisa Jensen that revised Policy Development Policy C-AD01 be deferred to the February 2, 2016 Committee of the Whole meeting for discussion to then be presented to Council. The motion carried unanimously.

[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.

A motion was made by Council Member Phyllis Kobasiuk that the following policies (identified as agenda items B.5, B.6, B.7, B.8, B.9, B.10, and B.11) be tabled to a scheduled Council meeting in March 2016:

- HR 005 Non-Union Market Salary and Non-Market Position Evaluation
- HR 006 Position Classification (Union)
- HR 008 Employee Complement, Recruitment, and Selection
- HR 009 Recruitment Guidelines
- HR 010 Moving Allowance
- HR 011 Employee Vacation
- HR 012 Hours of Work and Overtime
- HR 013 Employee Benefits
- HR 014 Leaves of Absence
- HR-016 Disability Management
- HR 022 Discipline, Suspension and Dismissal of Staff
- HR-024 Succession Planning
- HR 025 Employee Health and Wellness Allowance
- HR 026 Job Sharing
- HR 003 Employee Conflict of Interest
- HR 004 Salary Administration
- HR 020 Employee Performance Planning and Appraisal Process
- HR 023 Staff Training and Development
- C-AD05 Public Response Standards
- C-PT01 Procurement
- PT-001 - Purchasing and Tendering
- AD 006 - Purchases at Auction or From Private Owners
- C-PT06 - Green Purchasing
- PT-002 - Authorization to Purchase
- PT-003 - Purchase Card Program
- PT 004 - Cell Phone Procurement and Reimbursement.

The motion carried unanimously.

Infrastructure Services Matters

[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.

A motion was made by Council Member Darrell Hollands that Council ratify the Collective Agreement between Parkland County and the International Union of Operating Engineers Local 955 (Public Works) for January 1, 2016 - December 31, 2019, as presented. The motion carried unanimously.

Development Services Matters

[RFD 16-002](#)

Memorandum of Understanding between ALUS Canada Inc. and Parkland County (2016-2018)

Proposed Motion(s)

That Council approve the Memorandum of Understanding with ALUS Canada for a three-year term beginning January 2016 at a cost of \$5,000 per year for administration fees for ALUS Canada to fund ecosystem services in Parkland County.

A motion was made by Council Member John McNab that the Memorandum of Understanding with ALUS Canada be approved for a three-year term beginning January 2016 at a cost of \$5,000 per year for administration fees for ALUS Canada to fund ecosystem services in Parkland County, as presented. The motion carried unanimously.

[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.

A motion was made by Council Member John McNab that the Highvale End Land Use Area Structure Plan project update be received for information, as presented. The motion carried unanimously.

COMMUNICATIONS

[COM 16-001](#)

Mallard Park Road Surfacing Petition Report

Proposed Motion(s)

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

A motion was made by Council Member AnnLisa Jensen that the Mallard Park Subdivision road surfacing petition report be received for information, as presented. The motion carried unanimously.

[COM 16-002](#)

AAMDC Contact Newsletter

Proposed Motion

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

A motion was made by Council Member Jackie McCuaig that the December 2, 9, 17, 23, 2015 and January 6, 2016 AAMDC Contact Newsletters be received for information, as presented. The motion carried unanimously.

[COM 16-003](#)

Federation of Canadian Municipalities (FCM)

Proposed Motion

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

A motion was made by Council Member Phyllis Kobasiuk that the Federation of Canadian Municipalities updates be received for information, as presented. The motion carried unanimously.

[COM 16-004](#)

Committee Reports

Proposed Motion

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

A motion was made by Council Member Darrell Hollands that the following Committee Reports be received for information:

1. Council Member Tracey Melnyk reported on The Evergreens Foundation and the Economic Development and Tourism Advisory Committee.
2. Council Member Phyllis Kobasiuk reported on the Capital Region Parkland Water Services Commission.
3. Council Member Jackie McCuaig reported on the Capital Region Parkland Water Services Commission and the Economic Development and Tourism Advisory Committee.

The motion carried unanimously.

CLOSE OF MEETING

Mayor Shaigec closed the meeting at 11:46 a.m.

Mayor

Supervisor, Legislative & Administrative Services