



# Parkland County

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Parkland County, Alberta  
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## 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*

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Tuesday, May 7, 2019

9:00 AM

Council Chambers

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### CALL TO ORDER

Committee Chair Tracey Melnyk called the meeting to order at 9:00 a.m.

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

**Absent:** 1 - Council Member Phyllis Kobasiuk

#### Administration:

Michael Heck, Chief Administrative Officer - in-part  
Arlan Delisle, County Solicitor, Legal Services - in-part  
Laura Swain, General Manager, Corporate Services  
Tracy Kibblewhite, General Manager, Chief Financial Officer - in-part  
Rob McGowan, General Manager, Operations Services - in-part  
Sarah Mate, Director, Community Services - in-part  
Barb Shackel-Hardman, Director, Agricultural Services - in-part  
Sharlene McClean, Chief Information Officer, Information Services - in-part  
Emily Strach, Corporate Planning & Intergovernmental Advisor, Strategic Planning & Intergovernmental Affairs - in-part  
Jody Hancock, Director, Engineering Services - in-part  
Jeff Dyck, Director, Financial Planning & Treasury, Financial Planning & Treasury - in-part  
Tom Watts, Director, Human Resources - in-part  
Barb Williams, Manager, Legislative Services - in-part  
Lois Tyerman, Legislative Officer, Legislative Services (Recording Secretary) - in-part

### ADOPTION OF AGENDA

A motion was made by Committee Member Darrell Hollands that the May 7, 2019 Committee of the Whole meeting agenda be adopted, as amended with the following additions:

Staff Introductions

Item 9.1 - Closed Session - Personnel Matter  
FOIP Section 17 - Harmful to Personal Privacy  
FOIP Section 19 - Confidential Evaluations  
FOIP Section 24 - Advice from Officials

The motion carried unanimously.

## CONSENT AGENDA

A motion was made by Committee Member AnnLisa Jensen that the Committee of the Whole consent to approve the following agenda items without debate:

Item Number: 4.1

Unadopted Committee of the Whole April 16, 2019 Meeting Minutes

That the Unadopted Committee of the Whole April 16, 2019 meeting minutes be approved, as presented.

Item Number: 8.1

Rural Municipalities of Alberta Contact Newsletter

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

Item Number: 8.2

Federation of Canadian Municipalities Update

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

The motion carried unanimously.

## STAFF INTRODUCTIONS

The Committee of the Whole welcomed new staff members Sharlene McLean, Chief Information Officer, Information Services, and Barb Shackel-Hardman, Director, Agricultural Services.

## NEW BUSINESS

### Chief Administrative Officer

#### [RFD 19-100](#)

Village of Wabamun Memorandum of Understanding for Parkland County Fire Hall

#### **Proposed Motion**

That the Committee receive for information the Village Wabamun Memorandum of Understanding for the Parkland County Fire Hall, as presented.

A motion was made by Committee Member Jackie McCuaig that the Committee receive for information the Village of Wabamun Memorandum of

Understanding for the Parkland County Fire Hall, as presented. The motion carried unanimously.

### **General Manager, Operations Services**

#### **RFD 19-102**

CN Grade Crossing Location Upgrades Update

#### **Proposed Motion**

That the CN Grade Crossing Location Upgrades Update be received for information, as presented.

**A motion was made by Committee Member John McNab that the CN Grade Crossing Location Upgrades update be received for information, as presented. The motion carried unanimously.**

### **DELEGATIONS**

#### **App 19-025**

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

Committee Chair Tracey Melnyk asked the gallery if there were any issues that the public wishes to bring to the attention of Parkland County. No one came forward.

#### **App 19-023**

Appointment - 9:30 a.m.  
100 Year Agricultural Award Presentation  
(Giese Family)

Committee Member Darrell Hollands presented the 100 Year Agricultural Award to the Giese family.

### **NEW BUSINESS**

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

#### **RFD 19-097**

Council Appointments to Committees and Boards Review

#### **Proposed Motion**

That the Council appointed Boards and Committees review be received for information, as presented.

**Administration presented the Council Appointments to Committees and Boards presentation. The item was deferred to later in this meeting to allow for a scheduled delegation.**

### **RECESS**

Committee Chair Tracey Melnyk recessed the meeting at 9:57 a.m., and reconvened the meeting at 10:04 a.m.

### **DELEGATIONS**

[App 19-026](#)

Appointment - 10:00 a.m.  
The CHANGE Centre (Dr. Doug Klein)

**Proposed Motion**

That the CHANGE Centre presentation be received for information, as presented.

**Dr. Doug Klein presented the CHANGE Centre presentation. A motion was made by Mayor Rod Shaigec that the CHANGE Centre presentation be received for information, as presented. The motion carried unanimously.**

[App 19-027](#)

Appointment - 10:30 a.m.  
Rural Municipalities of Alberta (RMA) Insurance Update  
(John Hackwell, Risk Advisor)

**Proposed Motion**

That the RMA Insurance Update be received for information, as presented.

**John Hackwell, Risk Advisor and Tom Hirst, Senior Claims Examiner, Rural Municipalities of Alberta (RMA) Insurance presented the RMA Insurance update.**

**A motion was made by Committee Member Jackie McCuaig that the Rural Municipalities of Alberta (RMA) Insurance update be received for information, as presented. The motion carried unanimously.**

[App 19-024](#)

Appointment - 11:00 a.m.  
Priority Based Budgeting Project Update

**Proposed Motion**

That the Priority Based Budgeting Project Update presentation be received for information, as presented.

**Tim Duhamel, President, Bloom Centre for Municipal Education and Kay Spiess, Daily Grind Business Solutions presented the Priority Based Budgeting Project update.**

**A motion was made by Committee Member John McNab that the Priority Based Budgeting Project update presentation be received for information, as presented. The motion carried unanimously.**

**RECESS**

**Committee Chair Tracey Melnyk recessed the meeting at 11:26 a.m., and reconvened the meeting at 11:35 a.m.**

**NEW BUSINESS****General Manager, Corporate Services**[RFD 19-097](#)

Council Appointments to Committees and Boards Review

**Proposed Motion**

That the Council appointed Boards and Committees review be received for information, as presented.

**A motion was made by Committee Member John McNab that the Council appointed Boards and Committees review be received for information, as presented. The motion carried unanimously.**

**CLOSED SESSION**

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

**Absent:** 1 - Council Member Phyllis Kobasiuk

**Administration:**

**Michael Heck, Chief Administrative Officer - Administrative Advisor**

**Arlan Delisle, County Solicitor, Legal Services - Legal Advisor**

**Laura Swain, General Manager, Corporate Services - Administrative Advisor**

**Tom Watts, Director, Human Resources - Human Resources Advisor**

[RFD 19-109](#)

Closed Session

**Proposed Motion**

That the Committee of the Whole 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 23 of the *Freedom of Information and Protection of Privacy Act*.

**A motion was made by Committee Member AnnLisa Jensen that the Committee of the Whole convene in closed session at 11:58 a.m. pursuant to Section 197 of the Municipal Government Act to meet in private to discuss matters protected from disclosure by Section 23 of the Freedom of Information and Protection of Privacy Act. The motion carried unanimously.**

[PRE 19-034](#)

Personel Matter

FOIP Section 17 - Harmful to Personal Privacy

FOIP Section 19 - Confidential Evaluations

FOIP Section 24 - Advice from Officials

[RFD 19-108](#)

Regular Committee of the Whole Meeting Session

**Proposed Motion**

That the Committee of the Whole revert to regular meeting session.

**A motion was made by Mayor Rod Shaigec that the Committee of the Whole revert to regular meeting session at 12:26 p.m. The motion carried unanimously.**

**NEXT MEETING**

The next Committee of the whole Meeting is scheduled for June 4, 2019 at 9:00 a.m.

## **CLOSE OF MEETING**

Committee Chair Tracey Melnyk adjourned the meeting at 12:27 p.m.

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Committee Chair

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Recording Secretary