



# Parkland County

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

## Meeting Minutes

### Council

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

---

Tuesday, August 23, 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:

Michael Heck, Chief Administrative Officer  
Dave Cross, Interim General Manager, Community Services  
Ken Van Buul, Interim General Manager, Corporate Services (in part)  
Peter Vana, General Manager, Development Services  
Rob McGowan, General Manager, Infrastructure Services  
Jody Hancock, Manager, Engineering Services (in part)  
Erin Felker, Transit Coordinator (in part)  
Carol Bergum, Manager, Planning and Development Services (in part)  
Brian Cornforth, Fire Chief (in part)  
Sarah Mate, Communications Coordinator  
Doug Tymchyshyn, Supervisor, Legislative & Administrative Services  
Barb Williams, Legislative & Administrative Services Administrator (Recording Secretary)

### INSPIRATIONAL REFLECTION

Council Member Darrell Hollands offered a short inspirational reflection.

### ADOPTION OF AGENDA

A motion was made by Council Member Phyllis Kobasiuk that the August 23, 2016 Council agenda be adopted with the following addition:

New Business - Introduction of Arlan Delisle, Parkland County Solicitor.

The motion carried unanimously.

## ADOPTION OF MINUTES

### [MIN 16-028](#)

Adoption of the July 12, 2016 Council Meeting Minutes

#### **Proposed Motion**

That the Council meeting minutes of July 12, 2016 be adopted, as presented.

**A motion was made by Council Member Jackie McCuaig that the July 12, 2016 Council meeting minutes be adopted, as presented. The motion carried unanimously.**

## NEW BUSINESS

### **PRE 16-063**

Staff Introduction  
Arlan Delisle, Parkland County Solicitor

**Administration introduced Arlan Delisle, Parkland County Solicitor/Legal and Legislative Services Manager. Council welcomed Mr. Delisle to Parkland County.**

## BUSINESS ARISING

### [BL 16-034](#)

Road Closure Bylaw 2016-04

#### **Proposed Motions**

1. That Bylaw 2016-04 receive second reading.
2. That Bylaw 2016-04 receive third reading.

**A motion was made by Council Member Jackie McCuaig that Bylaw 2016-04 receive second reading. The motion carried unanimously.**

**A motion was made by Council Member Tracey Melnyk that Bylaw 2016-04 receive third and final reading, and that it be declared finally passed. The motion carried unanimously.**

## Chief Financial Officer

### [RFD 16-164](#)

Contracted Project Manager Funding Request

#### **Proposed Motion**

That Council approve funding from the Municipal Sustainability Initiative (MSI) Operating Grant for a contract Project Manager in the amount of up to \$100,000 to support the completion of the new Enterprise Resource Planning (ERP) system.

**A motion was made by Council Member AnnLisa Jensen that funding from the Municipal Sustainability Initiative Operating Grant for a contract Project Manager be approved in the amount of up to \$100,000.00 to support the completion of the new Enterprise Resource Planning system. The motion carried unanimously.**

## DELEGATIONS

### [App 16-041](#)

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

Mayor Shaigec asked the gallery if there were any issues that the public wishes to bring to the attention of Parkland County. The follow public members came forward:

1. Larry Zimmer, Hubbles Lake RV Resort owner, requested Council's consideration and support for the License of Occupation Agreement approval between Hubbles Lake RV Resort and Parkland County that will be presented at this meeting.
2. Harriet Switzer, representing concerned Parkland County residents of the Parkland Airport came forward indicating that a vote had taken place September 2013 regarding the airport and wish to identify for the record the vote that had taken place and those who voted either in favor or against from Parkland County. Also further questions were asked: Was there an application to Parkland County and how was it approved?; Is Parkland County aware of additional hangers being constructed?; Why the Parkland Airport was not required to have an environmental study?; Why there was no traffic or noise impact study?; Why are the residents of Parkland County responsible to pay for power lines being buried for the purpose of the Parkland Airport?.

Ms. Switzer advised that homes in the area of the airport for sale are now at a lesser value. Ms. Switzer requested Parkland County's support for a complaint line that residents may use in order to collect complaint data. Other agencies do not have a form of collecting complaints related to the airport issue that results in no way to measure the number of issues that arise from the airport.

Ms. Switzer acknowledged that Parkland County was not in support of the airport initially, but is no longer advocating for the residents because the airport is under provincial and federal jurisdiction; and, advised that the residents are working with Rona Ambrose's office to develop a legal petition against the airport that is intended to receive public attention. Ms. Switzer further informed that the Enoch First Nation supports the resident group.

Ms. Switzer requested a written response regarding the vote taken by Parkland County related to the Parkland Airport and a record of that vote; and, that all communication going forward be in writing to serve as a record.

## Recess

Mayor Shaigec recessed the meeting at 9:28 a.m. and reconvened the meeting at 9:37 a.m.

### [BL 16-033](#)

PUBLIC HEARING - 9:30 a.m.

Bylaw 2016-16 - Landfill Business Regulation Bylaw

#### **Proposed Motion(s)**

1. That Bylaw 2016-16 receive second reading.
2. That Bylaw 2016-16 receive third reading.

*Mayor Shaigec called the public hearing to order at 9:37 a.m., in accordance with the provisions of the Municipal Government Act, to provide an opportunity for public input and comment regarding proposed Bylaw 2016-16, and explained the process of the hearing.*

*Administration presented Bylaw 2016-16.*

*Verbal Submissions*

*There were no verbal submissions.*

*Written Submissions*

*There were no written submissions.*

*Mayor Shaigec closed the public hearing at 10:04 a.m.*

**A motion was made by Council Member Phyllis Kobasiuk that Bylaw 2016-16 be amended as follows:**

- 1. Reclamation of Landfills, Section 9., delete the word "waster" and insert the word "waste" and that it read: "...site is undertaken and continues to import inert waste or the materials to the landfill site, ..."**
- 2. Penalties, Section 16. (3), delete the word "second" and insert the word "third" and that it read: "...any person who commits a third time breach of any of the provisions of this Bylaw, ..."**

**The motion carried unanimously.**

**A motion was made by Council Member Jackie McCuaig that Bylaw 2016-16 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 Darrell Hollands that Bylaw 2016-16 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

## **NEW BUSINESS**

### **Development Services Matters**

#### **[RFD 16-04](#)**

Hubbles Lake RV Resort - License of Occupation

#### **Proposed Motion(s)**

That Council authorize Administration to execute the License of Occupation Agreement between Hubbles Lake RV Resort and Parkland County as

presented in Attachment 1.

**A motion was made by Council Member Darrell Hollands that administration be directed to execute the License of Occupation Agreement between Hubbles Lake RV Resort and Parkland County, with the following amendment:**

**Page 2, Licensing Fee, delete "\$8,400" and insert "\$14,000", and that it read: "The Occupant shall pay to the County a fee of \$14,000 in yearly installments of ...\$2,800..."**

**The motion carried unanimously.**

**A motion was made by Council Member Phyllis Kobasiuk that the License of Occupation Agreement between Hubbles Lake RV Resort and Parkland County be amended as follows:**

**Page 2, Term, 1. delete "the Chief Administrative Officer of Parkland County or designate" and insert "Council", and that it read: "... Any subsequent renewal shall be at the discretion of Parkland County Council."**

**The motion failed by the following vote:**

**For:** 3 - Council Member Jensen, Mayor Shaigec and Council Member Kobasiuk

**Against:** 4 - Council Member McCuaig, Council Member McNab, Council Member Hollands and Council Member Melnyk

## **Community Services Matters**

### **[RFD 16-119](#)**

#### **2017 Recreation Capital Cost Share Requests**

##### **Proposed Motions**

1. That Council approve up to \$69,172.08 from Restricted Surplus - Recreation Facilities for the City of Spruce Grove's 2017 Capital Cost Share Request as presented; and,
2. That Council approve up to \$77,385.00 from Restricted Surplus - Recreation Facilities for the Town of Stony Plain's 2017 Capital Cost Share Request as presented; and,
3. That Council approve up to \$92,000.00 from Restricted Surplus - Recreation Facilities for the Yellowhead County's 2017 Capital Cost Share Request as presented; and,
4. That Council approve up to \$31,487.13 from Restricted Surplus - Recreation Facilities for the Town of Drayton Valley's 2017 Capital Cost Share Request as presented.

**A motion was made by Council Member AnnLisa Jensen that up to \$69,172.08 from Restricted Surplus - Recreation Facilities be approved for the City of Spruce Grove's 2017 Capital Cost Share Request, as presented. The motion carried unanimously.**

**A motion was made by Council Member Phyllis Kobasiuk that up to \$77,385.00 from Restricted Surplus - Recreation Facilities be approved for the Town of Stony Plain's 2017 Capital Cost Share Request, as presented. The motion carried unanimously.**

**A motion was made by Council Member John McNab that up to \$92,000.00 from**

**Restricted Surplus - Recreation Facilities** be approved for the Yellowhead County's 2017 Capital Cost Share Request, as presented. The motion carried unanimously.

**A motion was made by Council Member Tracey Melnyk that up to \$31,487.13 from Restricted Surplus - Recreation Facilities** be approved for the Town of Drayton Valley's 2017 Capital Cost Share Request, as presented. The motion carried unanimously.

[RFD 16-156](#)

Blueberry Community League Sustainability Grant - Major Capital

**Proposed Motion(s)**

That Council approve Blueberry Community League's Sustainability Grant - Major Capital application in the amount of \$20,900 to be funded from Restricted Surplus - Recreation Facilities.

**A motion was made by Council Member Darrell Hollands that the Blueberry Community League's Sustainability Grant - Major Capital application** be approved in the amount of \$20,900.00 to be funded from Restricted Surplus - Recreation Facilities, as presented. The motion carried unanimously.

**Recess**

**Mayor Shaigec recessed the meeting at 10:25 a.m. and reconvened the meeting at 10:39 a.m.**

[RFD 16-133](#)

Fire Services Master Plan

**Proposed Motions**

1. That Council receive the Fire Services Master Plan in principle, as presented.
2. That administration be directed to develop a Fire Services Master Plan Implementation to be presented to Council for consideration and decision through the Strategic Planning and Budget processes.

**A motion was made by Council Member John McNab that the Fire Services Master Plan** be received in principle, as presented. The motion carried unanimously.

**A motion was made by Council Member Jackie McCuaig that administration** be directed to develop a Fire Services Master Plan Implementation that will be presented to the Committee of the Whole prior to presentation to Council for consideration and decision through the Strategic Planning and Budget processes. The motion carried unanimously.

**Corporate Services Matters**

[RFD 16-138](#)

Appointment of 2016 Assessment Review Board Panelists

**Proposed Motion**

That Council appoint Judy Bennett, Darlene Chartrand, Paul Chauvet, Jack Dennett, Russell Graff, Tina Graszko, Stewart Hennig, Richard Knowles, Guy Normandeau, Raymond Ralph, and Dianne Rossrove as panelists to the 2016 Assessment Review Board.

A motion was made by Council Member AnnLisa Jensen that the appointment of Judy Bennett, Darlene Chartrand, Paul Chauvet, Jack Dennett, Russell Graff, Tina Graszko, Stewart Hennig, Richard Knowles, Guy Normandeau, Raymond Ralph, and Dianne Rossrove as panelists to the 2016 Assessment Review Board be approved, as presented. The motion carried unanimously.

[RFD 16-139](#)

Replacement Server Funding Request

**Proposed Motion**

That Council authorize the use of the Municipal Sustainability Initiative (MSI) Operating Grant to fund the purchase of a new AS400 Server in the amount of up to \$57,000 to support the Bellamy Financial System until the completion of the new Enterprise Resource Planning (ERP) system.

A motion was made by Council Member Phyllis Kobasiuk that Municipal Sustainability Initiative Operating Grant funding be approved for the purchase of a new AS400 Server in the amount of up to \$57,000.00 to support the Bellamy Financial System until the completion of the new Enterprise Resource Planning (ERP) system. The motion carried unanimously.

**Development Services Matters**

[RFD 16-142](#)

Summer Village of Seba Beach Annexation Request

**Proposed Motion(s)**

That Administration be directed to negotiate with the Summer Village of Seba Beach on the annexation proposal; and, that Parkland County support the preparation of a report for the negotiations, as presented.

A motion was made by Council Member Tracey Melnyk that administration be directed to negotiate with the Summer Village of Seba Beach for the annexation proposal for property located at Plan 032 0557, Block 1, Lot 3 (3, 53109 Highway 31); and, that Parkland County support the preparation of a report for the negotiations, as presented. The motion carried unanimously.

**Infrastructure Services Matters**

[RFD 16-134](#)

Acheson Transit Service Update and Agreement

**Proposed Motions**

1. That Council authorize Administration to execute the Regional Transit Service Agreement between City of Edmonton, City of Spruce Grove, and Parkland County for the period of September 1, 2016 to December 31, 2017, as presented in Attachment I.
2. That Council authorize the amended Fare Structure, as presented in Attachment II.

A motion was made by Council Member Jackie McCuaig that administration be authorized to execute the Regional Transit Service Agreement between City of Edmonton, City of Spruce Grove, and Parkland County for the period of September 1, 2016 to December 31, 2017, as presented. The motion carried unanimously.

**A motion was made by Council Member AnnLisa Jensen that the amended Regional Transit Service Fare Structure be approved, as presented. The motion carried unanimously.**

**RFD 16-135**

Acheson Transit Service Pilot Project - Phase Two with a Proposed Shuttle Service

**Proposed Motions**

1. That Council authorize Administration to enter into an agreement with the City of Spruce Grove and the City of Edmonton to implement Phase Two of the Acheson Transit Service pilot project.
2. That Council approve \$30,000 of Gas Tax funding to construct a bus stop in Acheson Zone 3.
3. That Council authorize Administration to initiate a procurement process to select a service provider for the Acheson Shuttle Service.

**A motion was made by Council Member AnnLisa Jensen that administration be directed to enter into an agreement with the City of Spruce Grove and the City of Edmonton to implement Phase Two of the Acheson Transit Service pilot project, as presented. The motion carried unanimously.**

**A motion was made by Council Member John McNab that \$30,000.00 of Gas Tax Funding be approved to construct a bus stop in Acheson Zone 3, as presented. The motion carried unanimously.**

**A motion was made by Council Member Jackie McCuaig that administration be directed to initiate a procurement process to select a service provider for the Acheson Shuttle Service, as presented. The motion carried unanimously.**

**RFD 16-141**

2016-2019 Road Program - Asphalt Overlay Program - Additional project request

**Proposed Motion**

That Council approve the expenditure of \$170,000 (\$85,000 in MSI and \$85,000 in GTF) for an asphalt overlay project on Range Road 13 from Township Road 534 to Kathmarcam Subdivision entrance.

**A motion was made by Council Member Phyllis Kobasiuk that the expenditure of \$170,000.00 (\$85,000.00 in Municipal Sustainability Initiative funding, and \$85,000.00 in Gas Tax funding) be approved for an asphalt overlay project on Range Road 13 from Township Road 534 to Kathmarcam Subdivision entrance. The motion carried unanimously.**

**COMMUNICATIONS**

**COM 16-044**

AAMDC Contact Newsletter

**Proposed Motion**

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

**A motion was made by Council Member Phyllis Kobasiuk that the July 13, 21, 27, August 3, and August 10, 2016 AAMDC Contact Newsletters be received for information, as presented. The motion carried unanimously.**

[COM 16-045](#)

## Federation of Canadian Municipalities (FCM) Update

**Proposed Motion**

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

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

[COM 16-046](#)

## Committee Reports

**Proposed Motion**

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

**A motion was made by Council Member Jackie McCuaig that the following Committee Reports be received for information:**

1. Council Member AnnLisa Jensen reported on the ALUS Farm Tour, and the Heritage Agricultural Society Board of Directors.
2. Council Member Phyllis Kobasiuk reported on the Parkland County Agricultural Tour.
3. Council Member Tracey Melnyk reported on the Parkland County Agricultural Tour.
4. Mayor Shaigec reported on the ALUS Farm Tour, Paul's First Nations Pow Wow event.

The motion carried unanimously.

**IN-CAMERA SESSION**[RFD 16-145](#)

## In-Camera Session

**Proposed Motion**

That Council convene In-Camera pursuant to Section 197 of the *Municipal Government Act* to meet in private to discuss matters protected from disclosure by Sections 16, 21, 24, and 25 of the *Freedom of Information and Protection of Privacy Act*.

*Meeting went into Recess*

*Meeting Reconvened*

**A motion was made by Council Member John McNab that Council convene In-Camera at 12:32 p.m. pursuant to Section 197 of the Municipal Government Act to meet in private to discuss matters protected from disclosure by Sections 15, 21, 24, and 25 of the Freedom of Information and Protection of Privacy Act. The motion carried unanimously.**

[PRE 16-058](#)

Governance and Future Planning, and Land Matters  
FOIP Sections 16, 21, 24, and 25

[RFD 16-146](#)

Regular Council Meeting Session

**Proposed Motion**

That Council revert to regular session.

A motion was made by Council Member Tracey Melnyk that Council revert to regular meeting session at 3:07 p.m. The motion carried unanimously.

**CLOSE OF MEETING**

Mayor Shaigec closed the meeting at 3:08 p.m.

---

Mayor

---

Supervisor, Legislative & Administrative Services