



# Parkland County

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

## Meeting Minutes

### Committee of the Whole

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

---

Tuesday, September 6, 2016

9:00 AM

Council Chambers

---

### CALL TO ORDER

Committee Chair AnnLisa Jensen called the meeting to order at 9:01 a.m.

**Present:** 6 - Council Member AnnLisa Jensen, Council Member Jackie McCuaig, Council Member Phyllis Kobasiuk, Council Member John McNab, Mayor Rod Shaigec and Council Member Tracey Melnyk

**Absent:** 1 - Council Member Darrell Hollands

#### Administration:

Michael Heck, Chief Administrative Officer  
Dave Cross, Interim General Manager, Community Services  
Ken Van Buul, Interim General Manager, Corporate Services  
Peter Vana, General Manager, Development Services  
Tracy Kibblewhite, Chief Financial Officer (in-part)  
Sarah Mate, Communications Coordinator  
Doug Tymchyshyn, Supervisor, Legislative & Administrative Services  
Arlan Delisle, County Solicitor/Manager, Legal & Legislative Services  
Sheryl Cammidge, Recording Secretary

### ADOPTION OF AGENDA

A motion was made by Committee Member Phyllis Kobasiuk that the agenda be adopted as presented. The motion carried unanimously.

### ADOPTION OF MINUTES

Unadopted Committee of the Whole July 5, 2016 Minutes

#### **Proposed Motion**

The Committee of the Whole meeting minutes of July 5, 2016 be adopted, as presented.

**Attachments:**     [Unadopted Committee of the Whole July 5, 2016 Minutes](#)

A motion was made by Committee Member Jackie McCuaig that the minutes of the July 5, 2016 Committee of the Whole be adopted as presented. The motion carried unanimously.

## **NEW BUSINESS**

### **Chief Administrative Officer**

Wendel Heights Road Surfacing Petition Report

#### **Proposed Motion**

The Wendel Heights road surfacing petition report be received for information.

**Attachments:**     [1. Wendel Heights Road Surfacing Petition Report](#)

A motion was made by Committee Member Phyllis Kobasiuk that the Wendel Heights road surfacing petition report be received for information. The motion carried unanimously.

### **Chief Financial Officer**

Parkland County Restricted Surplus Review - Terms of Reference

#### **Proposed Motion**

The Parkland County Restricted Surplus Review Terms of Reference be received for information.

**Attachments:**     [1. Restricted Surplus Review - Terms of Reference](#)  
                              [2. Administrative Report Restricted Surplus Review](#)

A motion was made by Committee Member Jackie McCuaig that the Parkland County Restricted Surplus Review Terms of Reference be received for information. The motion carried unanimously.

### **General Manager, Community Services**

Wabamun Lake Ad Hoc Committee Terms of Reference

#### **Proposed Motion**

The Wabamun Lake Ad Hoc Committee Terms of Reference be approved as presented.

**Attachments:**     [1. Wabamun Lake Ad Hoc Committee Terms of Reference](#)

A motion was made by Committee Member Tracey Melnyk that the Wabamun Lake Ad Hoc Committee Terms of Reference be approved as presented. The motion carried unanimously.

Tracy Kibblewhite left the meeting at 9:22 a.m.

### **General Manager, Corporate Services**

Local Authorities Election Act Discussion Guide Response

#### **Proposed Motion**

Administration be directed to submit the Local Authorities Election Act Discussion Guide responses to Alberta Municipal Affairs as presented.

**Attachments:**     [1. Local Authorities Election Act Discussion Guide Response](#)

**A motion was made by Committee Member John McNab that Administration be directed to submit the Local Authorities Election Act Discussion Guide responses to Alberta Municipal Affairs as presented. The motion carried unanimously.**

Code of Conduct Regulation Discussion Guide Response

#### **Proposed Motion**

Administration be directed to submit the Code of Conduct Discussion Guide responses to Alberta Municipal Affairs as presented.

**Attachments:**     [1. Code of Conduct Regulation Discussion Paper](#)

**A motion was made by Committee Member Phyllis Kobasiuk that Administration be directed to submit the Code of Conduct Discussion Guide responses to Alberta Municipal Affairs as presented. The motion carried unanimously.**

Public Participation Regulation Discussion Guide Response

#### **Proposed Motion**

Administration be directed to submit the Public Participation Discussion Guide responses to Alberta Municipal Affairs as presented.

**Attachments:**     [1. Public Participation Regulation Discussion Guide Response](#)

**A motion was made by Mayor Rod Shaigec that Administration be directed to submit the Public Participation Discussion Guide responses to Alberta Municipal Affairs as presented. The motion carried unanimously.**

Corporate Services - Division Update

#### **Proposed Motion**

The Corporate Services Division presentation be received for information.

**Attachments:**     [1. Corporate Services Update September 2016](#)

**A motion was made by Committee Member Tracey Melnyk that the Corporate Services Division presentation be received for information. The motion carried unanimously.**

Committee Chair AnnLisa Jensen recessed the meeting at 10:10 a.m. and reconvened the meeting at 10:22 a.m.

### **General Manager, Development Services**

Highvale End Land Use Area Structure Plan Update

#### **Proposed Motion**

The Highvale End Land Use Area Structure Plan (Bylaw 2016-12) update be received for information.

**A motion was made by Committee Member John McNab that the Highvale End Land Use Area Structure Plan (Bylaw 2016-12) update be received for information. The motion carried unanimously.**

Municipal Development Plan - June 2016 Update

#### **Proposed Motion**

The Municipal Development Plan update be received for information.

**A motion was made by Committee Member Jackie McCuaig that the Municipal Development Plan update be received for information. The motion carried unanimously.**

Wabamun Sub-Watershed Land Use Plan Update

#### **Proposed Motion**

The Wabamun Sub-Watershed Land Use Plan update be received for information.

**A motion was made by Mayor Rod Shaigec that the Wabamun Sub-Watershed Land Use Plan update be received for information. The motion carried unanimously.**

Accessory Building Securities

#### **Proposed Motion**

1. The Accessory Building Securities report be received for information.
2. Administration be directed to present amendments to Land Use Bylaw 20-2009 that remove the requirement for securities associated with accessory buildings and allow minor buildings on vacant parcels subject to specific regulations and criteria for Council consideration.

**Attachments:**     [1. Administrative Report - Accessory Building Securities](#)  
                              [2. Presentation - Accessory Building Securities](#)

Craig Thomas, Supervisor, Development Planning presented the Accessory Building Securities presentation.

**A motion was made by Committee Member John McNab that the Accessory Building Securities report be received for information and that Administration be directed to present amendments to Land Use Bylaw 20-2009 to remove the requirement for securities associated with accessory buildings and allow**

minor buildings on vacant parcels subject to specific regulations and criteria for Council consideration. The motion carried unanimously.

Planning and Development Services Update Presentation

**Proposed Motion**

The Planning and Development Services presentation be received for information.

**Attachments:**     [1. Planning & Development Services presentation](#)

Carol Bergum, Manager, Planning & Development Services presented the Planning & Development Services Update.

A motion was made by Mayor Rod Shaigect that the Planning & Development Services Update be received for information. This motion carried unanimously.

Capital Region Growth Plan Update

**Proposed Motion**

The Capital Region Growth Plan update be received for information.

**Attachments:**     [1. Capital Region Board Attachment](#)

A motion was made by Mayor Rod Shaigec that the Capital Region Growth Plan update be received for information. The motion carried unanimously.

## COMMUNICATIONS

AAMDC Contact Newsletter

**Proposed Motion**

The AAMDC Contact Newsletter be received for information.

**Attachments:**     [1. August 25, 2016 Contact Newsletter](#)  
                              [2. August 19, 2016 Contact Newsletter](#)

A motion was made by Committee Member Jackie McCuaig that the AAMDC Contact Newsletters be received for information. The motion carried unanimously.

Federation of Canadian Municipalities (FCM) Update

**Proposed Motion**

The Federal of Canadian Municipalities (FCM) update be received for information.

**Attachments:**     [Federation of Canadian Municipalities \(FCM\) Update](#)

A motion was made by Committee Member Phyllis Kobasiuk that the Federation of Canadian Municipalities be received for information. The motion carried unanimously.

## **NEXT MEETING**

The next Committee of the Whole meeting is scheduled for September 20, 2016 at 9:00 a.m.

## **CLOSE OF MEETING**

Committee Chair AnnLisa Jensen closed the meeting at 11:37 a.m.

---

Committee Chair

---

Recording Secretary