



*County of St Paul No 19*  
5015 - 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

**February 12, 2013**

Tuesday, February 12, 2013

Start time 10:00 AM

Council Room

## **AGENDA**

1. **CALL TO ORDER**
2. **MINUTES**
  - 2.1 **JANUARY 15, 2013 COUNCIL MEETING (2013/01/15)**
3. **BANK RECONCILIATION**
4. **ADDITIONS TO AGENDA AND ACCEPTANCE OF AGENDA**
5. **BUSINESS ARISING FROM MINUTES**
  - 5.1. **ARMISTICE HALL**
  - 5.2. **LEASE NE 2-62-12-W4**
6. **DELEGATION**
  - 6.1. **10:30 A.M. - BYLAW NO. 2013-01 - AMEND LUB - REZONE PSW 25-57-7-W4 FROM AG TO IND/COMM.**
  - 6.2. **11:00 A.M. - BYLAW NO. 2013-02 - AMEND LUB - REZONE PSW 7-58-8-W4 FROM AG TO CR(2)**
7. **NEW BUSINESS**
  - 7.1. **ASB RENTAL EQUIPMENT RATES**
  - 7.2. **GRAVEL SALES POLICY - PW-59**
  - 7.3. **PARKS FEES**
  - 7.4. **2013 PARKS SALARY APPROVAL**
  - 7.5. **APPROACH DEPOSIT POLICY DEV-88**
  - 7.6. **2013 LAND LEASES**
  - 7.7. **CRITICAL INCIDENT STRESS MANAGEMENT TRAINING - MARCH 5-7**
  - 7.8. **EOEP - SERVICE DELIVERY - MARCH 18**
  - 7.9. **COMMUNITY PLANNING ASSOCIATION CONFERENCE - APR. 15-17**
  - 7.10. **ALBERTA LIBRARY CONFERENCE - APR. 25-28**

- 7.11. ALBERTA RECREATION FACILITY PERSONNEL CONFERENCE - APR. 28 - MAY 1
- 7.12. 2013 MUNICIPAL ADMINISTRATION LEADERSHIP WORKSHOP - MAY 14-17
- 7.13. 2013 FCM CONFERENCE - MAY 31 - JUNE 1
- 7.14. FUNDING REQUEST FOR 2013 ALBERTA FRANCOPHONE GAMES
- 7.15. FUNDING REQUEST - ST. PAUL SPLASH PARK
- 7.16. REQUEST TO HOST BEEF ON A BUN - ST. PAUL DISTRICT 4-H COUNCIL
- 7.17. NEWALTA REQUEST TO CANCEL PROPERTY TAXES
- 7.18. DATE FOR PUBLIC AUCTION OF LANDS
- 7.19. UNIFORM QUALITY MANAGMENT PLAN
- 7.20. LAC LA BICHE COUNTY - MEDEVAC SERVICES
- 7.21. ROAD CONSTRUCTION EASEMENTS
- 7.22. RN RECRUITMENT COMMITTEE
- 7.23. POTENTIAL CHANGES TO LINDBERGH POST OFFICE
- 7.24. BYLAW 2013-03 FEE SCHEDULE BYLAW
- 7.25. BYLAW 2013-05 - COMMUNITY AGGREGATE PAYMENT LEVY
- 7.26. SPECIAL MEETING - FEBRUARY 26, 2013
- 7.27. IN CAMERA
- 8. CORRESPONDENCE
- 9. REPORTS
  - 9.1. CAO REPORT
  - 9.2. REPORTS
- 10. UPCOMING MEETINGS
- 11. FINANCIAL
  - 11.1. BUDGET TO ACTUAL
  - 11.2. LISTING OF ACCOUNTS PAYABLE
  - 11.3. COUNCIL FEES
- 12. ADJOURNMENT



## January 15, 2013 Council Meeting

Start time : 10:00 AM

### MINUTES

#### CALL TO ORDER

The 613th meeting of the Council of the County of St. Paul No. 19 was called to order by Reeve Steve Upham at 10:08 a.m., Tuesday, January 15, 2013 at the County Office in St. Paul, there being present the following:

Reeve Steve Upham	
Councillor Glen Ockerman	Division 1
Councillor Dwight Dach	Division 2
Councillor Cliff Martin	Division 3
Councillor Maxine Fodness	Division 4
Councillor Frank Sloan	Division 5
Councillor Alphonse Corbiere	Division 6
Sheila Kitz	CAO
Tim Mahdiuk	Assistant CAO
Phyllis Corbiere	Executive Assistant
Leo deMoissac	Public Works Superintendent
Janice Huser	St. Paul Journal

#### MINUTES

##### **Resolution #CM20130115.1001**

Moved By: Councillor Maxine Fodness

Motion to approve minutes of the December 11, 2012 Council Meeting as presented.

**CARRIED**

#### BANK RECONCILIATION

##### **Resolution #CM20130115.1002**

Moved By: Councillor Cliff Martin

Motion to adopt the Bank Reconciliation for the month of December, 2012.

**CARRIED**

#### ADDITIONS TO AGENDA AND ACCEPTANCE OF AGENDA

The following additions were made to the agenda:

7.28 Request to Use Reserve Land at Laurier Lake

7.29 Host July Zone Meeting

##### **Resolution #CM20130115.1003**

Moved By: Councillor Alphonse Corbiere

Motion to adopt the agenda for the Regular Meeting of Council for January 15, 2013 with the above noted additions.

**CARRIED**

#### CHANGE ORDER FOR ASHMONT/LOTTIE LAKE WATER TRANSMISSION LINE

##### **Resolution #CM20130115.1004**

Moved By: Councillor Frank Sloan

Motion to approve change order no. 4 for the Ashmont/Lottie Lake Water Transmission Line in the amount of \$45,000 which is required for the communication systems (SCADA Systems) between Ashmont and Lottie Lake.

**CARRIED**

**BYLAW NO. 1618 -  
LICENCE ROAD  
ALLOWANCE  
BETWEEN NW 10  
AND SW  
15-60-10-W4**

**Resolution #CM20130115.1005**

Moved By: Councillor Cliff Martin

Motion to give second reading to Bylaw No. 1618, Licence Agreement for road allowance located between NE 10-60-10-W4 and SW 15-60-10-W4.

**CARRIED**

**Resolution #CM20130115.1006**

Moved By: Councillor Dwight Dach

Motion to give third and final reading to Bylaw No. 1618.

**CARRIED**

**RUSA EXECUTIVE  
MEETINGS -  
JANUARY 10 & 11**

Originated By: Sheila Kitz

**Resolution #CM20130115.1007**

Moved By: Councillor Alphonse Corbiere

Motion to ratify Bryan Bespalko's attendance at the RUSA meetings on January 10 & 11, 2013 in Red Deer.

**CARRIED**

**EMERGING  
TRENDS  
MUNICIPAL LAW  
SEMINAR -  
FEBRUARY 21**

**Resolution #CM20130115.1008**

Moved By: Councillor Maxine Fodness

Motion to approve all of Council, Sheila Kitz, Tim Mahdiuk and other staff members as approved by administration to attend the Brownlee LLP Law Conference on February 21, 2013 in Edmonton.

**CARRIED**

**REYNOLDS MIRTH  
RICHARDS  
FARMER LAW  
SEMINAR -  
FEBRUARY 22**

**Resolution #CM20130115.1009**

Moved By: Councillor Glen Ockerman

Motion to approve all of Council, Sheila Kitz, Tim Mahdiuk and other staff as deemed appropriate by administration to attend the RMRF Municipal Law Seminar on February 22, 2013 in Edmonton.

**CARRIED**

**2013 INDUSTRIAL  
VEGETATION  
MANAGEMENT  
ASSOCIATION OF  
AB SEMINAR -  
MARCH 5-7**

**Resolution #CM20130115.1010**

Moved By: Councillor Dwight Dach

Motion to approve Dennis Bergheim, Keith Kornelsen and Jack Vanden Berg to attend the 2013 IVMAA Spring Seminar and Tradeshow from March 5-7, 2013 in Edmonton.

**CARRIED**

**AAMD&C SPRING  
CONVENTION -  
MARCH 18-20**

Originated By: pcorbiere

**Resolution #CM20130115.1011**

Moved By: Councillor Glen Ockerman

Motion to approve all of Council, Sheila Kitz, Tim Mahdiuk, Leo deMoissac and Ken Warholik to attend the 2013 AAMD&C Municipal Spring Convention from March 18 to 20, 2013 in Edmonton.

**CARRIED**

**2013 EDA  
CONFERENCE -  
APRIL 10-13**

**Resolution #CM20130115.1012**

Moved By: Councillor Dwight Dach

Motion to approve any Councillor who is available to attend the 2013 Economic Developers Association of Alberta Annual Conference from April 10 to 12, 2013 in Kananaskis.

**CARRIED**

**2012 STRATEGIC  
PLAN - 4TH  
QUARTER**

**Resolution #CM20130115.1013**

Moved By: Councillor Maxine Fodness

Motion to approve the final update to the 2012 Strategic Plan.

**CARRIED**

**2012 SUMMARY  
OF DONATIONS  
AS PER POLICY  
PER-14**

**Resolution #CM20130115.1014**

Moved By: Councillor Cliff Martin

Motion to file the 2012 Summary of Donations as information.

**CARRIED**

**2013 LAND  
LEASES**

**Resolution #CM20130115.1015**

Moved By: Councillor Maxine Fodness

Motion to approve the following land leases for renewal for 2013:



SE 4-56-3-W4                James Boyd  
PNW 34-56-5-W4            Lionel Romanchuk  
SE 20-56-7-W4              Banana Hill Farms  
PNW 27-57-8-W4            Jean Fontaine  
NE 4-62-12-W4              William & Edward Zapisocki

CARRIED

**Resolution #CM20130115.1016**  
Moved By: Councillor Dwight Dach  
Motion to approve the following land lease for renewal for a 5 year term:  
PSW 27-59-11-W4              Ashmont Ag Society

CARRIED

**Resolution #CM20130115.1017**  
Moved By: Councillor Frank Sloan  
Motion to approve the following land lease for renewal for a 25 year term:  
PNE 6-60-10-W4              Ashmont Seniors Club  
North of Hwy 28 where the club house is located

CARRIED

**2013 SALARY  
APPROVAL**

**Resolution #CM20130115.1018**  
Moved By: Councillor Alphonse Corbiere  
Motion to approve the recommendations of the Salary Negotiation  
Committee effective January 1, 2013.

CARRIED

**Resolution #CM20130115.1019**  
Moved By: Councillor Maxine Fodness  
Motion to approve the following increase to the Health Spending Account  
effective July 1, 2013:  
- \$100/year - Full Time Employees  
- \$50/year - Seasonal Employees

CARRIED

**COUNTY LIBRARY  
BOARD BUDGET**

Councillor Dach made a presentation to Council regarding funding  
provided to libraries and requested that Council consider increasing  
the County's contribution to the library board.

**Resolution #CM20130115.1020**  
Moved By: Councillor Cliff Martin  
Motion to approve \$37,303 for the Library Board and defer the request  
for an increase in funding to the Budget discussions.

CARRIED

**FEES FOR FILING  
AN ASSESSMENT  
COMPLAINT**

**Resolution #CM20130115.1021**  
Moved By: Councillor Cliff Martin  
Motion to approve the following fees for filing an assessment complaint:  
- \$50 per parcel for Residential and Farmland  
- \$200 per parcel for Non-Residential

CARRIED

**REQUEST FOR  
SPONSORSHIP -  
CLUB  
VOLLEYBALL**

**Resolution #CM20130115.1022**  
Moved By: Councillor Alphonse Corbiere  
Motion to donate \$250 to the Lakeland U18 and St. Paul Rage U15 Club  
volleyball teams.

DEFEATED

**ST. PAUL JUNIOR  
CURLING  
ASSOCIATION**  
Originated By: Sheila Kitz

**Resolution #CM20130115.1023**  
Moved By: Councillor Glen Ockerman  
Motion to deny the request for funding from the St. Paul Junior Curling  
Association.

DEFEATED

**Resolution #CM20130115.1024**

Moved By: Councillor Cliff Martin

Motion to approve a \$300 donation for the St. Paul Junior Curling Association to assist with their bonspiel on February 10, 2013.

**CARRIED**

**11:00 A.M. -  
PUBLIC HEARING -  
BYLAW NO. 1620 -  
AMEND LUB -  
REZONE PNW  
34-57-9-W4 FROM  
URBAN  
EXPANSION TO  
CR(2)**

**Resolution #CM20130115.1025**

Moved By: Councillor Alphonse Corbiere

Motion to adjourn the meeting and proceed to public hearing scheduled for 11:00 a.m. to discuss Bylaw No. 1620, which is a bylaw to amend Land Use Bylaw No. 1486 as it relates to rezoning PNW 34-57-9-W4 from Urban Expansion to Country Residential (2).

**CARRIED**

Reeve Upham declared the Public Hearing open at 11:03 a.m. with all members of Council present.

Dennis Bergheim informed Council that the public hearing was advertised in accordance with section 606 of the M.G.A. and the adjacent landowners were notified.

There were no written submissions either for or against the proposed rezoning and no one was present to speak for or against the proposed rezoning.

Reeve Upham declared the public hearing closed at 11:05 a.m.

**Resolution #CM20130115.1026**

Moved By: Councillor Alphonse Corbiere

Motion to revert to an open meeting.

**CARRIED**

**Resolution #CM20130115.1027**

Moved By: Councillor Maxine Fodness

Motion to give second reading to Bylaw No. 1620.

**CARRIED**

**Resolution #CM20130115.1028**

Moved By: Councillor Cliff Martin

Motion to give third and final reading to Bylaw No. 1620.

**CARRIED**

**2013 ALBERTA  
FIREFIGHTER  
CURLING  
PROVINCIALS**

**Resolution #CM20130115.1029**

Moved By: Councillor Frank Sloan

Motion to deny the request from the St. Paul Fire Department for funding to help offset the cost of attending the Alberta Fire Fighters Curling Assn. Provincial bonspiel, as it does not fall within the scope of the policy.

**CARRIED**

**TRANSPORTATION  
GRANT - MALLAIG  
& DISTRICT  
SENIOR CITIZENS  
CLUB**

Originated By: pcorbiere

**Resolution #CM20130115.1030**

Moved By: Councillor Maxine Fodness

Motion to approve a \$1,000 transportation grant for the Mallaig and District Senior Citizens Club for 2013.

**CARRIED**

**ST. PAUL &  
DISTRICT  
HOSPITAL  
FOUNDATION**

**Resolution #CM20130115.1031**

Moved By: Councillor Dwight Dach

Motion to purchase a table of 8 for \$350 and donate a silent auction item for the Hospital Foundation Fundraiser on March 2, 2013.

**CARRIED**

**KALYNA  
COUNTRY  
PERFORMING  
ARTS  
ASSOCIATION**

**Resolution #CM20130115.1032**

Moved By: Councillor Alphonse Corbiere

Motion to approve financial support for the Kalyna Country Festival of the Performing Arts from March 2-5 in St. Michael.

**DEFEATED**

**FUNDING  
REQUEST ST.  
PAUL EDUCATION  
REGIONAL  
DIVISION NO. 1**

**Resolution #CM20130115.1033**

Moved By: Councillor Frank Sloan

Motion to refer the request from St. Paul Education Regional Division No. 1 for additional funding for the Family School Liaison Worker program to the 2013 budget discussions.

**CARRIED**

**11:15 A.M. -  
AUDREY  
CAMPBELL -  
WESTERN  
CANADIAN SPILL  
SERVICES**

Audrey Campbell with Western Canadian Spill Services was admitted to the Council Room at 11:15 a.m. to inform Council of their proposed winter spill exercise on how to retrieve heavy oil from under ice. WCSS is planning the exercise for March 5 & 6 on the North Saskatchewan River south of the Elk Point Bridge. Audrey Campbell informed Council that the exercise is attended by oil companies operating in the area however County staff are welcome to attend. Following her presentation, the delegation left the Council Room.

**11:30 A.M. - FROG  
LAKE MINOR  
SPORTS**

Stan Olson, Consultant for Frog Lake First Nations, was admitted to the Council Room to speak with Council about entering into an agreement to rent the Whitney Lake Rodeo Grounds and Ball Diamonds. Mr. Olson requested Council's permission to do improvements to the ball diamonds and rodeo grounds in exchange for use of the grounds. They are willing to work with other groups who may want to utilize the grounds providing they are scheduled around Frog Lake's schedule of events.

Councillor A. Corbiere left the meeting at 11:45 a.m.

**Resolution #CM20130115.1034**

Moved By: Councillor Cliff Martin

Motion that the County enter into an Agreement with Frog Lake Minor Sports to use the Whitney Lake Ball Diamonds and Rodeo Grounds.

**CARRIED**

Councillor A. Corbiere entered the Council Room at 11:46 a.m.

**NSWA 2013  
FUNDING  
REQUEST**  
Originated By: pcorbiere

**Resolution #CM20130115.1035**

Moved By: Councillor Cliff Martin

Motion to approve a contribution of \$0.50 per capita for the North Saskatchewan Watershed Alliance to assist with operating costs for the 2013 calendar year.

**CARRIED**

**COUNTY  
PROPERTIES**

**Resolution #CM20130115.1036**

Moved By: Councillor Cliff Martin

Motion to leave the Park Reserve Designation on Lot P, Plan 4074KS in the hamlet of Riverview.

**CARRIED**

**Resolution #CM20130115.1037**

Moved By: Councillor Frank Sloan

Motion to notify the adjacent landowners that the County is interested in leasing out the NE 2-62-12-W4 for the next five years to determine if anyone is interest in leasing the property.

Reeve Upham recessed the meeting for lunch at 12:00 p.m. and reconvened the meeting at 1:08 p.m. with all members present.

**1:00 P.M. - SONIA  
YANUSHAK &  
CHARLES BIOLLO  
RE FENCE POSTS  
AT PAZIUK  
SUBDIVISION**

Sonia Yanushak and Charles Biollo were admitted to the Council Room at 1:08 p.m. to request that Council reconsider their decision to remove the posts from the old boat launch road in the Paziuk Subdivision (Plan 8121812). Ms. Yanushak stated that they own property along the boat launch road and there is already lots of traffic, some of which trespasses onto their property. If the posts are removed they will see an increase in the amount of traffic. Ms. Yanushak and Mr. Biollo stated that if it's a community issue, they can meet to decide what's best for everyone.

Following their presentation, the delegation left the Council Room at 1:38 p.m.

Council upheld their decision to remove the posts from the old boat launch road in the Paziuk Subdivision (Plan 8121812).

**BYLAW NO.  
2013-01 - AMEND  
LUB - REZONE  
PSW 25-57-7-W4  
FROM AG TO  
IND/COMM.**

**Resolution #CM20130115.1038**

Moved By: Councillor Cliff Martin

Motion to give first reading to Bylaw No. 2013-01, to amend Land Use Bylaw No. 1486 as it relates to rezoning PSW 25-57-7-W4 from Agricultural to Industrial/Commercial.

**CARRIED**

**BYLAW NO.  
2013-02 - AMEND  
LUB - REZONE  
PSW 7-58-8-W4  
FROM AG TO  
CR(2)**

**Resolution #CM20130115.1039**

Moved By: Councillor Glen Ockerman

Motion to give first reading to Bylaw No. 2013-02, to amend Land Use Bylaw No. 1486 as it relates to rezoning PSW 7-58-8-W4 from Agricultural to Country Residential (2).

**CARRIED**

**ROAD  
CANCELLATION -  
ROAD PLAN  
2714ET IN SE  
9-56-8-W4; SW  
10-56-8-W4 AND  
EAST 1/2  
4-56-8-W4**

**Resolution #CM20130115.1040**

Moved By: Councillor Frank Sloan

Motion to approve the resolution of the County of St. Paul No. 19 for the purpose of closing to public travel and cancelling a portion of a public highway in accordance with Section 24 of the Municipal Government Act, Chapter M26.1, Revised Statutes of Alberta 2000, as amended.

WHEREAS, the lands hereafter described are no longer required for public travel.

THEREFORE, be it resolved that the Council of the County of St. Paul No. 19 does hereby close the following described roads, subject to rights of access granted by other legislation or regulations:

All that portion of Road Plan 2714ET in SE 9-56-8-W4; SW 10-56-8-W4; NE 4-56-8-W4 and SE 4-56-8-W4 containing 4.75 acres more or less. Excepting thereout all mines and minerals.

Cancelled portions to be consolidated with respective titles.

**CARRIED**

**SAND AND  
GRAVEL  
AGREEMENT**

**Resolution #CM20130115.1041**

Moved By: Councillor Dwight Dach

Motion to approve the five year Sand and Gravel Agreement for PNE 17-56-7-W4 effective January 1, 2013.

**CARRIED**

**MUTUAL FIRE AID  
AGREEMENT -  
BONNYVILLE  
REGIONAL FIRE  
AUTHORITY**

**Resolution #CM20130115.1042**

Moved By: Councillor Cliff Martin

Motion that Council approve the Mutual Fire Aid Agreement with the Bonnyville Regional Fire Authority as presented.

**CARRIED**

**ROAD  
CONSTRUCTION  
EASEMENTS**

**Resolution #CM20130115.1043**

Moved By: Councillor Alphonse Corbiere

Motion to approve the easements for road construction purposes. Backsloping and County to fence or pay compensation for fencing. All are standards easements unless otherwise indicated by \*

**Thru Sec. 34-56-4-W4, BF 75789, Project 1C131, 1 Mile**

NW 34-56-4-W4	Fred Bristow
SW 34-56-4-W4	Fred Bristow
SE 34-56-4-W4	Reed Allan Nichols *
NE 27-56-4-W4	Sheldon & Denise Ballas

\* Purchase Agreement for Culvert

**Hwy 28, South on Rge Rd 95, Project 5C123, 2 Miles**

West of SW 5-60-9-W4	Henry & Antoinette Gaus
West of PSW 5-60-9-W4	Guy Laberge ET AL
West of NW 5-60-9-W4	Henry & Antoinette Gaus
East of SE 6-60-9-W4	Rolland, Leonce & Rachelle Langevin
East of NE 6-60-9-W4	Gabriel & Line Brousseau
East of PSE 7-60-8-W4	Simonne Lefebvre
East of SE 7-60-9-W4	Jeremie & Roxanne Feland & Denis & Aline Martin
East of PNE 7-60-9-W4	Martin & Gillian Lines
East of NE 7-60-9-W4	Richard St. Arnault *
West of NW 8-60-9-W4	Aime & Yvonne St. Arnault *
West of SW 8-60-9-W4	Aime & Yvonne St. Arnault

**RGE RD 105 SOUTH OF TWP RD 584, Project 4C121, 2 Miles**

NW 20-58-10-W4	X-L Supervision
----------------	-----------------

This property changed hands after the easements were signed in 2012

**CARRIED**

**REQUEST TO USE  
RESERVE LAND  
AT LAURIER LAKE**

Council was presented with a request from a private group who would like access to the reserve lot in PNE 22-56-4-W4 at Laurier Lake to set up a winter camp for ice fishing, snow shoeing, snowmobiling and other winter sports.

**Resolution #CM20130115.1044**

Moved By: Councillor Dwight Dach  
Motion to authorize the group to use PNE 22-56-4-W4 at Laurier Lake for their winter camp.

**CARRIED**

**HOST JULY ZONE  
MEETING**

Council was informed that it is the County's turn to host the District 5 Zone meeting in July.

**INFORMATION**

**CAO REPORT**

Sheila Kitz, CAO, read her report aloud to Council.

**Resolution #CM20130115.1045**

Moved By: Councillor Alphonse Corbiere  
Motion to accept the CAO Report as presented.

**CARRIED**

**LISTING OF  
ACCOUNTS**

**Resolution #CM20130115.1046**

Moved By: Councillor Maxine Fodness  
Motion to file the listing of Accounts Payable for the months of November

**PAYABLE**

and December as circulated:

<u>Batch</u>	<u>Cheque Date</u>	<u>Cheque Nos.</u>	<u>Batch Amount</u>
16507	Nov. 1, 2012	15926 - 15981	\$224,088.39
16534	Nov. 7, 2012	15982 - 16025	\$327,593.21
16549	Nov. 14, 2012	16026 - 16088	\$293,892.29
16563	Nov. 20, 2012	16089 - 16151	\$344,074.84
16609	Dec. 3, 2012	16152 - 16245	\$383,095.53
16630	Dec. 11, 2012	16246 - 16323	\$217,792.07
16647	Dec. 10, 2012	16324 - 16393	\$392,165.84
16671	Dec. 31, 2012	16394 - 16433	\$311,311.58
16687	Dec. 31, 2012	16434 - 16490	\$229,107.31

**CARRIED**

**BUDGET TO  
ACTUAL**

**Resolution #CM20130115.1047**  
Moved By: Councillor Cliff Martin  
Motion to approve the preliminary budget to actual as of December 31, 2012.

**CARRIED**

**ADJOURNMENT**

Business on the agenda being concluded, Chairman S. Upham adjourned the meeting. Time: 2:54 p.m.

These minutes approved this 12th day of February, 2013.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer



*County of St Paul No 19*  
5015 - 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 5.1. ARMISTICE HALL

**#20130204025**

**Meeting :** February 12, 2013

**Meeting Date :** 2013/02/12 10:00

#### **Background**

---

At the December Council Meeting, Council received a request from the volunteer running the Armistice Hall to take over the hall. Administration sent letters out to residents surrounding the hall asking if there were any parties interested in taking over the hall before the County would take it over. Interested parties had until January 31, 2013 to respond to the letter. We have received only one response to our letter - attached.

Council to decide if they will accept the proposal offered in the letter.

#### **Recommendation**

---

As per Council's wishes.

#### **Additional Information**

---

**Originated By :** skitz

January 23, 2013

Dear Sheila,

As per our telephone conversation.

If the Armistice Hall property was to come up for sale, I would be interested in purchasing it.

The property is part of my home quarter, SW8-57-7-W4th.

Your truly,

Gordon Kuhn

A handwritten signature in cursive script, appearing to read "Gordon Kuhn". The ink is dark and the signature is fluid, with a long horizontal stroke at the end.





*County of St Paul No 19*  
5015 - 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 5.2. LEASE NE 2-62-12-W4

**#20130205001**

**Meeting :** February 12, 2013

**Meeting Date :** 2013/02/12 10:00

#### Background

---

At the January Meeting, Council made a motion to notify the adjacent landowners that the County is interested in leasing out the NE 2-62-12-W4 for the next five years, to determine if there is any interest in leasing the property.

Administration mailed out a letter to the adjacent landowners - see attached copy. The letter states that if there is more than one interested party, the name of the lessee will be drawn out of a hat.

We have received replies from two interested parties, however the deadline to reply is Friday February 8th. The names of the interested parties will be available at the meeting.

#### Recommendation

---

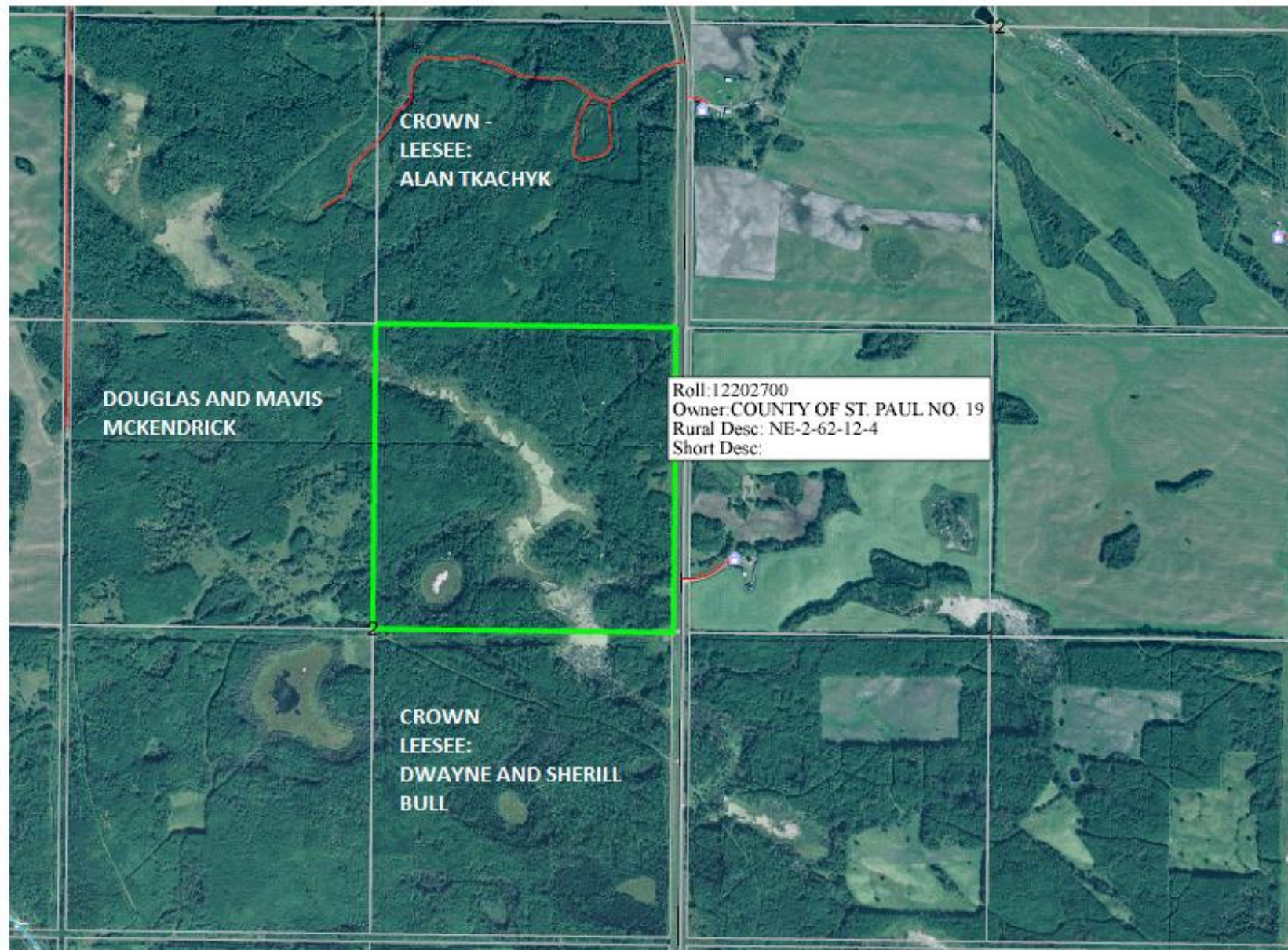
Council to draw the name from a hat to determine who the County will lease the NE 2-62-12-W4 to.

Motion to lease the NE 2-62-12-W4 for a one-year term effective January 1, 2013.

#### Additional Information

---

**Originated By :** pcorbiere



## Appendix 2 for 5.2.: Letter to Adjacent Landowners

January 23, 2013

**RE: N.E. 2-62-12-4**

At the Council meeting held on January 15, 2012, a motion was made to advise the adjacent land owners that the above property will be available for lease on a yearly basis until which time County Council decides to put the property up for sale within the next 5 years. The County would like all interested parties to know that the fence between the properties is likely in disrepair and the County has no intention of changing the condition of the fence. It is our understanding that the fence along Secondary Highway 866 is in good condition.

If you are interested in leasing the above property please notify me in writing by Friday, February 8, 2013. The cost of the lease for 2013 will be \$258.31. Should the County have more than one adjacent landowner interested in leasing the property, the successful party will be drawn from a hat. All interested parties will be notified accordingly.

If you are the successful lessee, the County will also require a \$2,000,000.00 comprehensive general public liability insurance covering this property. A copy of proof of insurance will have to be submitted along with signed copies of the lease agreements and payment.

If you have any questions concerning the above, please do not hesitate to contact me at (780) 645-3301 extension 212.

Yours truly,

Linda Meger  
GIS/Assessment and Taxation  
Technician



*County of St Paul No 19*  
5015 - 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

**6.1. 10:30 A.M. - BYLAW NO. 2013-01 - AMEND LUB - REZONE PSW 25-57-7-W4 FROM AG TO IND/COMM. #20130204007**

**Meeting :** February 12, 2013

**Meeting Date :** 2013/02/12 10:00

### Background

---

At the January Meeting, Council gave first reading Bylaw No. 2013-01, which is a bylaw to amend the Land Use Bylaw No. 1486 as it relates to rezoning PSW 25-57-7-W4 from Agricultural to Industrial/Commercial.

Bylaw No. 2013-01 was advertised in the St. Paul Journal and Elk Point Review and the adjacent landowners were notified.

### Recommendation

---

Motion to adjourn the meeting and proceed to public hearing scheduled for 10:30 a.m. to discuss Bylaw No. 2013-01, which is a bylaw to amend Land Use Bylaw No. 1486 as it relates to rezoning PSW 25-57-7-W4 from Agricultural to Industrial/Commercial.

### Additional Information

---

**Originated By :** kfedoretz

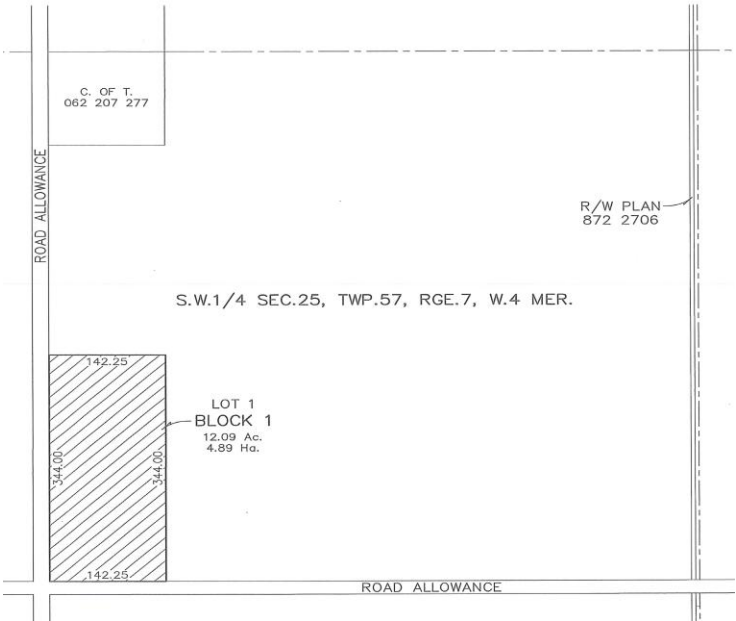


A By-law of the County of St. Paul No. 19 in the Province of Alberta to amend Land Use Bylaw No. 1486.

**WHEREAS**, it is deemed expedient to amend the Land Use Bylaw of the County of St. Paul No. 19 as set out in the Municipal Government Act, 2000 as amended.

**NOW, THEREFORE**, under the authority and subject to the provisions of the Municipal Government Act, 2000, as amended, and by virtue of all other powers it enabling, the Council of the County of St. Paul No. 19, hereby assembled, enacts as follows:

1. Bylaw No. 1468, Land Use District Map is hereby amended as follows:
- FROM:     Agricultural to Industrial/Commercial
- FOR:       PSW 25-57-7-W4



Read a first time in Council this 15<sup>th</sup> day of January, A.D. 2013.

Advertised the 29<sup>th</sup> day of January, A.D. 2013, and the 5<sup>th</sup> day of February, A.D. 2013 in the St. Paul Journal and Elk Point Review.

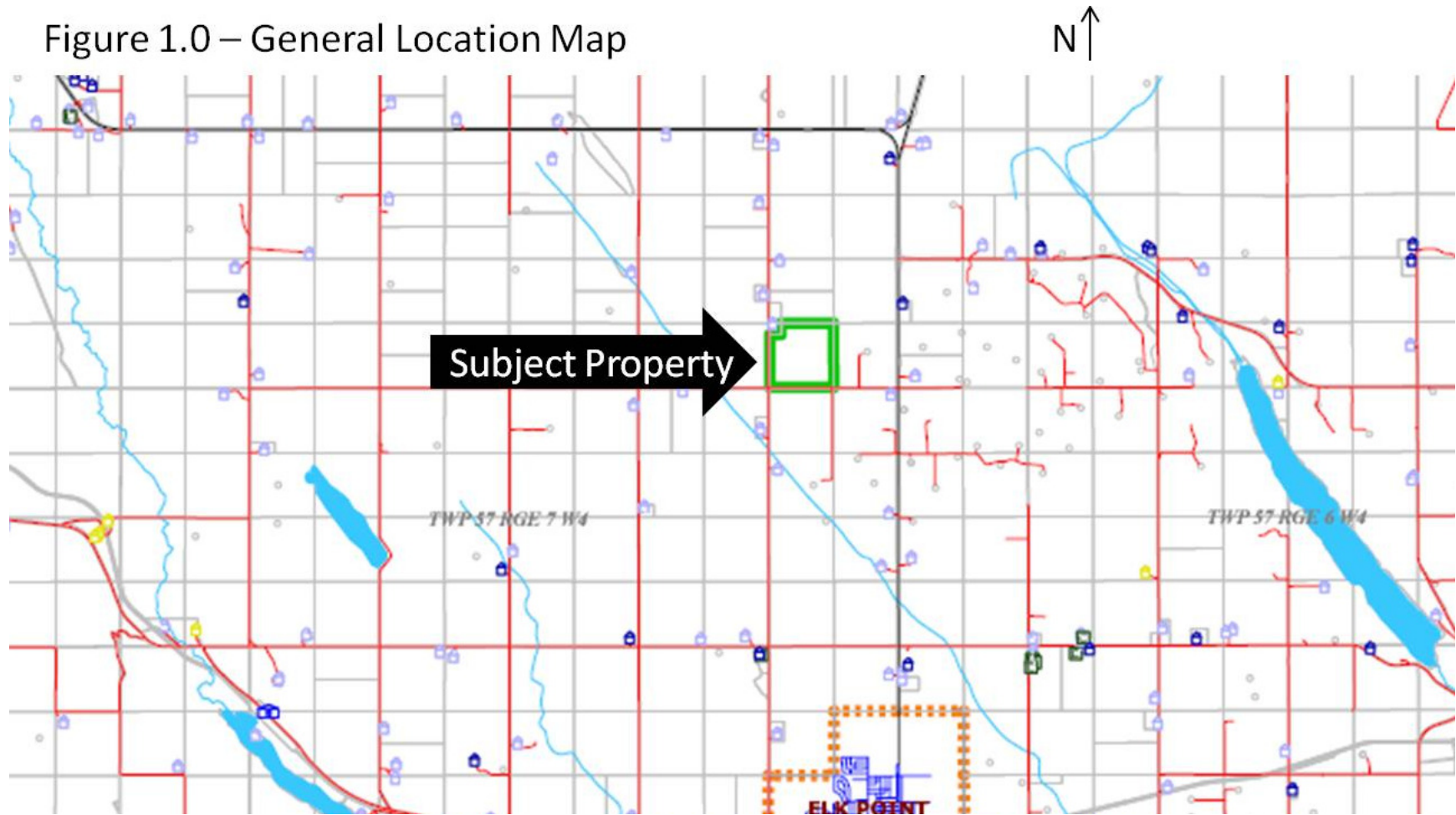
Read a second time in Council this                    day of February, A.D. 2013.

Read a third time in Council and duly passed this            day of February, A.D. 2013.

Reeve

Chief Administrative Officer

Figure 1.0 – General Location Map



THE COUNTY OF ST. PAUL NO. 19  
LAND USE BYLAW

TO THE COUNCIL OF THE COUNTY OF ST. PAUL  
APPLICATION FOR AMENDMENT TO THE LAND USE BYLAW NO. 1486

I/We make application to amend the Land Use Bylaw.

Applicant: Name BACHMANN LAND SURVEY LTD. Telephone No. 780-645-3399  
Address Box 1987, St. Paul, AB T0A 3A0

Registered Owner of Land:

Name BRADORAH HOLDINGS LTD. Telephone No. 614-3795  
Address Box 1020, Elk Point, AB T0A 1A0  
(If different from Applicant)

Description of Land: Parcel/Lot \_\_\_\_\_ Block \_\_\_\_\_ Registered Plan \_\_\_\_\_  
or as described on Certificate of Title No. 092-141-150 Section SW 25  
Twp. 57 Range 7 West of the 4<sup>th</sup> Meridian.

Situated within the AGRICULTURAL AG Land Use District.

Amendment applied for:

From the following designated permitted Land Use(s).

AGRICULTURAL

To INDUSTRIAL/Commercial (IC) Land Use.

Reasons in support of this Application:

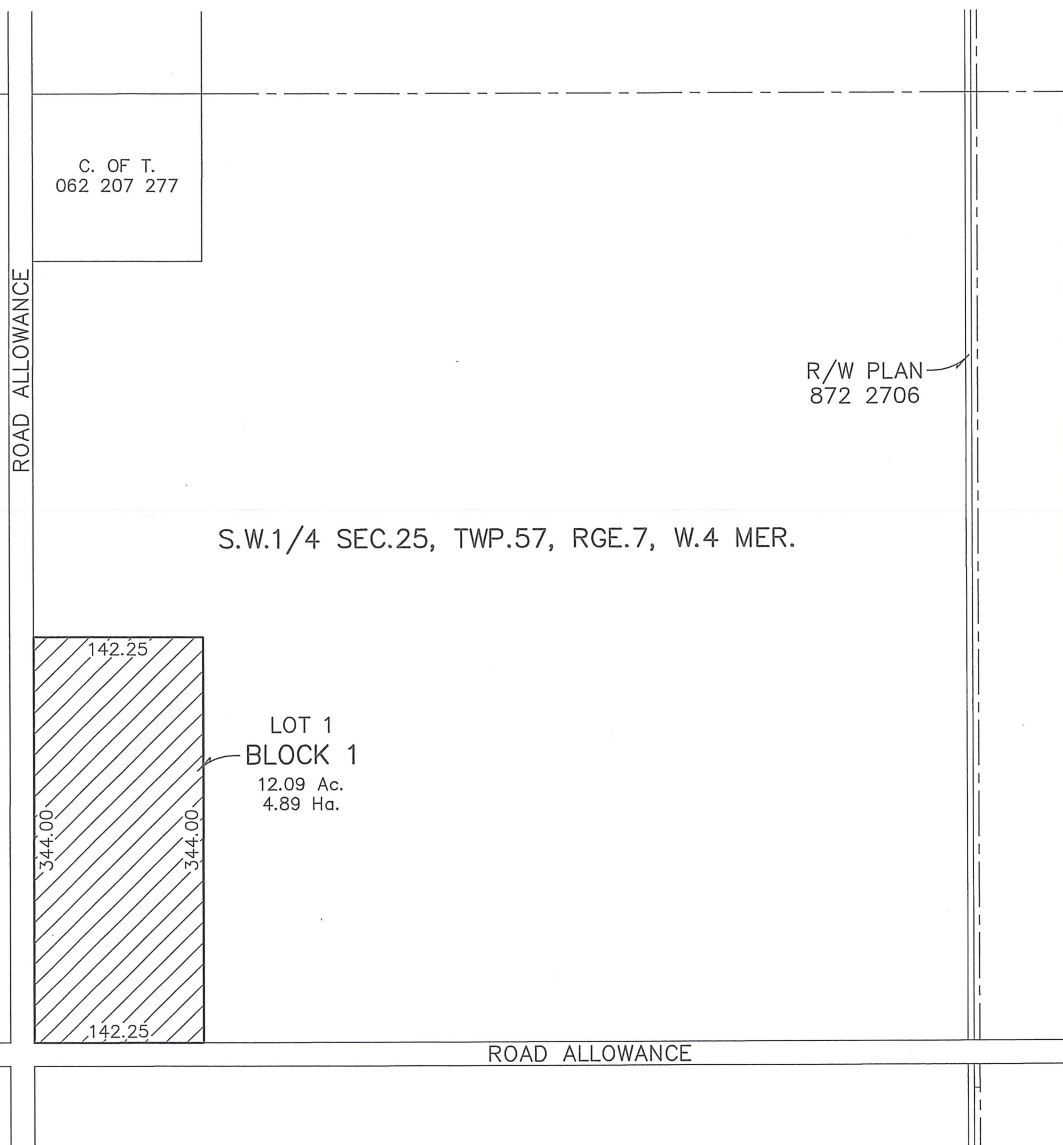
LAND OWNER WISHES TO HAVE A SHOP FOR  
INDUSTRIAL USE.

I/We enclose \$350.00 being the Application Fee.

Date JANUARY 9, 2012

[Signature]  
Signature of Applicant or Registered Owner

TENTATIVE PLAN SHOWING  
PROPOSED SUBDIVISION AND REZONING OF PART OF  
S.W.1/4 SEC.25, TWP.57, RGE.7, W.4 MER.  
COUNTY OF ST. PAUL NO. 19, ALBERTA



SCALE 1:5000

RACHYNSKI LAND SURVEYS(1998) LTD.  
BOX 1987, ST. PAUL, AB.  
780-645-3399  
SP-08-13





*County of St Paul No 19*  
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

**6.2. 11:00 A.M. - BYLAW NO. 2013-02 - AMEND LUB - REZONE PSW 7-58-8-W4 FROM AG TO CR(2)** **#20130204008**

**Meeting :** February 12, 2013

**Meeting Date :** 2013/02/12 10:00

### Background

---

At the January Meeting, Council gave first reading to Bylaw No. 2013-02 which is a bylaw to Amend the Land Use Bylaw No. 1486 as it relates to rezoning PSW 7-58-8-W4 from Agricultural to Country Residential (2). The owner wishes to subdivide the property so he can sell the lot and the purchaser wants to build his house on the hilltop.

Bylaw No. 2013-01 was advertised in the St. Paul Journal and the adjacent landowners were notified.

### Recommendation

---

Motion to adjourn the meeting and proceed to public hearing scheduled for 11:00 a.m. to discuss Bylaw No. 2013-02, which is a bylaw to amend Land Use Bylaw No. 1486 as it relates to rezoning PSW 7-58-8-W4 from Agricultural to Country Residential (2).

### Additional Information

---

**Originated By :** pcorbiere

COUNTY OF ST. PAUL NO. 19

BY-LAW NO. 2013-02

A By-law of the County of St. Paul No. 19 in the Province of Alberta to amend Land Use Bylaw No. 1486.

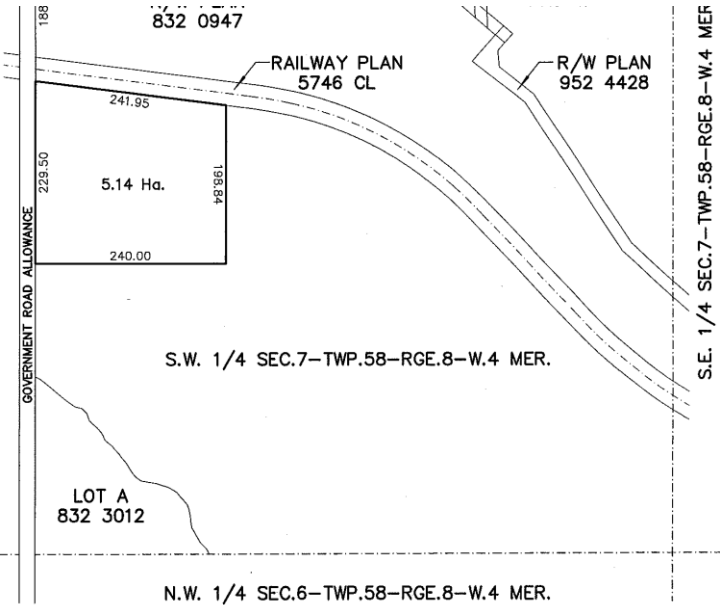
**WHEREAS**, it is deemed expedient to amend the Land Use Bylaw of the County of St. Paul No. 19 as set out in the Municipal Government Act, 2000 as amended.

**NOW, THEREFORE**, under the authority and subject to the provisions of the Municipal Government Act, 2000, as amended, and by virtue of all other powers it enabling, the Council of the County of St. Paul No. 19, hereby assembled, enacts as follows:

1. Bylaw No. 1468, Land Use District Map is hereby amended as follows:

FROM: Agricultural to Country Residential (2)

FOR: PSW 7-58-8-W4



Read a first time in Council this 15<sup>th</sup> day of January, A.D. 2013.

Advertised the 29<sup>th</sup> day of January, A.D. 2012, and the 5<sup>th</sup> day of February, A.D. 2012 in the St. Paul Journal.

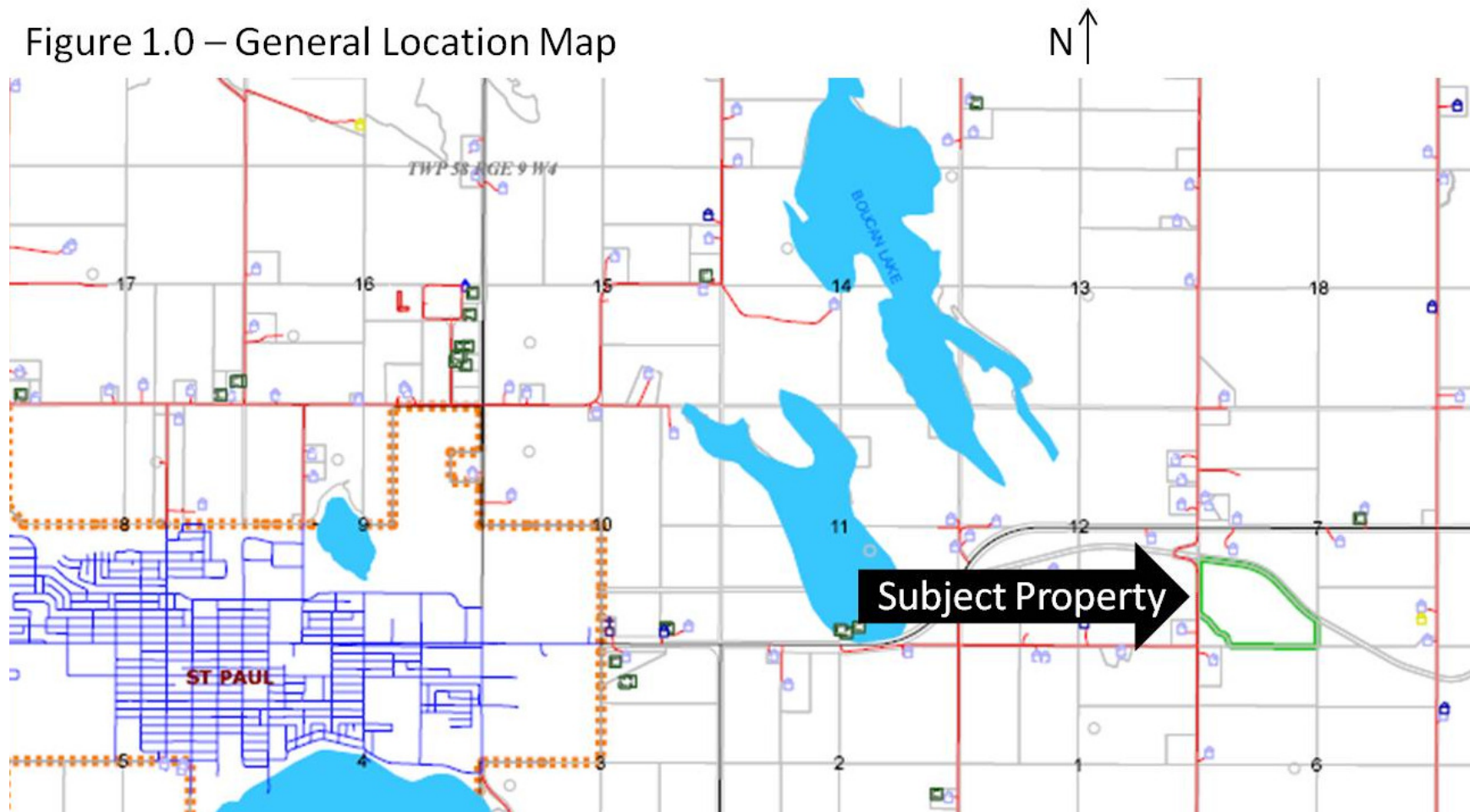
Read a second time in Council this                      day of February, A.D. 2013.

Read a third time in Council and duly passed this              day of February, A.D. 2013.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

Figure 1.0 – General Location Map





## Issue Summary Report

### 7.1. ASB RENTAL EQUIPMENT RATES

#20130204016

Meeting : February 12, 2013

Meeting Date : 2013/02/12 10:00

#### Background

---

Following the Policy Committee Meeting where ASB Rental Equipment rates were discussed as part of the Fee Schedule Bylaw, the Committee at that time proposed a few fee changes. The ASB Staff have surveyed some of the businesses regarding the rates they have for equipment and are proposing changes discussed at the meeting as follows:

**Post Pounder** - 2012 Rate \$60/day \$120/weekend **Committee Proposed Rate \$80/day** **ASB Staff Proposed Rate \$90/day \$180/weekend**

**Land Roller 16'** - 2012 Rate \$2.25/ac Minimum Charge \$169.00 **Committee Proposed Rate \$3.50/ac Minimum Charge \$200.00** **ASB Staff Proposed Rate \$3.00/ac Minimum Charge \$225.00**

**Land Roller 30'** - 2012 Rate \$2.00/ac Minimum Charge \$225.00 **Committee Proposed Rate \$3.00/ac Minimum Charge \$350.00** **ASB Staff Proposed Rate \$3.00/ac Minimum Charge \$300.00**

Keith Kornelsen will be present to provide Council with rate comparisons at the Council meeting to see if they would like to adjust these rates prior to the setting of the Fee Schedule Bylaw.

#### Recommendation

---

To adjust the rates for ASB Equipment Rentals to be included in the Fee Schedule Bylaw per ASB Recommendations.

Post Pounder \$90/day, \$180/weekend

16' Land Roller \$3.00/acre minimum charge \$225.00

30' Land Roller \$3.00/acre minimum charge \$300.00

#### Additional Information

---

Originated By : skitz



## Issue Summary Report

### 7.2. GRAVEL SALES POLICY - PW-59

#20130204018

Meeting : February 12, 2013

Meeting Date : 2013/02/12 10:00

#### Background

---

Following the Policy Committee Meeting, Administration is proposing the amended policy PW-59. This policy refers the rate for gravel to be as per the Fee Schedule Bylaw. Additionally it reduces the maximum amount of gravel that can be sold to ratepayers from 200 cubic yards per household/business to 100 cubic yards per household/business. Previously the policy allowed for the PW Superintendent to allow the purchase of a higher volume of gravel for the purpose of building a new yard or house. This is no longer allowed under the proposed amendments.

Additionally the Policy Committee as well as all of Council at the Public Works Meeting discussed the rate for private sales of gravel. It was discussed that the rate should be set as follows:

\$15.00/cubic yard delivered for the first 20 yards

\$25.00/cubic yard delivered for additional yards up to the maximum of 100 cubic yards.

Administrative staff that deal with the private sale of gravel have brought to the attention of the CAO the complications involved with setting a 2-rate system for the sale of gravel. Darlene Smereka and DD Skawronski will attend the Council meeting to explain the issues regarding the 2-rate system.

Administration would like to recommend to Council that the rate be moved to \$20.00/cubic yard delivered to a maximum of 100 cubic yards.

#### Recommendation

---

That Policy PW-59 Gravel Sales be approved as amended effective February 12, 2013.

That the rate for private gravel sales be included in the Fee Schedule Bylaw at \$20.00/cubic yard up to a maximum of 100 yards per household/business as per Policy PW-59.

#### Additional Information

---

Originated By : skitz

## COUNTY OF ST. PAUL #19

**Policy Number**

**PW-59**

**Title**

**Gravel Sales**

**Page 1 of 2**

**Date Approved**

**July 8, 2011**

**Statement:** The County of St. Paul will make crushed gravel available for sale for the ratepayers of the County of St. Paul.

**Purpose:** To provide County ratepayers with the opportunity to purchase crushed gravel.

**Procedures:** County Council will determine the rate at which gravel will be sold and delivered to County ratepayers. The rate for all gravel products will be as per the Fee Schedule Bylaw.

County Council reserves the right to limit the amount of gravel to be sold to a maximum 100 cubic yards per household/business annually within the County of St. Paul.

Ratepayers can place their gravel order through the Public Works Department beginning April 1 and will be accepted as long as late season weather permits supply and delivery. The end date will be at the discretion of the Superintendent of Public Works and/or designate.

Ratepayers will be allowed to choose from these non-spec categories:

- a)  $\frac{3}{4}$  inch crush gravel
- b) 2"-3" crush gravel
- c) screenings

All sales are dependent on surplus availability of product and ability to deliver the product.

## Gravel Sales

## COUNTY OF ST. PAUL NO. 19

<b>Date Approved</b> July 8, 2011	<b>Page 2 of 2</b>	<b>Policy Number</b> <b>PW -59</b>
--------------------------------------	--------------------	------------------------------------

Ratepayers wishing to haul their own gravel from gravel pits will have the purchase rate adjusted to reflect no delivery charge. Gravel picked up in the County public works yard will be charged at the full rate.

Gravel will be delivered and charged in a minimum quantity of 10 cubic yards.

Ratepayers of the County of St. Paul will be allowed to purchase gravel and have it delivered to their property within a 5 mile radius of the County border for agricultural purposes.

Ratepayers have the option to have the gravel stockpiled or spread as needed.

Ratepayers must ensure the area(s) gravel will be delivered to be free of obstruction and safe for County crews and equipment to work.

Gravel for maintenance at:

1. Churches
2. Cemeteries
3. Community halls
4. Local non-profit groups

Will be at no cost, however larger quantities requested will be brought to Council for consideration.

Pre inspection of delivery site may be necessary to determine the type of unit to be used for delivery.

The County reserves the right to refuse delivery of gravel to any ratepayer if the area(s) is deemed, by delivery staff, unsafe or difficult to access.

	<b>DATE</b>
APPROVED BY COUNCIL	July 8, 2011
AMENDED	
AMENDED	



## Appendix 2 for 7.2.: Gravel Analysis

**Sheila Kitz**

---

**From:** Darlene Smereka  
**Sent:** Wednesday, February 06, 2013 2:01 PM  
**To:** Sheila Kitz  
**Subject:** FW: Gravel Billing Concerns  
**Attachments:** 20130206141009234.pdf

---

**From:** Darlene Smereka  
**Sent:** Monday, February 04, 2013 6:03 PM  
**To:** Sheila Kitz  
**Subject:** Gravel Billing Concerns

Concerns with a two tiered billing system for gravel:

1. Definition of "household" - is a house required to be on the property? Where would this leave vacant lake lots with driveways?
2. Accountability - gravel orders are currently tracked by name on an excel spreadsheet. This sheet would require significant changes, as well as a summary sheet for audit purposes.
3. Communication of rates - the last rate increase, which was a simple increase, wasn't always explained as orders came in later in the year, leaving many people angry once they received their invoices. Gravel order taking and tracking is taken over by a Summer Student from May-August as DD is overly busy with payroll and parts during those months. Many ratepayers never ask the price, assuming it will be the same as the last time they ordered.
4. Accuracy of information transferred to office for billing - As the gravel order taking and tracking is taken over by a Summer Student, whose understanding of the entire process is extremely limited, information is not always as accurate as it would need to be for a two tier billing system.
5. Invoicing will be cumbersome - once all gravel tickets are entered for the two week period, the computer system generates a listing of private sales for that period. This is a simple report which only gives the name, ticket number and amount of gravel hauled (see attached). The dollar amounts are irrelevant as Bellamy picks up our inventory cost of gravel, not our charge out rate. With a two tier system, it would be necessary to keep a second excel sheet with a running total, or flip back to the cards for each invoice. In 2012, slightly more than 800 invoices were issued for gravel sales.
6. Practicality of trucks for hauling - the County is able to haul 10, 20, 25 and 30 yard loads; however, delivery depends on the availability of the trucks. Setting a rate at 20 yards will limit the usage of the 25 and 30 yard trucks.

I will send an analysis of the 2012 gravel sales and potential revenues later this week

Darlene



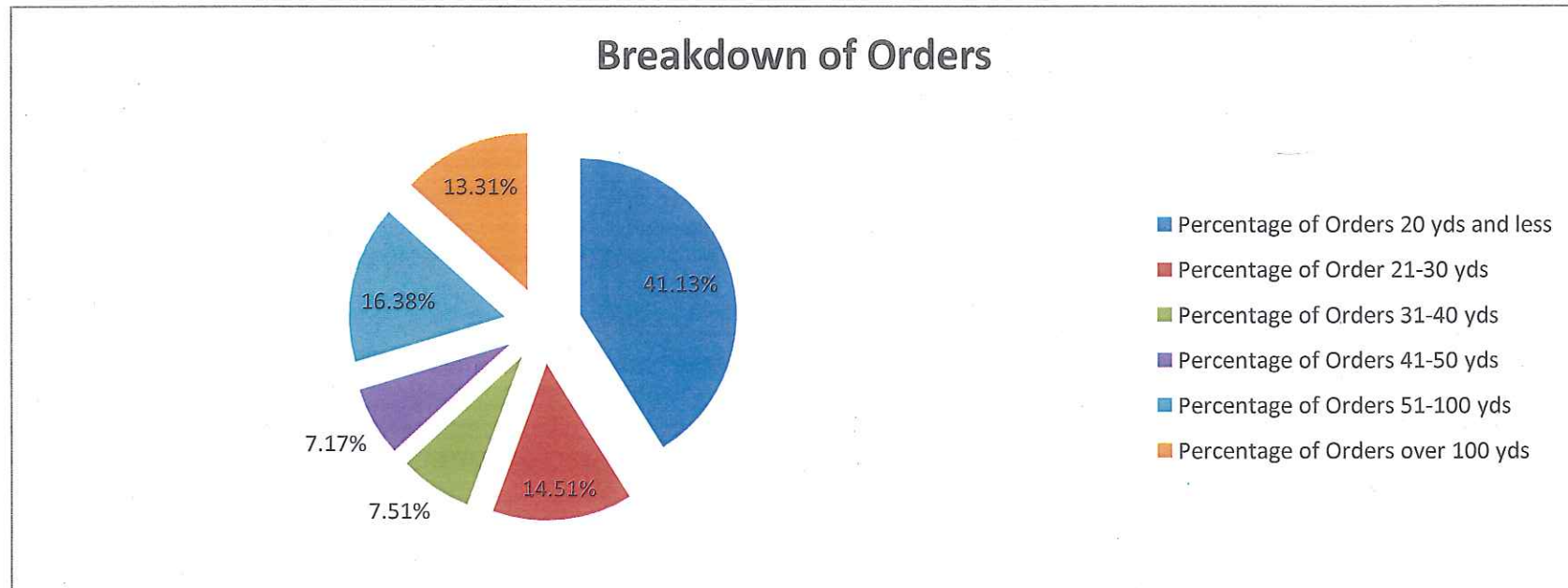
## Appendix 2 for 7.2.: Gravel Analysis

### 2012 Gravel Sales Analysis

Average Yards Ordered 57  
Median Yards Ordered 30

#### Breakdown of Number of Orders

Percentage of Orders 20 yds and less	41.13%
Percentage of Order 21-30 yds	14.51%
Percentage of Orders 31-40 yds	7.51%
Percentage of Orders 41-50 yds	7.17%
Percentage of Orders 51-100 yds	16.38%
Percentage of Orders over 100 yds	13.31%



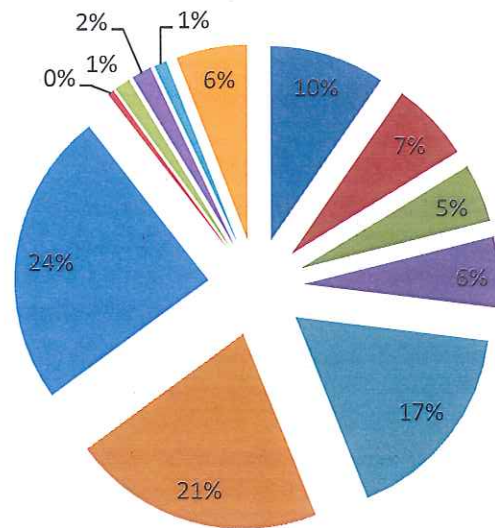
## Appendix 2 for 7.2.: Gravel Analysis

### 2012 Gravel Sales Analysis

#### Distribution of Gravel

Percentage of Orders 20 yds and less	9.62%	3339 yds
Percentage of Order 21-30 yds	6.65%	2351 yds
Percentag of Orders 31-40 yds	4.83%	1708 yds
Percentage of Orders 41-50 yds	5.86%	2072 yds
Percentage of Orders 51-100 yds	17.04%	6021 yds
Percentage of Orders over 100 yds (First 100)	20.94%	7400 yds
Percentage of Orders over 100 yds (Balance)	24.57%	8684 yds
Blue Quills College	0.51%	180 yds
Evergreen Regional Landfill	1.34%	472 yds
Town of Elk Point	1.67%	590 yds
Town of St. Paul	1.05%	370 yds
Industry to County Roads	5.91%	2090 yds

**Gravel Distribution**



- Percentage of Orders 20 yds and less 9.62%
- Percentage of Order 21-30 yds 6.65%
- Percentag of Orders 31-40 yds 4.83%
- Percentage of Orders 41-50 yds 5.86%
- Percentage of Orders 51-100 yds 17.04%
- Percentage of Orders over 100 yds (First 100) 20.94%
- Percentage of Orders over 100 yds (Balance) 24.57%
- Blue Quills College 0.51%
- Evergreen Regional Landfill 1.34%
- Town of Elk Point 1.67%
- Town of St. Paul 1.05%

## Appendix 2 for 7.2.: Gravel Analysis

[illegible]



*County of St Paul No 19*  
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 7.3. PARKS FEES

#20130204021

Meeting : February 12, 2013

Meeting Date : 2013/02/12 10:00

#### Background

---

Following the Public Works meeting, Tim Mahdiuk and Ken Warholik are proposing changes to the overnight rates charged at our parks. The 2012 Campground Rates from the Alberta Hotel and Lodging Guide are attached.

Administration is proposing a \$3.00 increase to both the powered and non-powered sites at Westcove bringing the fees to: Non-Powered Sites \$23.00/night, Powered Sites \$28.00/night. (Note we have a higher rate at Westcove due to the Spray Park)

Administration is proposing a \$5.00 increase to both the powered and non-powered sites at all other parks bringing the fees to: Non-Powered Sites \$20.00/night, Powered Sites \$25.00/night.

Administration is proposing a \$2.00 fee for day use for all people - at all parks. This is the current fee at Westcove, however the other parks only charge for people over the age of 12.

#### Recommendation

---

To increase the fees for Powered and Non-powered sites at Westcove by \$3.00 each.

To Increase the fees for Powered and Non-powered sites at FloatingStone, Lac Bellevue, and Stony Lake by \$5.00 each.

To set the fee for day use for all parks at \$2.00 per person (regardless of age).

#### Additional Information

---

Originated By : skitz

## 2012 Campground Rates

(Alberta Hotel And Lodging Guide)

Alberta Beach	Power, Water	\$ 37	No Power	\$ 30
Andrew	Power, Water, Sewer	\$ 20	No Power	\$ 12
Athabasca	Power, Water, Sewer	\$ 32	No Power	\$ 20 – 25
Banff P/P	Power	\$ 32	No Power	\$ 22
Moose Lake MD	Power	\$ 27 – 30	No Power	\$ 20
Wolfe Lake	N/A		No Power	\$ 17
Cold Lake P/P	Power	\$ 27	No Power	\$ 21
Cold Lake MD	Power	\$ 24	N/A	
Bow Valley P/P (Jasper)	Power	\$ 29	No Power	\$ 23
Willow Rock (Jasper)	Power	\$ 29	No Power	\$ 23
Lac La Biche	Power	\$ 29	No Power	\$ 23
Smoky Lake	Power	\$ 18	No Power	\$ 15
Garner lake P/P	Power	\$ 27	No Power	\$ 21
Sylvan Lake	Power	\$ 29	No Power	\$ 23
Vegreville	Power	\$ 21	No Power	\$ 19
Vermilion P/P	Power	\$ 27	No Power	\$ 21



*County of St Paul No 19*  
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 7.4. 2013 PARKS SALARY APPROVAL

**#20130204023**

**Meeting :** February 12, 2013

**Meeting Date :** 2013/02/12 10:00

#### **Background**

---

Further to the January 29 Public Works Meeting, we require a motion from Council to approve the recommendations of the Salary Negotiations Committee as it pertains to the Parks Employees.

#### **Recommendation**

---

Motion to approve the recommendations of the Salary Negotiation Committee as it pertains to the Parks Employees effective January 1, 2013.

#### **Additional Information**

---

**Originated By :** skitz



*County of St Paul No 19*  
5015 - 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 7.5. APPROACH DEPOSIT POLICY DEV-88

**#20130204022**

**Meeting :** February 12, 2013

**Meeting Date :** 2013/02/12 10:00

#### **Background**

---

Following the Policy Committee Meeting, Administration is presenting Council with a new policy - Approach Deposit Policy DEV-88. This policy sets the rules out for residents who require an approach as part of their subdivision application.

#### **Recommendation**

---

To approve the Approach Deposit Policy DEV-88.

#### **Additional Information**

---

**Originated By :** skitz



COUNTY OF ST. PAUL #19

Policy Number	DEV-88
---------------	--------

Title Approach Deposit
---------------------------

Page 1 of 1
-------------

Date Approved
---------------

**Policy**

County Council deems it necessary to recover the cost of approach installation for subdivision purposes.

Approach deposits, at time of conditional subdivision approval, will be determined on a cost-recovery basis by the Public Works Foreman. The minimum approach deposit shall be \$1500.00 per approach required.

The developer has the right to construct, at their own cost, the required approach(es) after the appropriate deposit is provide to the County of St. Paul. Once the approach is constructed to County standard, the approach deposit shall be returned.

In the event that the County of St. Paul constructs the approach (es), the approach deposit is transferred to Public Works department.

	Date
Approved by Council	
Amended	
Amended	





*County of St Paul No 19*  
5015 - 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 7.6. 2013 LAND LEASES

#20130204006

Meeting : February 12, 2013

Meeting Date : 2013/02/12 10:00

#### Background

---

The following land leases are being presented for renewal for the year 2013:

NW 31-55-4-W4	Larry Bazian
SW 16-58-8-W4	Glen Ockerman
PNW 20-56-10-W4, Lot A, Pln 7620846	St. Paul Grazing Reserve
PNE 6-60-10-W4	Don Imeson
W 1/2 NE 24-60-10-W4	Phil Amyotte
NE 33-62-10-W4	Mardell & Michael Thompson
NE 34-62-10-W4	Mardell & Michael Thompson
NW 34-62-10-W4	Mardell & Michael Thompson

Section 61 of the M.G.A. allows a municipality to grant rights with respect to its property.

#### Recommendation

---

Motion to approve the following land leases for renewal for 2013:

NW 31-55-4-W4	Larry Bazian
SW 16-58-8-W4	Glen Ockerman
PNW 20-56-10-W4, Lot A, Pln 7620846	St. Paul Grazing Reserve
PNE 6-60-10-W4	Don Imeson
W 1/2 NE 24-60-10-W4	Phil Amyotte
NE 33-62-10-W4	Mardell & Michael Thompson
NE 34-62-10-W4	Mardell & Michael Thompson
NW 34-62-10-W4	Mardell & Michael Thompson

#### Additional Information

---

Originated By : pcorbiere



*County of St Paul No 19*  
5015 - 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 7.7. CRITICAL INCIDENT STRESS MANAGEMENT TRAINING - MARCH 5-7 #20130204026

**Meeting :** February 12, 2013

**Meeting Date :** 2013/02/12 10:00

#### Background

---

A Critical Incident Stress Management Training session will be held March 5-7, 2013 in Cold Lake. Registration for the course is \$180. This three-day training session combines the crucial elements of both the Group Crisis Intervention training and the Individual Crisis Intervention training (Peer Support) into one, intense training package.

#### Recommendation

---

Motion to approve Janice Fodchuk to attend the three day Critical Incident Stress Management Training Session from March 5-7, 2013 in Cold Lake.

#### Additional Information

---

**Originated By :** pcorbiere

# Critical Incident Stress Management Training

## Group and Individual Crisis Intervention/Peer Support

This three-day training session is geared towards Emergency Response personnel: Ambulance, fire, police, military, mental health and social work professionals, disaster social services teams, and organizations peer support personnel.

The program combines the crucial elements of both the Group Crisis Intervention training and the Individual Crisis Intervention training (Peer Support) into one, intense training package.

An interactive training style is used, taking advantage of experiential strategies to provide hands-on exposure and experience with disaster scenarios, defusing, de-briefings, and plan development.

### March 5 to March 7

from 8:00 am- 5:00 pm

at the Cold Lake Energy Centre

Visit Cold Lake and District FCSS  
at 5607-54 Street.

**\$180 for the three-day workshop**

**Pre-registration is required**

**Call 780-594-4495 for more information.**

This is a 27-hour course for which 2.7 Continuing Education Units are awarded by UMBC (University of Maryland Baltimore County). This training is also valid for Category A, continuing competence credits, for Social Workers. This training follows ICISF "training standards" and meets the continuing education requirements towards certification by the Association of Traumatic Stress Specialists (ATSS).



*County of St Paul No 19*  
5015 - 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 7.8. EOEP - SERVICE DELIVERY - MARCH 18

#20130204015

**Meeting :** February 12, 2013

**Meeting Date :** 2013/02/12 10:00

#### Background

---

A one day course on Service Delivery is being offered through the EOEP on Monday, March 18th, in conjunction with the AAMD&C Spring Convention. Registration for the course is \$340.

Listed below are the objectives of the course:

- Understand Council's governance role in service delivery and administration's role in delivering services and reporting on outcomes.
- Explore and examine service delivery models and the tools to measure service delivery success.
- Examine different policy options for service delivery decisions.
- Understand the value and applicability of shared services models for the delivery of various corporate services.

The course examines the costs of service delivery, the elements of alternative service delivery, and how to monitor service delivery performance.

#### Recommendation

---

Motion to approve any Councillor who is available to attend the EOEP Service Delivery Course on March 18, 2013 in Edmonton.

#### Additional Information

---

**Originated By :** pcorbieri



*County of St Paul No 19*  
5015 - 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 7.9. COMMUNITY PLANNING ASSOCIATION CONFERENCE - APR. 15-17

#20130204011

**Meeting :** February 12, 2013

**Meeting Date :** 2013/02/12 10:00

#### Background

---

The Community Planning Association Conference will be held April 15-17, 2013 in Red Deer. Registration for the Conference is \$435. the theme for the conference is "Growth Without Barriers". The agenda is not available yet.

#### Recommendation

---

Motion to approve Dennis Bergheim, Krystle Fedoretz, Crystal St. Arnault and any members of Council who are available to attend the Community Planning Association Conference from April 15-17, 2013 in Red Deer.

#### Additional Information

---

**Originated By :** pcorbiere



*County of St Paul No 19*  
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 7.10. ALBERTA LIBRARY CONFERENCE - APR. 25-28

#20130205007

**Meeting :** February 12, 2013

**Meeting Date :** 2013/02/12 10:00

#### Background

---

The 2013 Alberta Library Conference will be held April 25-28, 2013 in Jasper. Betty Way, Secretary of the Library Board, would like to attend the conference.

#### Recommendation

---

Motion to approve Betty Way, Secretary of the Library Board, to attend the Alberta Library Conference from April 25-28, 2013 in Jasper.

#### Additional Information

---

**Originated By :** pcorbiere



## *County of St. Paul No. 19*

February 5, 2013

Council Members  
County of St. Paul No. 19  
5015 – 49 Avenue  
St. Paul, AB T0A 3A4

Dear Council Members:

With the upcoming 2013 Alberta Library Conference, which will take place in Jasper from April 25 – 28, 2013, the County Library Board approved my attendance at our meeting of November 5, 2012. Chairperson, Irene Van Brabant will also plan to be in attendance.

I would therefore like to ask of County Council, that I be granted permission to be in attendance at the 2013 ALC in Jasper.

I sincerely thank you for your consideration and am really looking forward to the Conference.

Yours truly,  
COUNTY OF ST. PAUL NO. 19  
LIBRARY BOARD



Betty Way  
Secretary/Treasurer

BW



*County of St Paul No 19*  
5015 - 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 7.11. ALBERTA RECREATION FACILITY PERSONNEL CONFERENCE #20130206001 - APR. 28 - MAY 1

**Meeting :** February 12, 2013

**Meeting Date :** 2013/02/12 10:00

#### Background

---

The 2013 Alberta Recreation Facility Personnel Conference will be held April 28 to May 1, 2013 in Canmore. The conference agenda is attached.

#### Recommendation

---

Motion to approve Tim Mahdiuk and Ken Warholik to attend the 2013 AFRP Conference from April 28 to May 1, 2013 in Canmore.

#### Additional Information

---

**Originated By :** pcorbiere



## 2013 AARFP Conference at a Glance

Sunday, April 28, 2013						
2 - 7 pm	Delegate Registration (Radisson Hotel Lobby)					
3 – 5 pm	8 <sup>th</sup> Annual 5 km Fun Run and Walk (Elevation Place)					
4:30 - 6:30 pm	Welcome BBQ (Elevation Place)					
7 - 8 pm	Opening Keynote Marathon Quest: Martin Parnell					
8 pm - 12 am	Hospitality Room					
Monday, April 29, 2013						
7 - 9 am	Delegate Registration (Radisson Hotel Lobby)					
7:30 - 8:30 am	Breakfast (Radisson Hotel Ballroom)					
<i>Legend</i>	ARENA	AQUATICS	BLDG. MTCE.	PARKS & SPORTSFIELD	SUPERVISORY	CUSTOMER SERVICE
8:45 - 9:45 am	Arena Bull Session Stuart Ray	What Are Our Rights? Sgt Dave Wilkinson	Life Cycle of a Boiler Kent Liang	Benefits of Artificial Turf Craig McGeachie	Values Based Leadership Joanne Leskow	Customer Service Bull Session Shawntel Graybill
9:45 - 10 am	Nutrition Break					
10 am - 12 pm	Small Community Session	Medium Community Session	Large Community Session			
12 - 1 pm	Civic Luncheon (Radisson Hotel Ballroom)					
1:15 - 2:15 pm	What Are Our Rights? Sgt Dave Wilkinson	Futurology of Aquatics Kevin Paes & Paula Thulin	Building Maintenance Bull Session Stuart Ray	Small Engine Repair Wilf Allsopp	The Power of Positive Communication Brenda Robinson	Knowing Me Knowing You Joanne Leskow
2:15 - 2:30 pm	Nutrition Break					
2:30 - 3:30 pm	Safety 101 Yvonne Beattie	Facility Tour – Elevation Place	Natural Trails in an Urban Environment Jeff Eamon	Culture for Change Joanne Leskow	Customer Focused Quality Service Brenda Robinson	Stress Defence: Combat Tips to Help You Move From Stress to Success Michelle Cederberg
3:30 - 5:00 pm	Zone Meeting and Activity (Radisson Hotel Ballroom)					
5:00 - 6:00 pm	Let's Talk Water! Tyler Hill	Recreational Water Illnesses Chad Beegan	Retrofitting With Green in Mind Randy Spark & Gary Lightfoot	Parks & Sportsfields Bull Session Stuart Ray	Competitive Tips For Hiring, Orientation & Retention Kristen Cummings	Moving Beyond the Myth of Life Balance: Your Hands on Life Balance Plan Michelle Cederberg
6:30 – 9:30 pm	Tradeshow (Canmore Recreation Centre)					
9:30 pm - 2 am	Hospitality Room					

# 2013 AARFP Conference at a Glance

Tuesday, April 30, 2013					
Breakfast (Radisson Hotel Ballroom)					
7:30 - 8:30 am	Legend	ARENA	AQUATICS	BLDG. MTCE.	PARKS & SPORTSFIELD
8:45 - 9:45 am		Refrigeration Troubleshooting Gerald Curran	At What Age Should Children Be Allowed To Swim Alone? Kelly Carter	What Can I Legally Do? & Tips for Contracting with Suppliers & Trades Dave Pocock	Cemeteries: Did You Know...? Stuart Ray
10 am - 12 pm					Team Building Shelley Fried
12 - 1 pm					
1 - 5 pm					
AGM (Radisson Hotel Ballroom)					
Lunch (Radisson Hotel Ballroom)					
Activities					
1 - Alpine Helicopters Tour of the Three Sisters (Max: 45; 3 flights of 15 each) 2 - Caving at Grotto Mountain (Max: 20; good fitness level required) 3 - Bus to Banff (shopping/hot springs/gondola/museum; self-guided) (No Max) 4 - Walk to Grassi Lakes (3.9 km; rated easy; 1-2 hrs; 165 m elevation gain) (No Max) 5 - Wine Tasting and Tapas at Sage Bistro (Max: 50) 6 - Elevation Place (climbing/swimming/weight room) (No Max)					
6:30 - 9:30 pm					
Awards Banquet (Radisson Hotel Ballroom)					
Cocktails 6:30 pm Entertainment					
9:30 pm - 2 am					
Hospitality Room					
Wednesday, May 1, 2013					
7:30 - 8:45 am					
9 - 10 am		Ice Making - Best Practices Mark Phillips & Ed Peacock	Aquatic Bull Session Kim Snell	How to have the Best Painting Contractors and Quality on Your Next Project Don Powers & Dwayne Wallace	Friend or Foe: Identifying Pests & Beneficial Insects Dr. Ken Fry
10 - 10:15 am					Dealing With Difficult People Dr. Pat Pittsel
Nutrition Break					
10:15 - 11:15 am		Simple Retrofits To Make Your Facility More Inclusive Janice Reiger	Invasive Plants You Should Know Nicole Kimmel	Supervisory Bull Session Kim Snell	Online Customer Service Emily Allert-House
11:30 am - 1 pm		President's Luncheon (Radisson Hotel Ballroom) Closing Keynote - Alvin's Laws of Life: Alvin Law Grand Prize Draw (Must be present to win!)			





*County of St Paul No 19*  
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 7.12. 2013 MUNICIPAL ADMINISTRATION LEADERSHIP WORKSHOP - #20130204010 MAY 14-17

**Meeting :** February 12, 2013

**Meeting Date :** 2013/02/12 10:00

#### **Background**

---

The 2013 Municipal Administration Leadership Workshop will be held May 14-17, 2013 in Kananaskis.

Registration fee for the workshop is \$499.

#### **Recommendation**

---

Motion to approve Sheila Kitz and the Municipal Intern to attend the Municipal Administration Leadership Workshop from May 14-17, 2013 in Kananaskis.

#### **Additional Information**

---

**Originated By :** Sheila Kitz



# MOUNTAIN Refresher

## Day 1

Tuesday, May 14

- The Leadership Legacy (1/2 day session, pm)

## Day 2

Wednesday, May 15

- Ethical Leadership Is Not For Wimps (1/2 day session repeated)
- HR Stream: Recruiting for Retention (1/2 day session, am)
- R & R: Revisiting & Reinventing the Basics of Municipal Management – Financial Management (1/2 day session, am)

- HR Stream: Retaining and Re-Training Existing Employees for Long-Term Employment (1/2 day session, pm)
- R & R: Revisiting & Reinventing the Basics of Municipal Management – Working With Council (1/2 day session, pm)

## Day 3

Thursday, May 16

- Returning Officer Training (1 full day session)
- Legal Stream I – Doin' it Right (1/2 day session, am)
- Leadership and the Art of Delay (1/2 day session, am)
- Walking the Tight Wire: Stress Management from the Inside Out (1/2 day session repeated)
- Legal Stream II – Growing Pains (1/2 day session, pm)
- Once Upon a Time, There Was a Leader (1/2 day session, pm)

### **The Leadership Legacy: The Future of Local Government Leadership**

Begins: Tuesday, May 14 – 1:30 pm

Ends: Tuesday, May 14 – 4:30 pm

**Presenter:** Gordon McIntosh CLGM, PhD – President of the Local Government Leadership Institute

Wishing Council had clear expectations of the CAO? Looking for tools to develop leadership capacity in your organization? Join your colleagues for a very important discussion about the future of local government leadership in Alberta. The contemporary community context and senior staff attrition necessitates rethinking of competencies required for successful civic administration. We will use a local government leadership model to identify critical leadership characteristics for future managers and Chief Administrative Officers. The session will produce the following for continuing access on the SLGM website:

- 10 trends affecting local government leadership
- Career path chart for staff aspiring to become managers in local government
- Leadership profiles for CAO's to guide the development of managers
- CAO profile to assist Council's in hiring CAO's
- 10 critical competencies for professional development efforts of SLGM

This timely session will be facilitated by Dr. Gordon McIntosh (CLGM) with over 35 years of experience in local government and has conducted over

950 sessions for over 120,000 civic officials throughout Canada and overseas.

### **Ethical Leadership Is Not For Wimps**

Begins: Wednesday, May 15 – 9:00 am or 1:30 pm

Ends: Wednesday, May 15 – 12:00 noon or 4:30 pm

**Presenter:** Leroy Sloan, PhD

Do the all too common media reports about corruption, kickbacks, entitlement, and padded expense claims make you long for more ethical leadership? Any movement in this direction will require powerful, courageous, steadfast, transformational leadership. Being consistently ethical is a challenge for those in positions of authority. Leading in a manner which creates an environment conducive to ethical behavior is even more challenging. In this session Dr. Sloan will examine what ethical leadership involves, and how it can be fostered. Since it is preferable to light a candle than curse the darkness, he will also recommend some practical tools an ethical leader can employ to build and maintain a strong ethical culture.

### **HR Stream: Recruiting for Retention**

Begins: Wednesday, May 15 – 9:00 am

Ends: Wednesday, May 15 – 12:00 noon

**Presenter:** Mike Kerr, Davies Park

A focus on recruitment and retention of staff is essential for today's businesses especially in the Municipal Sector. Organizations are aware that competitiveness is devised from talent and it follows that recruitment and retention are not just human resource issues but an

important part of business strategy. Human capital management now sits alongside business strategy so organizations can be certain they have the right people, in the right place at the right time, doing the right thing. Retention is critical for all businesses; if you shore up your existing workforce, ensure they understand your employer brand and develop their potential, then recruitment becomes easier. Existing employees are an organization's best advocates and can be a cost-effective way of introducing new talent into the organization. To learn more about these concepts and their impact on your recruiting strategies, you won't want to miss this plenary session.

### **R&R: Revisiting & Reinventing the Basics of Municipal Administration/Management – Finance 101**

Begins: Wednesday, May 15 – 9:00 am

Ends: Wednesday, May 15 – 12:00 noon

**Presenter:** Christina Parkins, Aleks Nelson

This session is designed for the non-financial person and will provide insight into the mystery of the financial legislative requirements of the Municipal Government Act. The presenters will demystify the operating and capital budget process and cycle. You will learn how, when and why a municipality borrows and what legislative requirements must be followed. And, you will be provided with a quick and simple way to read and understand financial statements a skill that can be applied in many other circumstances.

### **HR Stream: Retaining and Re-Training Existing Employees for Long-Term Employment**

Begins: Wednesday, May 15 – 1:30 pm

Ends: Wednesday, May 15 – 4:30 pm

**Presenter:** Rick Vogel, Davies Park

This course will be composed of two sections. First, we will examine the benefits of retaining the "right" people in your organization. How do you identify, develop and keep your "A" team? Do you even know what your "A" team looks like? Why is this so important to you and your organization? Second, we will discuss what it takes to retain the best people in your organization (Hint: It may not always be about compensation).

### **R & R: Revisiting & Reinventing the Basics of Municipal Management – Working with Council**

Begins: Wednesday, May 15 – 1:30 pm

Ends: Wednesday, May 15 – 4:30 pm

**Presenter:** Desiree Khouri

Does the thought of the 2013 elections cause you to panic? The primary focus of this session will be on the role of administration as it relates to the role of council. You will discuss



Page 49 of 130





*County of St Paul No 19*  
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

**7.13. 2013 FCM CONFERENCE - MAY 31 - JUNE 1**

**#20130204012**

**Meeting :** February 12, 2013

**Meeting Date :** 2013/02/12 10:00

### **Background**

---

The 2013 FCM Conference will be held May 31 to June 3, 2013 in Vancouver. Registration for the conference is \$735 if paid prior to March 29th.

### **Recommendation**

---

As per Council's wishes.

### **Additional Information**

---

**Originated By :** skitz

Appendix 1 for 7.13.: FCM Agenda

FCM’s 2013 Annual Conference and Trade Show – Draft Program modified 02/05

THURSDAY, May 30, 2013

2 – 8 p.m. Delegate Registration  
5 – 7 p.m. Trade Show Official Opening & Reception

NEW THIS YEAR: Delegates may pick up their badges in the lobby at the following hotels:

- Pan Pacific Vancouver
- Fairmont Waterfront Vancouver
- Fairmont Pacific Rim
- Renaissance Vancouver Harbourside Hotel
- Vancouver Marriott Pinnacle Downtown Hotel
- Fairmont Hotel Vancouver
- Sheraton Vancouver Wall Centre

Other hotels may be added to this list at a later date.

FRIDAY, May 31, 2013

7 a.m. – 6 p.m. Delegate Registration – Concourse

7 a.m. – 4 p.m. Trade Show

7 – 8:30 a.m. Breakfast in trade show

7:30 – 8:30 a.m. Regional Caucus Meetings

8:30 – 9:15 a.m. Opening Ceremony

9:15 – 9:45 a.m. Plenary

9:45 – 10:15 a.m. Coffee Break

10 a.m. – 12 p.m. Study Tours  
- Urbanism Bike Tour  
- Heritage Tour  
- Housing Tour  
- Great Northern Campus  
- Tactical Training Centre

10:30 a.m. – 12 p.m. Workshop: Innovative Infrastructure 101: Building Asset Management Capacity in Rural Communities

10:30 a.m. – 12 p.m. Workshops

12 – 1:15 p.m. Trade Show Lunch

1:30 – 2:30 p.m. Keynote Panel

2:30 – 3 p.m. Plenary

3 – 3:30 p.m. Coffee Break

3:15 – 5:15 p.m. Study Tours  
- Urbanism Bike Tour  
- Heritage Tour  
- Housing Tour  
- Great Northern Campus  
- Tactical Training Centre

3:30 – 5 p.m. Workshop: The CWTA/FCM Joint Antenna Siting Protocol: the Importance of Local Knowledge in Deploying Telecommunications Infrastructure

Workshop: Local Government and the Private Sector: Partners in Development

3:30 – 5 p.m. Industry Exchange Sessions

5 – 6:30 p.m. Youth Reception  
5 – 6:30 p.m. Réseau Francophone Reception

6 – 8 p.m. Mayor’s Welcome Reception

SATURDAY, June 1, 2013

7 a.m. – 3 p.m. Delegate Registration

7 a.m. – 1 p.m. Trade Show  
7 – 8 a.m. Breakfast in trade show

8 – 9:30 a.m. Resolutions Plenary  
9:30 – 10 a.m. Plenary

10 – 10:30 a.m. Coffee Break

10:15 a.m. – 12:15 p.m. Study Tours  
- Urbanism Bike Tour

- Heritage Tour  
- Housing Tour  
- Great Northern Campus

10:30 – 11:45 a.m. Policy Forums  
Industry Exchange Sessions

11:45 a.m. – 1 p.m. Trade Show Lunch  
12:30 p.m. Trade Show Prize Draw

1 – 1:30 p.m. Plenary

1:45 – 4:45 p.m. Study Tours  
- Terra Nova Farm  
- Olympic Legacies  
1:45 – 5:45 p.m. - Waste Management

2 – 3:15 p.m. Policy Forums  
Industry Exchange Sessions

3:15 – 3:45 p.m. Coffee Break

3:45 – 5 p.m. Policy Forums  
Industry Exchange Sessions

SUNDAY, June 2, 2013

7 – 8:30 a.m. Continental Breakfast  
7 – 8:15 a.m. Scholarship Fundraiser Breakfast

8 – 3 p.m. Delegate Registration

8:30 – 9:30 a.m. Keynote Panel

9:30 – 10 a.m. Awards of Excellence

10 – 10:30 a.m. Coffee Break

10:30 a.m. – 12:30 p.m. Annual General Meeting and Election of Officers

12:45 – 2:45 p.m. Election of Board of Directors

2:45 – 3:15 p.m. Election of Regional Chairs

FCM’s 2013 Annual Conference and Trade Show – Draft Program modified 02/05

3:15 – 3:45 p.m.	Coffee Break	
3:45 – 4:15 p.m.	Plenary	
6:30 p.m. – 12 a.m.	Gala Dinner	
<hr/>		
MONDAY, June 3, 2013		
8 – 10 a.m.	Delegate Registration	
8 – 9 a.m.	Farewell Breakfast	
9 – 10 a.m.	Plenary	
10:15 a.m. – 12:15 p.m.	<b>Study Tours</b> <ul style="list-style-type: none"><li>- Tactical Training Centre</li><li>- Urbanism Bike Tour</li><li>- Housing Tour</li><li>- Heritage Tour</li><li>- Great Northern Way Campus</li></ul>	<b>Industry Exchange sessions</b>  The Sponsorship Dilemma - Should Municipalities be in the Sponsorship Game? Presented by the Partnership Group  Monitoring and adapting to changing climate risks: New tools for storm and sanitary sewer infrastructure Presented by Insurance Bureau of Canada  Life Cycle Assessment: Unlocking the economic, social and environmental promise of sustainable infrastructure Presented by the Cement Association of Canada  Asset Management for municipalities Presented by IBM  Co-operation between Governments and Telecommunication Carriers Presented by CWTA  Improving municipal processes to enhance service to citizens Presented by XEROX
10:15 a.m. – 1:15 p.m.	<b>Study Tours</b> <ul style="list-style-type: none"><li>- Terra Nova</li><li>- Olympic Legacies</li><li>- Emergency Management</li><li>- First Nations Relations</li></ul>	
10:15 a.m. – 2:15 p.m.	<b>Study Tours (boxed lunch)</b> <ul style="list-style-type: none"><li>- Annacis Wastewater Plant</li><li>- Transit Oriented Development</li><li>- Waste Management</li></ul>	





*County of St Paul No 19*  
5015 - 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 7.14. FUNDING REQUEST FOR 2013 ALBERTA FRANCOPHONE GAMES

#20130204014

**Meeting :** February 12, 2013

**Meeting Date :** 2013/02/12 10:00

#### Background

---

This year St. Paul will be host to the 19th annual Alberta Francophone Games from May 17 to 19. The Games main objective is to encourage inter regional French-language exchanges through sport. They are expecting more than 350 athletes and 50 volunteers from all around the province and they are expecting to attract spectators from the surrounding francophone communities such as Plamondon, Bonnyville and Cold Lake. Athletes range between the ages of 12 and 18 and will compete in six different sports.

Some of the local partners are the host school of École du Sommet, the Northeast Alberta Track & Field Club, St Paul Regional High school and the Association canadienne-française de l'Alberta de St. Paul.

They are seeking sponsorship for the 2013 Alberta Francophone Games and would like to invite the County to be the Honorary President, which is the top-level sponsor with a contribution of \$3500.

A package outlining other sponsorship options is attached.

#### Recommendation

---

Council to decide if they will provide sponsorship for the 2013 Alberta Francophone Games.

#### Additional Information

---

**Originated By :** pcorbiere



Edmonton | January 21, 2013

**Object: Partnership proposal | 19th Alberta Francophone Games**

Mrs Kitz,

This year St-Paul will be host to the 19<sup>th</sup> annual Alberta Francophone Games from May 17 to 19. The Games main objective is to encourage interregional French-language exchanges through sport. We are expecting more than 350 athletes and 50 volunteers from all around the province to descend on the town of St-Paul. In addition, this event will indisputably attract many spectators from the surrounding francophone communities such as Plamondon, Bonnyville and Cold Lake.

An event of this scale requires several local partners. Thus far, we have created partnerships with the host school of *École du Sommet*, the *Northeast Alberta Track & Field Club*, *St Paul Regional High school* and the *Association canadienne-française de l'Alberta de St. Paul*.

The athletes, between the ages of 12 and 18, will compete in six sports: badminton, basketball, soccer and volleyball, track and field and Ultimate. The Alberta Francophone Games is the pinnacle of competitive sport for French-speaking youth in Alberta, and the memories of this experience will stay with its athletes and dedicated volunteers for years to come. The support of businesses and organizations is essential to ensure the realization of this event.

We would like to invite the county of St Paul to be the **Honorary President** of the 2013 Alberta Francophone Games. This is our top-level sponsor receiving event exclusivity for a monetary contribution of \$3500. Attached you will find a sponsorship package that will outline the visibility the County of St-Paul will receive in exchange for your support.

Should you require additional information or you would simply like to discuss partnership opportunities, please contact us by email or phone.

Sincerely,

**Monique Witzell**  
Executive Director

# 2013 Alberta Francophone Games

Be a sponsor or  
a partner !

You have until April  
5th, 2013 to sponsor  
this event



**Monique Witzell / Stéphanie Trottier**  
Fédération du sport francophone de l'Alberta  
[m.witzell@lafsfa.ca](mailto:m.witzell@lafsfa.ca)  
[s.trottier@lafsfa.ca](mailto:s.trottier@lafsfa.ca)

Tel. : 780 469-1367  
Fax : 780 469-1363





# 2013 ALBERTA FRANCOPHONE GAMES

Each year, more than 300 athletes take part in the Alberta Francophone Games.

These games present an opportunity for French and French Immersion students to participate in various sports in French for an entire weekend.

Athletes in these games can compete in six sports: basketball, soccer, badminton, volleyball, track and field and a Ultimate. The Games are more than a sporting event; they are also a unique occasion for young Francophone athletes from nine different regions in Alberta to come together.

In addition, the Alberta Francophone Games gather more than 50 volunteers: heads of the mission, coaches, referees and planning committee members. Volunteers are an important part in the success of this event every year!

**By becoming a sponsor, you are helping us make the Games shine in St. Paul!**

## **Games' benefits:**

- ✓ Help students to improve their French through sports
- ✓ Develop many athletes to prepare them for the National Francophone Games
- ✓ Create relationships between athletes from nine regions
- ✓ Enable a different city to host every year
- ✓ Promote the importance of a healthy and active lifestyle





## HONORARY PRESIDENT

Major sponsor's involvement will be recognized throughout the entire event.

Number required: One (1) sponsor

Contribution type: Monetary

Amount: \$3,500

- Mention " Francophones Games are presented by (your company)" on every press releases, publicity and other officials documents
- Media visibility during and after the Alberta Francophone games
- Recognition during the ceremonies
- Possibility of having your volunteers or company employees identified by your company logo during the Alberta francophone games
- Your promotional poster and/or banner during the ceremonies
- Your company logo will appear on the poster of all sponsors – 1<sup>st</sup> section (5 posters – one on each site)
- Your company logo on T-shirt of the athletes and volunteers
- Your company logo and external link on the FSFA website [jeux francophones de l'Alberta page]
- Your logo on official schedule of the Games

## OPENING AND CLOSING CEREMONIES

Number required: One (1) sponsor

Contribution type: Monetary

Amount: \$1,500

- Mention during the closing ceremony, in press release and advertising as a partner of the Games
- Your promotional poster or banner during the ceremonies
- Your company logo will appear on the poster of all sponsors – 2<sup>nd</sup> section (5 posters – one on each site)
- Your company logo on T-shirt of the athletes and volunteers
- Your company logo and external link on the FSFA website [Jeux francophones de l'Alberta page]
- Your logo on official schedule of the Games



## CAFETERIA / VOLONTEER ROOM

The volunteer room is a general meeting place for all event volunteers: committee members, mission chefs, referees and present coaches.

The cafeteria is visited by more than 300 athletes for every meal.

Number required: Two (2) sponsors – ALBERTA MILK already confirmed for one \$ 1000.

Contribution type: Monetary

Amount: \$1,000

- Mention during the closing ceremony, in press release and advertising as a partner of the Games
- Your promotional poster and/or banner visible in the volunteers' room and the cafeteria
- Your company logo will appear on the poster of all sponsors – 3<sup>rd</sup> section (5 posters – one on each site)
- Your company logo on T-shirt of the athletes and volunteers
- Your company logo and external link on the FSFA website [Jeux francophones de l'Alberta page]
- Your logo on official schedule of the Games



## FOOD

The partners will help supply food for participants and volunteers throughout the Games.

Number required: Three (3) partners

Contribution type: In-kind

Amount : \$1,000

- Mention during the closing ceremony, in press release and advertising as a partner of the Games
- Your promotional poster or banner in the cafeteria
- Your company logo will appear on the poster of all sponsors – 3rd section (5 posters – one on each site)
- Your company logo on T-shirt of the athletes and volunteers
- Your company logo and external link on the FSFA website [Jeux francophones de l'Alberta page]
- Your logo on official schedule of the Games

## MASTER OF CEREMONY

The master of ceremonies must a member of Francophone media.

RADIO-CANADA already confirmed its partnership.

Contribution type: In-kind

- Mention during the closing ceremony, in press release and advertising as a partner of the Games
- Your promotion publicity or banner during the ceremonies
- Visibility during ceremonies
- Your company logo will appear on the poster of all sponsors – 4<sup>th</sup> section (5 posters – one on each site)
- Your company logo on T-shirt of the athletes and volunteers
- Your company logo and external link on the FSFA website [Jeux francophones de l'Alberta page]
- Your logo on official schedule of the Games



## SATURDAY NIGHT

Saturday night is a social event that includes a DJ or lives music

Number required: Two (2) sponsors/partners

Contribution type: Monetary or in-kind

Amount: \$600 / each

- Mention during the closing ceremony, in press release and advertising as a partner of the Games
- Your promotional poster and/or banner during Saturday night
- Your company logo will appear on the poster of all sponsors – 4<sup>th</sup> section (5 posters – one on each site)
- Your company logo on T-shirt of the athletes and volunteers
- Your company logo and external link on the FSFA website [Jeux francophones de l'Alberta page]
- Your logo on official schedule of the Games

## OTHER CONTRIBUTIONS

The sponsors/partners may also communicate with us in order to develop a personalized sponsorship package that better suits their means.

Number required: Indeterminate

Contribution type: Monetary or in-kind

Amount: Indeterminate

### \$500

- Mention during the closing ceremony, in press release and advertising as a partner of the Games
- Your company name will appear on the poster of all sponsors – 4<sup>th</sup> section (5 posters – one on each site)
- Your company logo and external link on the FSFA website [Jeux francophones de l'Alberta page]
- Your logo on official schedule of the Games

### \$250

- Your company name will appear on the poster of all sponsors – 5<sup>th</sup> section (5 posters – one on each site)
- Your company logo and external link on the FSFA website [Jeux francophones de l'Alberta page]
- Your logo on official schedule of the Games

### \$100

- Your company name will appear on the poster of all sponsors – 5<sup>th</sup> section (5 posters – one on each site)
- Your company logo and external link on the FSFA website [Jeux francophones de l'Alberta page]





*County of St Paul No 19*  
5015 - 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 7.15. FUNDING REQUEST - ST. PAUL SPLASH PARK

#20130204019

Meeting : February 12, 2013

Meeting Date : 2013/02/12 10:00

#### Background

---

The St. Paul Splash Park Committee has raised just over \$177,000 towards their goal of \$350,000. They are now looking for 17 sponsors to buy in to the park to purchase a water feature with the company name boldly displayed on it. The donations for these features range from \$5,000 to \$15,000.

Other levels of sponsorship that are available are:

- Friends of the Park - \$1 - \$4,999
- Bronze - \$5,000 - \$9,999
- Silver - \$10,000 - \$24,000
- Gold - \$25,000 - \$34,999
- Platinum - \$35,000 +

#### Recommendation

---

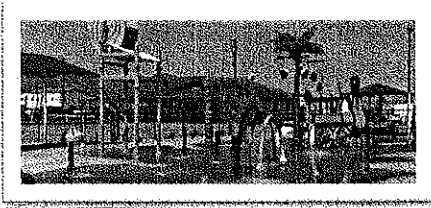
As per Council's wishes.

#### Additional Information

---

Originated By : pcorbiere

RECEIVED JAN 29 2013



## ST. PAUL SPLASH PARK

Dear *SHEILA*

### **SUBJECT: St. Paul Splash Park - A Community Project – Fundraising Request**

The St. Paul Splash Park Committee is working hard for our community, preparing for what we hope will be a great new facility for families to enjoy for years to come in St. Paul Alberta.

Many people have dedicated a great deal of time and effort to see this new feature built for our town. The St. Paul and District Lions club, The St. Paul Elks, the St. Paul Abilities Network and the Town of St. Paul have all committed to contribute significant dollars and resources towards this venture. Currently, we have raised just over \$177,000 toward our goal of \$350,000.

We are now excited to offer you a chance to 'buy in' to the park. While any size donation is welcome, businesses particularly have the option of **purchasing a water feature with your name boldly recognized on it**. We are seeking 17 major sponsors, with donations ranging from \$5,000 to \$15,000. (please see attached) OR Please consider becoming a park sponsor with name permanently attached to our 'recognition wall of fame'.

These sponsorships include:

Bronze – \$5,000 - \$9,999

Silver – \$10,000 - \$24,999

Gold – \$25,000 – \$34,999

Platinum – \$35,000 +

\$1 - \$4,999 will be welcome donors as 'Friends of the Park'.

This is the community project of the year! Rarely do you have a chance to have your family name, or your business prominently recognized on a recreational facility that will be a family favorite through-out the summer months.

We need your pledge soon. We have to commit to our contractor by the end of January 2013. If all goes according to plan, St. Paul can enjoy the installation of this terrific feature by summer of 2013, but only if you make this your project for the year.

Your contribution, no matter the gift, is welcome.

Income Tax receipts will be issued for donations above \$20.00.

Be a part of the newest and most exciting addition to our community in 2013.

Tim Bear  
Committee Chair  
St. Paul Splash Park Committee  
Ph: 780-645-3441 Ext #259  
Cell: 780-614-1602  
Email: [tbear@spanet.ab.ca](mailto:tbear@spanet.ab.ca)

Richard Lavoie  
Fundraising chairman  
St. Paul Splash Park Committee  
Cell: 780-614-1579  
Land line 780-614-3455  
Email: [rlavoie@ath.com](mailto:rlavoie@ath.com)

Gary Ward  
Parks & Recreation Director  
St. Paul Splash Park Committee  
Cell: 780-210-0715  
Land line 780-645-5313  
Email: [gward@town.stpaul.ab.ca](mailto:gward@town.stpaul.ab.ca)



*County of St Paul No 19*  
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 7.16. REQUEST TO HOST BEEF ON A BUN - ST. PAUL DISTRICT 4-H COUNCIL #20130204009

**Meeting :** February 12, 2013

**Meeting Date :** 2013/02/12 10:00

#### Background

---

The St. Paul District Council is once again requesting if Council will host a Beef on a Bun for the District Show and Sale on Monday, June 3, 2013.

This is the same weekend as the FCM Conference in Vancouver.

#### Recommendation

---

Motion to support the St. Paul District 4-H by providing beef on a bun for the Annual Show and Sale, as per policy Per-12.

#### Additional Information

---

**Originated By :** pcorbiere



*St. Paul District 4-H Council  
Box 1945  
St. Paul, AB T0A 3A0*

February 2, 2013

County Council  
County of St. Paul No. 19  
5015 – 49 Avenue  
St. Paul, AB T0A 3A4

Dear Sirs:

Re: 4-H District Show – June 3, 2013

The St. Paul and District 4-H Members, Parents and Council would like to thank you for your continued support with our 4-H program. It is this type of support from our community that enables the 4-H program to continue to operate successfully.

Once again, we are planning our annual Show and Sale which will be held on June 3, 2013. We are wondering if the County is interested in sponsoring the Beef on a Bun supper for our members, families and buyers again this year? We have 70 members who will be participating at the District level.

Thank you for considering our request.

Yours truly,

Phyllis Corbiere  
Treasurer  
St. Paul District 4-H Council



*County of St Paul No 19*  
5015 - 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 7.17. NEWALTA REQUEST TO CANCEL PROPERTY TAXES

#20130204017

**Meeting :** February 12, 2013

**Meeting Date :** 2013/02/12 10:00

#### Background

---

At the December meeting, Council made a motion to table a decision on the outstanding property taxes on roll 60001440, which was owned at that time by Lindbergh Environmental Service Inc. through an Agreement to Purchase. Newalta Corporation has now taken the property over and is willing to pay the property taxes for 2010 and 2011 when the property was owned and operated by Lindbergh Environmental Service Inc., however they are requesting that Council consider waiving the penalties.

The total amount owing is \$6,657.14, \$5,098.18 of which are the tax levy and \$1,558.96 are penalties.

Section 347 of the M.G.A. allows a Council to refund or cancel all or part of a tax.

#### Recommendation

---

Motion to cancel the penalties on Roll 60001440 in the amount of \$1,558.96.

#### Additional Information

---

**Originated By :** pcorbiere



*Better ways to manage waste*

January 8, 2013

County of St. Paul No. 19  
5015 – 49<sup>th</sup> Avenue  
St. Paul, Alberta T0A 3A4

Attention: County Council

Dear Madam/Sir:

**Re: Property Assessment and Tax Notice  
12-6-57-4 W4M Wellsite and Pipeline  
From 4-18-57-4 W4M to 12-6-57-4 W4M  
Roll Number: 6001440  
Newalta Files: S00040, S00074, S00075 and S00076**

Newalta Corporation requests the County of St. Paul to waive the penalties for both the 2010 and 2011 tax years. During this period, Lindbergh Environmental Service Inc. owned and operated the well and pipeline as per an Agreement to Purchase; however, due to financial constraints on Lindbergh's behalf, the well and pipeline were transferred back to Newalta in 2011. While Newalta is willing to pay the property taxes incurred by Lindbergh Environmental, the penalties should not be the responsibility of Newalta. Initially, when Newalta was contacted by the County for Lindbergh's address for service, Newalta volunteered to pay the deficient taxes in spite of the fact the wells were not Newalta assets at the time.

We ask the County consider these extenuating circumstances in the February 12, 2013 Council Meeting and provide a response prior to March 1 in order for Newalta to make payment prior to another penalty being issued.

Should you have any questions or concerns regarding the foregoing, please do not hesitate to contact the undersigned at (403) 806-7272 or via e-mail at [lbuehler-gair@newalta.com](mailto:lbuehler-gair@newalta.com).

Thank you,

NEWALTA CORPORATION

A handwritten signature in blue ink, appearing to read "Lynn Buehler-Gair".

Lynn Buehler-Gair  
Senior Land Administrator

/lmbg

Corporate Office | 211 - 11 Avenue S.W. | Calgary, AB T2R 0C6  
403.806.7284 Phone | 866.349.3247 Toll Free | 403.806.7214 Fax | [www.newalta.com](http://www.newalta.com)

## Appendix 1 for 7.17.: Newalta - Request to Cancel Property Taxes

ROLL NUMBER: 60001440

NAME: LINDBERGH ENVIRONMENTAL SERVICE INC.

AMOUNT OWING: \$6,657.14

TOTAL LEVIES:	2010 - \$2,586.16
	<u>2011 - \$2,512.02</u>
	<u>\$5,098.18</u>

TOTAL PENALTIES:	2010 - \$628.20
	<u>2011 - \$930.76</u>
	<u>\$1,558.96</u>



*County of St Paul No 19*  
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 7.18. DATE FOR PUBLIC AUCTION OF LANDS

#20130204013

**Meeting :** February 12, 2013

**Meeting Date :** 2013/02/12 10:00

#### Background

---

Section 418 of the M.G.A. requires Council to offer for sale at a public auction any parcel of land shown on its tax arrears list if the tax arrears are not paid.

Section 421(1)(a) of the M.G.A. states that the properties must be advertised for sale in the Alberta Gazette not less than 40 days and not more than 90 days prior to the date on which the public auction is to be held.

The date for the Public Auction of Lands for 2013 should be set for May 14, 2013 at 1:30 p.m.

#### Recommendation

---

Motion to set the date for the Public Auction of Lands for May 14, 2013 at 1:30 p.m.

#### Additional Information

---

**Originated By :** Sheila Kitz



*County of St Paul No 19*  
5015 - 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 7.19. UNIFORM QUALITY MANAGMENT PLAN

#20130204020

**Meeting :** February 12, 2013

**Meeting Date :** 2013/02/12 10:00

#### Background

---

We have been contacted by David Ramsay, Partnership Advisor with Alberta Municipal Affairs who is suggesting that the County update their Uniform Quality Management Plan, which was last updated in November, 2006.

Attached is the Uniform Quality Management Plan which describes the disciplines and extent of safety services that the County will provide as an accredited body under the under the direction of the Safety Codes Council. The changes are indicated in red - the items have been removed from the document.

#### Recommendation

---

Motion to approve the County of St. Paul Uniform Quality Management Plan.

#### Additional Information

---

**Originated By :** pcorbiere

***County of St. Paul No. 19***

**Uniform Quality Management Plan**

This Uniform Quality Management Plan that includes Schedule A – Scope and Administration, and Schedule B – Uniform Service Delivery Standards, has been accepted by the Administrator of Accreditation.

---

Administrator of Accreditation

---

Date



**SAFETY CODES COUNCIL**



## **Schedule A**

# **Uniform Quality Management Plan Scope and Administration**

**Version: County of St. Paul No. 19  
Date: November 1, 2006**

**UNIFORM QUALITY MANAGEMENT PLAN  
SCOPE AND ADMINISTRATION  
TABLE OF CONTENTS**

	<b>Page</b>
Table of Contents (this page) .....	2
Scope of Accreditation .....	3
Administration of the Uniform QMP .....	4
Adherence to the Uniform QMP.....	4
Policy for Personnel Training .....	4
Freedom of Information .....	4
Records Retention and Retrieval .....	4
Declaration of Status .....	5
Revisions .....	5
Revision Control System .....	5
Notices .....	5
Municipal Agreement .....	5

## SCOPE OF ACCREDITATION

The Municipality will administer the Safety Codes Act (SCA) including all pursuant regulations applicable to the following indicated discipline(s), within the municipal jurisdiction:

### Building

- ☐ all parts of the Alberta Building Code, ~~or~~
- ☐ ~~only those parts of the Alberta Building Code pertaining to housing and small buildings being 3 storeys or less in height, having a building area of 600m<sup>2</sup> or less and used as major occupancies classified as Group C—residential, Group D—business and personal services, Group E—mercantile, or Group F2 and F3—medium and low hazard industrial.~~

### Electrical

- ☐ all parts of the Canadian Electrical Code and all parts of the Code for Electrical Installations At Oil and Gas Facilities, ~~and/or~~
- ☐ ~~all parts of the Alberta Electrical and Communication Utility Code.~~

### Plumbing

- ☐ all parts of the National Plumbing Code of Canada, applicable Alberta amendments and regulations, and Private Sewage Disposal System Regulation.

### Gas

- ☐ all parts of the Natural Gas and Propane Installations Code and Propane Storage and Handling Code and applicable Alberta amendments and regulations, excluding natural and propane gas highway vehicle conversions.

### Fire

- ☐ ~~all parts of the Alberta Fire Code, or~~
- ☐ ~~all parts of the Alberta Fire Code excepting the following part 4 requirements for tank storage of flammable and combustible liquids:~~
- ~~\* ————— equivalents (may approve alternative materials, systems, equipment and procedures)~~
  - ~~\* ————— intervals between inspections and tests (may establish longer intervals between inspections and tests)~~
  - ~~\* ————— approval (review of plans, drawings and specifications)~~
  - ~~\* ————— atmospheric storage tanks (may approve non-conforming storage tanks)~~
  - ~~\* ————— installation of underground storage tanks (assign site sensitivity classification)~~
  - ~~\* ————— receipt of leak or spill notification (receipt of notification other than emergency incidents)~~
  - ~~\* ————— rendering storage tanks temporarily out of service (receipt of notification when tanks are out of service or reactivated)~~
  - ~~\* ————— removal or abandonment of underground storage tanks (receipt of notification when an underground storage tank system has no further use)~~
  - ~~\* ————— disposal and reuse of storage tanks (receipt of notification when above ground storage tanks have been out of service or are to be placed back in service)~~

### **ADMINISTRATION OF THE COUNTY OF ST. PAUL NO. 19 UNIFORM QMP**

#### **Adherence to the Uniform QMP**

The Municipality is responsible for the administration, effectiveness, and compliance with this Uniform QMP that includes Schedule A – Scope and Administration and Schedule B - Uniform Service Delivery Standards.

The Municipality will provide services under Schedule B – Uniform Service Delivery Standards through their own staff or one or more accredited agencies. When providing services through an agency(s), the Municipality will contract with the agency(s) to provide services in accordance with Schedule B – Uniform Service Delivery Standards. The Municipality is responsible for monitoring the contracted agency's compliance with Schedule B – Uniform Service Delivery Standards.

The Municipality recognizes that the Safety Codes Council (SCC) or its representative may review/audit for compliance to this Uniform QMP and will give full cooperation to the SCC or its representative in business related to the administration of the SCA including the conduct of reviews/audits. The Municipality will implement the recommendations of the reviewer/auditor.

The Municipality will encourage and maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working in the Municipality have the ability and opportunity to make decisions relative to compliance monitoring independently, without undue influence of management, appointed or elected officials.

The Municipality, in the event that it ceases to administer the SCA for any new thing, process, or activity under the SCA, retains responsibility for services provided under the SCA while accredited, including the administration and completion of services for permits issued.

The Municipality recognizes that failure to follow this Uniform QMP may result in suspension or cancellation of the Municipality's accreditation.

#### **Policy for Personnel Training**

The Municipality will ensure that SCOs of the Municipality attend updating seminars required by the SCC to maintain current SCO certification.

#### **Freedom of Information**

The Freedom of Information and Protection of Privacy Act applies to all information and records relating to, created or collected under this Uniform QMP.

#### **Records Retention & Retrieval**

The Municipality will retain the files of all projects including those where an accredited agency(s) was involved, for at least three (3) years or in accordance with the Municipality's record retention policy, whichever is greater. Such files will be available at the Municipality's office. Files where an accredited agency was involved are the property of the Municipality and will be returned to the Municipality within a reasonable time after completion of the services, or upon request.



## Appendix 1 for 7.19.: Uniform Quality Management Plan

### Declaration Of Status

The Municipality, its SCOs, staff, officers, and accredited agency(s), whether employed, retained or otherwise engaged by the Municipality, will not participate in any design, construction, or installation activities within the Municipality, for projects where they also provide compliance monitoring.

### Revisions

Revisions to this Uniform QMP may only be made to the Scope and will only be made by the Chief Administrative Officer responsible for this Uniform QMP. A Resolution from the Municipal Council will be included with a revision. The SCC must approve any change in the Uniform QMP.

### Revision Control System

The Municipality will ensure its SCOs have ongoing access to a copy of this Uniform QMP and contracted accredited Agencies are provided with a copy of this Uniform QMP.

The Municipality will maintain a registry of the SCOs and Agencies they have provided with a copy of this Uniform QMP and amendments to this Uniform QMP, and immediately distribute copies of amendments to all registered holders of this Uniform QMP.

### Notices

Any correspondence in regards to this Uniform QMP will be forwarded to:

~~Kim Heyman~~

~~kheyman@county.stpaul.ab.ca~~

Name of Chief Administrative Officer  
**County of St. Paul No. 19**

E-mail address  
**5015 – 49 Avenue, St. Paul, Alberta T0A 3A4**

Name of Municipality  
**780-645-3301**

Address of Municipality  
**780-645-3104**

Phone number of Municipality

Fax number of Municipality

### Municipality Agreement

In accordance with Council Resolution # 6a. of November 9, 2006 the County of St. Paul No. 19 hereby provides agreement and signature to this Uniform QMP.

Signature of Chief Administrative Officer

Signature of Chief Elected Official

~~Kim Heyman, Chief Administrative Officer~~

~~Robert Bouchard, County Reeve~~

Name & title of Chief Administrative Officer

Name & title of Chief Elected Official

## **Schedule B**

# **Uniform Service Delivery Standards**

**Version: County of St. Paul No. 19**  
**Date: November 1, 2006**

## UNIFORM SERVICE DELIVERY STANDARDS TABLE OF CONTENTS

	<b>Page</b>
Table of Contents (this page) .....	2
Scope of Services .....	3
Section 1: Performance .....	3
Section 2: Personnel .....	3
Section 3: Quality Management Plan Training .....	4
Section 4: Records .....	4
Section 5: Safety Codes Council Operating Fees .....	4
Section 6: Orders .....	4
Section 7: Variances .....	4
Section 8: Compliance Monitoring .....	4
General .....	4
Permits .....	5
Site Inspections .....	5
Verification of Compliance .....	6
No-Entry Policy .....	7
Permit Services Report .....	7
Appendix A: Building Discipline	
Appendix B: Electrical Discipline	
Appendix C: Plumbing Discipline	
Appendix D: Gas Discipline	
Appendix E: Fire Discipline	
Appendix F: Permit Services Report (sample)	

### SCOPE OF SERVICES

This Uniform Service Delivery Standards document establishes responsibilities and minimum performance criteria for providing compliance monitoring services under the Safety Codes Act (SCA) including:

- code advice,
- permit issuance,
- plans examinations,
- site inspections,
- site investigations,
- variances,
- orders,
- verification of compliance,
- identification and follow-up of deficiencies and unsafe conditions,
- collection and remittance of Safety Codes Council (SCC) fees,
- issuance of Permit Services Reports, and
- maintaining files and records.

### SECTION 1: PERFORMANCE

The Municipality will:

- perform the services in an effective and timely manner,
- endeavour to work co-operatively with the owner and/or the owner's representative(s) to achieve compliance with the SCA and applicable Regulation(s), and
- perform the services with impartiality and integrity, and in a professional and ethical manner.

### SECTION 2: PERSONNEL

The Municipality will:

- employ persons knowledgeable about the applicable codes, standards and regulations, relative to the services it provides,
- employ Safety Codes Officers (SCOs) who are certified and designated at an appropriate level to provide compliance monitoring relative to services the Municipality provides, and
- maintain a registry of all SCOs they employ, and their level(s) of Certification, and Designation of Powers.



### **SECTION 3: QUALITY MANAGEMENT PLAN TRAINING**

The Municipality will:

- train its SCOs and other involved staff in the requirements of this Uniform QMP, and
- maintain the training records on the employee's file.

### **SECTION 4: RECORDS**

The Municipality will maintain a file system for all the records associated with performing the services including:

- permit applications and permits,
- plans, specifications, and other related documents,
- plans review reports,
- inspection reports,
- verifications of compliance,
- variances,
- orders,
- Permit Services Reports, and
- related correspondence and/or other relevant information.

### **SECTION 5: SAFETY CODES COUNCIL OPERATING FEES**

The Municipality will collect the SCC operating fee for each permit issued, and remit those fees to the SCC in the manner and form prescribed by the SCC.

### **SECTION 6: ORDERS**

The Municipality will employ appropriately certified SCOs who may issue orders in accordance with the SCA.

### **SECTION 7: VARIANCES**

The Municipality will employ appropriately certified SCOs who may issue variances in accordance with the SCA and SCC policy.

### **SECTION 8: COMPLIANCE MONITORING**

#### **General**

The Municipality will monitor compliance through a program of permit issuance, plans examination (when applicable), site inspection, and follow-up inspections or verification of compliance (when applicable), using appropriately certified and designated SCOs to provide compliance monitoring in accordance with the SCA and associated codes and standards.

### Permits

The Municipality will collect all information required by the SCC to be collected as part of each permit application.

The Municipality will issue permits that include:

- name of the issuing Municipality,
- permit number,
- permit discipline type,
- date of issue,
- applicant's name, address, and phone number,
- contractor's name, address, and phone number,
- owner's name, address, and phone number,
- project location by legal description, civic address, and municipality,
- description of the work,
- permit conditions,
- issuer's name, signature, and designation number, and
- a Freedom of Information and Protection of Privacy Act (FOIPP) statement that meets the requirements of FOIPP as per the following example: ***"The personal information provided as part of this application is collected under the Safety Codes Act and the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the municipality."***

### Site Inspections

A SCO will inspect:

- to determine if work complies with the SCA and relevant codes and standards,
- within the time frames noted in the discipline specific sections of this Uniform QMP,
- in a timely fashion (endeavour to inspect within 2 working days and will not exceed 5 working days, when contacted for a required inspection),
- at the stage(s) indicated in the discipline specific sections of this Uniform QMP, and
- all work in place at the time of the inspection.

The Municipality may, at their discretion, extend the time frame for a required site inspection(s) by documenting in the file:

- the reason for the extension, and
- the new time frame or date for conducting the inspection(s).

## Appendix 1 for 7.19.: Uniform Quality Management Plan

A SCO will, for each inspection required by this Uniform QMP, complete an inspection report noting:

- permit number and file number (if applicable),
- discipline,
- Municipality name,
- date,
- Owner name, address, and phone number,
- Contractor name, address, and phone number,
- legal description, address (if applicable), and municipality,
- stage(s) of work being inspected,
- a description of the work in place at the time of inspection,
- all observed deficiencies (any condition where the work is incomplete, or does not comply with the SCA or an associated code or regulation and in the opinion of the SCO is not an unsafe condition),
- all observed unsafe conditions (any condition that, in the opinion of a SCO, could result in property loss, injury, or death, and is not a situation of imminent serious danger),
- all observed situations of imminent serious danger and the action taken by the SCO to remove or reduce the danger, and
- name, signature, and designation number of the SCO conducting the inspection.

The Municipality will, for each required inspection:

- provide copies of Inspection Reports to the permit applicant, contractor, and Municipality's file; and if requested to the Owner, project consultant, Architect, or Consulting Engineers, and
- follow-up on noted deficiencies or unsafe conditions through re-inspection(s) (or at the discretion of the SCO verification of compliance may be accepted as follow-up).

### Verification of Compliance

A SCO may, at their discretion, accept a verification of compliance (reasonable assurance provided from a third party that work complies):

- as follow-up to deficiencies or unsafe conditions noted on a site inspection, or
- in lieu of a site inspection when permitted in this Uniform QMP (eg. labelled mobile home siting, minor residential improvements).

## Appendix 1 for 7.19.: Uniform Quality Management Plan

A SCO, when accepting a verification of compliance, will document the information to the permit file including:

- identification of the document as a verification of compliance,
- permit number and discipline,
- name and title of the person who provided the verification of compliance and how it was provided (i.e. written assurance, verbal assurance, site visit by designate, etc.),
- date accepted by the SCO, and
- signature and designation number of the SCO.

### **No-Entry Policy**

When a SCO is unable to gain entry to a site for a required inspection, the SCO will leave a notification on-site in a visible location, or forward notification to the Owner or permit applicant (as appropriate), advising of the inspection attempt and requesting that the Municipality be contacted to arrange for the site inspection.

If the Municipality does not receive a response within 30 days of notification, the Municipality will mail the Owner or permit applicant (as appropriate), a second notification requesting that the Municipality be contacted within 30 days to arrange for a site inspection.

If the Municipality is not contacted within 30 days of the second notification, the inspection stage may be considered a “no-entry” and counted as the required interim or final inspection.

### **Permit Services Report**

The Municipality will issue a Permit Services Report:

- within 30 days of completing the compliance monitoring services as required in this Uniform QMP (completion of compliance monitoring services means; after the final or only required inspection, after acceptance of a verification of compliance in lieu of an inspection when permitted, or after compliance with the no-entry policy with respect to the final or only required inspection),
- to the Owner (the Owner, for the purposes of this Uniform QMP means, in order of preference; the Owner of the project at the time the permit was purchased, at the time the compliance monitoring services were provided, or at the time the Permit Services Report was issued).

The Municipality will not issue a Permit Services Report or close a file if there is an unsafe condition, until such time as the unsafe condition is corrected.



## Appendix 1 for 7.19.: Uniform Quality Management Plan

The Municipality will, for administrative purposes, consider the file closed when the Permit Services Report is issued, however:

- will reactivate the file if any further activity related to the permit is initiated within 30 days, and
- may reactivate the file at any time.

## **APPENDIX A: BUILDING DISCIPLINE**

### **Building Permits**

The Municipality will, **prior** to permit issuance:

- obtain two complete sets of construction documents as outlined in Part 2 of the Alberta Building Code (ABC),
- obtain any letters or schedules required to be provided by the ABC,
- conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues, and
- obtain documents with the seal and signature of a registered Architect and/or Professional Engineer(s), when required by the ABC.

### **Construction Document Review**

The Municipality will, **within 15 days** of permit issuance:

- complete a review of the construction documents in accordance with the requirements of the ABC,
- prepare a Plans Review Report,
- provide the Plans Review Report to the permit applicant, contractor, and Municipality's file; and if requested to the Owner, project consultant, Architect, or Consulting Engineers, and
- provide one set of construction documents to the permit applicant for retention and review at the project site, and retain one set on the Municipality's file.

### **Compliance Monitoring on Projects requiring Professional Involvement**

The Municipality will collect and maintain on file, a letter(s) of compliance from the professional Architect or Engineer when a part or parts of the building require a professional Architect or Engineer.

The Municipality will collect and maintain on file all letters of compliance required in accordance with the ABC when overall professional Architect and/or Engineer involvement is required for the work covered under a permit.

**Building Site-Inspections**

A SCO will conduct site inspections at the stages indicated in the following tables:

**Site Inspection Stages for Part 9 Buildings Not Requiring Overall Professional Involvement**

Type Of Project	Type of Building & Major Occupancy	Minimum # of Inspections	Inspection Stage (NOTE: inspect all work in place at time of inspection)
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	Single & Two Family Dwellings (Group C)	2	<ul style="list-style-type: none"> <li>complete foundation (prior to backfill)</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>solid or liquid fuelled appliance(s) &amp; framing (prior to covering up with insulation and vapour barrier)</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>insulation and vapour barrier (prior to drywall)</li> </ul> <b>AND</b> <ul style="list-style-type: none"> <li>final, including HVAC completion (within 180 days of permit issuance) or (within 365 days of permit issuance if the homeowner is the contractor)</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	Multi-family Residential, Townhouses, Small Apartments (Group C)	2	<ul style="list-style-type: none"> <li>complete foundation (prior to backfill)</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>solid or liquid fuelled appliance(s) &amp; framing (prior to covering up with insulation and vapour barrier)</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>insulation and vapour barrier (prior to drywall)</li> </ul> <b>AND</b> <ul style="list-style-type: none"> <li>final, including fire alarm and HVAC completion (within 180 days of permit issuance)</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	Business & Personal Services, Mercantile, Med. & Low Hazard Industrial (Group D, E, F2, F3)	2	<ul style="list-style-type: none"> <li>complete foundation (prior to backfill)</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>HVAC rough-in</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>framing, structure (prior to insulation and vapour barrier)</li> </ul> <b>AND</b> <ul style="list-style-type: none"> <li>final, including HVAC completion (within 180 days of permit issuance)</li> </ul>
Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of \$20,000 or less) <b>OR</b> Other types of permits not covered in this table.	All types of Part 9 Buildings (Group C, D, E, F2, F3)	1	<ul style="list-style-type: none"> <li>final (within 180 days of permit issuance)</li> </ul>

**Site Inspection Stages for Part 3 Buildings Not Requiring Overall Professional Involvement**

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages (NOTE: inspect all work in place at time of inspection)
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy (with a value of work more than \$20,000)	A, B, C, D, E, F	2	<ul style="list-style-type: none"> <li>○ *foundation</li> <li><b>OR</b></li> <li>○ *framing, structure</li> <li><b>OR</b></li> <li>○ *HVAC rough-in</li> <li><b>OR</b></li> <li>○ *fire suppression systems</li> <li><b>OR</b></li> <li>○ *fire alarm system</li> <li><b>OR</b></li> <li>○ *HVAC completion</li> <li><b>OR</b></li> <li>○ *interior partitioning</li> <li><b>AND</b></li> <li>○ *final (within 365 days of permit issuance)</li> </ul> <p>* NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.</p>
Alteration, addition, renovation, reconstruction, change of occupancy (with a value of work \$20,000 or less) <b>OR</b> Other types of permits not covered in this table	A, B, C, D, E, F	1	<ul style="list-style-type: none"> <li>○ final (within 365 days of permit issuance)</li> </ul>

**Site Inspection Stages, Part 9 or Part 3 Buildings Requiring Overall Professional Involvement**

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages (NOTE: inspect all work in place at time of inspection)
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$20,000)	A, B, C, D, E, F	2	<ul style="list-style-type: none"> <li>○ interim inspection at approximately the mid-term of the work</li> <li><b>AND</b></li> <li>○ final (within 365 days of permit issuance)</li> </ul>
Alteration, addition, renovation, reconstruction, change of occupancy (value of work \$20,000 or less) <b>OR</b> Other types of permit not covered in this table.	A, B, C, D, E, F	1	<ul style="list-style-type: none"> <li>○ final (within 180 days of permit issuance)</li> </ul>

**Site Inspection of labelled mobile home siting, and minor residential improvements including detached garages, decks, or basement renovations** will consist of at least one site inspection within 90 days of permit issuance, or at the discretion of the SCO, consist of a completed Verification of Compliance.

**Site Inspection of Part 10 buildings** will consist of at least one on-site inspection at the final set-up stage within 90 days of permit issuance.



**Site Inspection of Solid or Liquid Fuelled Heating Appliances (under separate permit)** will consist of at least one on-site inspection, prior to covering, within 90 days of permit issuance.

**Site Inspection of Mechanical, Heating, or Ventilation Systems (under separate permit)** will consist of at least one on-site inspection at the completion stage, prior to covering, within 90 days of permit issuance.

**Site Inspection for Demolition permits (under separate permit)** will be at the discretion of the SCO responsible for permit issuance for single family dwellings and their accessory buildings, and will consist of at least one on-site inspection prior to demolition for all other buildings.

**Site Inspection of Non-flammable Medical Gas Piping Systems** will be at the discretion of the SCO responsible for permit issuance. The SCO will follow up all ABC deficiencies identified by the testing Agency, to ensure compliance.

## APPENDIX B: ELECTRICAL DISCIPLINE

### Electrical Permits

The Municipality will issue Electrical Permits.

### Construction Document Review

A SCO may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed electrical installation.

### Electrical Site-Inspections

A SCO will conduct site inspections at the stages indicated in the following table:

**Site Inspections for Electrical Installations**

Type of Project	Minimum # of Inspections	Inspection Stages (NOTE: inspect all work in place at time of inspection)
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work over \$4000)	2	<ul style="list-style-type: none"> <li>○ rough-in inspection (prior to cover-up)</li> <li><b>AND</b></li> <li>○ final inspection (within 365 days of permit issuance)</li> </ul>
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work \$4000 or less)	1	<ul style="list-style-type: none"> <li>○ final inspection (within 90 days of permit issuance)</li> </ul>
Single Family Residential or Farm Buildings under a Contractor Permit (with value of work over \$500)	1	<ul style="list-style-type: none"> <li>○ completed rough-in inspection (prior to cover-up)</li> <li><b>OR</b></li> <li>○ final inspection (within 180 days of permit issuance)</li> </ul>
Single Family Residential or Farm Buildings under a Homeowner permit (with value of work over \$500)	2	<ul style="list-style-type: none"> <li>○ completed rough-in inspection (prior to cover-up)</li> <li><b>AND</b></li> <li>○ final inspection (within 365 days of permit issuance)</li> </ul>
Single Family Residential or Farm Buildings under a Contractor or Homeowner permit (with value of work \$500 or less)	1	<ul style="list-style-type: none"> <li>○ final inspection (within 90 days of permit issuance)</li> </ul>
Skid Units, Relocatable Industrial Accommodation, Manufactured Housing, Oilfield Pump-jacks, Temporary Services	1	<ul style="list-style-type: none"> <li>○ final inspection (within 90 days of permit issuance), including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing</li> </ul>
Annual Permit (for minor alterations/additions conducted on one site)	2	<ul style="list-style-type: none"> <li>○ mid-term inspection, and</li> <li>○ final inspection (within 60 days of expiry of permit)</li> </ul>

## APPENDIX C: PLUMBING DISCIPLINE

### Plumbing Permits

The Municipality will issue Plumbing permits.

### Construction Document Review

A SCO may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed plumbing installation.

### Plumbing Site-Inspections

A SCO will conduct site inspections at the stages indicated in the following table:

**Site Inspections for Plumbing Installations**

Installation Type	Minimum # of Inspections	Plumbing Installation Stage (NOTE: inspect all work in place at time of inspection)
Public Institutions, Commercial, Industrial, Multi-Family Residential (with more than 10 fixtures)	2	<ul style="list-style-type: none"> <li>○ rough-in below grade prior to covering</li> <li><b>OR</b></li> <li>○ rough-in above grade prior to covering</li> <li><b>AND</b></li> <li>○ final completion (within 365 days of permit issuance)</li> </ul>
Public Institutions, Commercial, Industrial, Multi-Family Residential (with 10 fixtures or less)	1	<ul style="list-style-type: none"> <li>○ rough-in below grade prior to covering</li> <li><b>OR</b></li> <li>○ rough-in above grade prior to covering</li> <li><b>OR</b></li> <li>○ final completion (within 180 days of permit issuance)</li> </ul>
Single Family Residential or Farm Buildings under a Contractor Permit (with more than 5 fixtures)	1	<ul style="list-style-type: none"> <li>○ completed rough-in below grade</li> <li><b>OR</b></li> <li>○ completed rough-in above grade prior to covering (within 180 days of permit issuance)</li> </ul>
Single Family Residential or Farm Buildings under a Homeowner permit (with more than 5 fixtures)	2	<ul style="list-style-type: none"> <li>○ completed rough-in below grade (prior to covering)</li> <li><b>AND</b></li> <li>○ final completion (within 365 days of permit issuance)</li> </ul>
Single Family Residential or Farm Building (with 5 fixtures or less)	1	<ul style="list-style-type: none"> <li>○ final completion (within 90 days of permit issuance)</li> </ul>

### Permits for Private Sewage Disposal Systems

The Municipality will issue permits for PSDS installations.

### Permit Issuance for Private Sewage Disposal Systems

The Municipality will, **prior** to permit issuance:

- require the permit applicant to provide all relevant installation details including:
  - a site plan,
  - the expected volume of sewage per day,
  - the criteria used to determine the expected volume of sewage per day,

- description and details of all sewage system treatment and effluent disposal component(s),
- details of the method(s) used to determine the soil effluent loading rate, including the results of the method(s) and who they were conducted by, and
- the depth to the water table if less than 2.4 m from ground surface.

and

- require a Plumbing Level 2 Safety Codes Officer to complete a review of the information for compliance with the requirements of the Private Sewage Disposal System regulations.

### **Private Sewage Disposal System Site Inspections**

A Plumbing Level 2 Safety Codes Officer will:

- conduct a minimum of one site inspection during installation, or
- if unable to conduct the inspection during installation, note the reason on file and conduct a final inspection within 30 days of permit issuance.

## APPENDIX D: GAS DISCIPLINE

### Gas Permits

The Municipality will issue Gas Permits.

### Construction Document Review

A SCO may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed gas installation.

### Gas Site-Inspections

A SCO will conduct site inspections at the stages indicated in the following table:

**Required Site Inspections for Gas Installations**

Installation Type	Minimum # of Inspections	Gas Installation Stages (NOTE: inspect all work in place at time of inspection)
Public Institutions, Commercial, Industrial, Multi-Family Residential (more than 400,000 BTU)	2	<ul style="list-style-type: none"> <li>○ rough-in</li> <li><b>AND</b></li> <li>○ final completion (within 365 days of permit issuance)</li> </ul>
Public Institutions, Commercial, Industrial, Multi-Family Residential (400,000 BTU or less)	1	<ul style="list-style-type: none"> <li>○ rough-in</li> <li><b>OR</b></li> <li>○ final completion (within 180 days of permit issuance)</li> </ul>
Single Family Residential or Farm Buildings under a Contractor Permit	1	<ul style="list-style-type: none"> <li>○ final completion (within 180 days of permit issuance)</li> </ul>
Single Family Residential or Farm Buildings under a Homeowner permit	1	<ul style="list-style-type: none"> <li>○ final completion (within 365 days of permit issuance)</li> </ul>
Temporary Heat Installations (under separate permit)	1	<ul style="list-style-type: none"> <li>○ final inspection (within 90 days of permit issuance)</li> </ul>



## APPENDIX E: FIRE DISCIPLINE

Compliance monitoring in the fire discipline will consist of:

- administration of the Safety Codes Act and the Alberta Fire Code, and
- investigation and reporting of fires.

Compliance monitoring may, at the discretion of the Municipality, also consist of reasonable inspections of buildings, structures and places to check for compliance with the Alberta Fire Code. Inspections will be administered in accordance with the Inspection Program and Frequency Schedule (attached) and will include the preparation and distribution of site inspection reports. At the discretion of the Fire Safety Codes Officer, verification of compliance may be acceptable as proof of correction to a noted deficiency.

Summary records will be maintained which contain the following minimum information:

Maintenance Inspections	New Work Inspections	Investigations
file number; site address; name of Safety Codes Officer doing the work; comments; date of inspection; assurance of compliance with corrective items; and date of site completion/sign off.	file number; site address; site description; date of plans examination; name of Safety Codes Officer doing the work; date of permit issuance; comments; value of construction; date of inspection; assurance of compliance with corrective items; and date of site completion/sign off.	file number; location of fire; date of fire; date of investigation; building / property use; cause of fire; origin of fire; value of loss; name of Safety Codes Officer conducting the investigation; comments; and date of completion/sign off.

Investigations will be conducted to determine the cause and origin of fires where a death, injury, or property loss occurs, the results of which will be reported to the Fire Commissioner in accordance with the Administrative Items Regulation. A Fire Safety Codes Officer may arrange for any additional municipal, law enforcement, agency, or other resources as required to assist in an investigation. In the event of a fire resulting in a death or where arson is suspected, the investigation will include immediate notification of the provincial Fire Commissioner. It is also recognized by the municipality that investigations of fires or explosions that result in serious injury, death, suspected incendiary activity or complicated loss, may involve representatives or agents of the provincial Fire Commissioner.

**Inspection Program and Frequency Schedule**

## APPENDIX F: Permit Services Report (sample)

### PERMIT SERVICES REPORT

Issued by: \_\_\_\_\_ on \_\_\_\_\_ to \_\_\_\_\_  
(Municipality name) (date of issue) (Owner name)

Re:

Permit number: \_\_\_\_\_

Type of Permit: ☐ Building ☐ Electrical ☐ Plumbing ☐ Gas

Location:

Municipality: \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_ OR Part of \_\_\_\_\_ Sec \_\_\_\_\_ Twp \_\_\_\_\_ Rge \_\_\_\_\_ West of \_\_\_\_\_

Status:

Compliance monitoring services have been provided as required by the Safety Codes Act, and codes, regulations and policies pursuant to the Act. It is the opinion of the issuer of this report that:

- ☐ **work complies** with the intent of the Safety Codes Act and applicable regulations.
- ☐ **work may not comply** as
- ☐ a Safety Codes Officer was unable to gain entry for the required site inspection(s)
  - ☐ the permit expired
  - ☐ the permit was cancelled
- ☐ **deficiencies must be corrected** for the work to meet the intent of the Safety Codes Act and applicable regulations (refer to attached list or inspection report). Please contact the Municipality within 30 days of this report if you wish to make arrangements to verify that deficiencies are corrected.

Yours truly,

\_\_\_\_\_  
Signature of Municipality Representative

cc: permit file

*Note: This report remains on file as record of compliance or non-compliance with the provisions of the Safety Codes Act, regulations, Codes, and standards. Pursuant to the Safety Codes Act, the "Owner" is responsible for meeting the requirements of the Act.*



*County of St Paul No 19*  
5015 - 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 7.20. LAC LA BICHE COUNTY - MEDEVAC SERVICES

#20130205002

**Meeting :** February 12, 2013

**Meeting Date :** 2013/02/12 10:00

#### Background

---

We have received a letter from Lac La Biche County requesting that Council write a letter or e-mail the Premier, Minister of Health and local MLAs requesting that they delay transfer of Medevac services from the Edmonton Centre Airport until proper arrangements are made that protect medevac service standards for northern communities. A copy of the letter is attached. More information is also available at [www.saveourmedevac.ca](http://www.saveourmedevac.ca).

#### Recommendation

---

Motion to send a letter to the Premier, Minister of Health and local MLA requesting that they delay transferring the Medevac services from the Edmonton Centre Airport until proper arrangements are made that protect Medevac service standards for northern communities.

#### Additional Information

---

**Originated By :** pcorbiere





Lac La Biche County  
welcoming by nature.

January 29, 2013

Reeve Steve Upham  
County of St. Paul  
5015 - 49 Avenue  
St. Paul, AB T0A 3A4

RECEIVED JAN 31 2013

Dear Reeve Upham:

On January 21, 2013, the Government of Alberta confirmed that Medevac services would be moved in March from City Centre Airport to the Edmonton International Airport. The transfer time (from plane to hospital) is expected to more than double, lowering the response standard from one of the best in Canada to one of the worst.

Lac La Biche County Council believes the current Medevac service standards for northern communities must be maintained because lives depend on it. The Government's transfer plan will not do this. In truth, the move will negatively impact Medevac services and threaten the health and safety of critically ill patients coming from northern Alberta.

We know through previous correspondence and discussion that your municipality shares our concerns. Our Council is asking you to join us in our quest to delay this looming, life threatening action. Our request to the Government of Alberta is simple:

***Delay transfer of Medevac services from the Edmonton Centre Airport until proper arrangements are made that protect Medevac service standards for northern communities.***

We ask that you write or email the Premier, Minister of Health Fred Horne and your local and Edmonton MLAs and City Council with this request. We believe it is not too late to change the plan. However, it is important to speak with one voice and do it soon. Through the media and other means, we have asked our residents to support us by individually voicing their concerns too. We hope you will urge your residents, family and friends to do the same.

We support the efforts of the Save Our Medevac Service Society. You can find more information on this issue on their website: [www.SaveourMedevac.ca](http://www.SaveourMedevac.ca)

Thank you for your support regarding this important matter.

Sincerely,

Aurel Langevin, Mayor

cc: Lac La Biche County Councillors





## Issue Summary Report

### 7.21. ROAD CONSTRUCTION EASEMENTS

#20130205004

Meeting : February 12, 2013

Meeting Date : 2013/02/12 10:00

#### Background

---

Easements for road construction purposes. Backsloping and County to fence or pay compensation for fencing.

All are standards easements unless otherwise indicated by \*

#### Rge Rd 72, South of Hwy 646, Project 2C134, 1 Mile

SW 26-56-7-W4	Vernon & Rock Sharkey
PSW 26-56-7-W4	Dustin & Jenna Sharkey
NW 26-56-7-W4	Delhart & Sylvia Smith
SW 27-56-7-W4	Emjay Enterprises Inc.
E 1/2 NE 27-56-7-W4	Gary Kozicky

#### Twp Rd 580 East of Rge Rd 90, Project 3C133, 1 Mile

SW 6-58-8-W4	Dean & Lee Wiart
SE 6-58-8-W4	1370088 AB Ltd. & 1370146 AB Ltd.
NW 31-57-8-W4	Romeo & Patricia Fontaine
PNE 31-57-8-W4	Bruce & Judy Thompson
NE 31-57-8-W4	1370088 AB Ltd. & 1370146 AB Ltd.

#### Rge Rd 94 North of Twp Rd 582, Project 4C132, 1/2 Mile

PSW 16 -58-9-W4	Rose Marie Gill
PSW 16-58-9-W4	Elden & Christine Warkentin
S 1/2 SW 16-58-9-W4	Victor & Rita Gill
PSE 17-58-9-W4	Norman Dallaire & 948347 AB Ltd.
PSE 17-58-9-W4	Alphonse VanBrabant & Jim Pederson

#### Recommendation

---

Motion to approve the easements for road construction purposes.

#### Additional Information

---

Originated By : Idemoissac



*County of St Paul No 19*  
5015 - 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 7.22. RN RECRUITMENT COMMITTEE

**#20130205005**

**Meeting :** February 12, 2013

**Meeting Date :** 2013/02/12 10:00

#### **Background**

---

Councillor Dach is a member of the RN Recruitment Committee for the Town of Elk Point. The Committee is looking for funding so they can provide incentives for nurses to come to Elk Point.

The County has representation on the Dr. Recruitment Committee with the Town of St. Paul and we currently provide \$10,000 for the committee.

Councillor Dach will speak to Council about this initiative.

#### **Recommendation**

---

Motion to refer the request for funding for the RN Recruitment Committee to the budget discussions.

#### **Additional Information**

---

**Originated By :** pcorbiere



*County of St Paul No 19*  
5015 - 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 7.23. POTENTIAL CHANGES TO LINDBERGH POST OFFICE

#20130206002

**Meeting :** February 12, 2013

**Meeting Date :** 2013/02/12 10:00

#### Background

---

We have been informed by Canada Post that due to mail volumes declining and a very small number of local customers accessing the Lindbergh post office on Saturdays, Canada Post is considering no longer offering Saturday service. They will be holding discussions with local representatives of Canadian Postmasters and Assistants Association and advise Council of their decision.

#### Recommendation

---

Motion to file the letter from Canada Post as information.

#### Additional Information

---

**Originated By :** pcorbiere



CANADA POST  
4810B 49 ST  
ATHABASCA AB T9S 1C3

POSTES CANADA  
4810B RUE 49  
ATHABASCA AB T9S 1C3

RECEIVED FEB 05 2013

February 4, 2013

Steve Upham  
County of St. Paul No.19  
5015 - 49 Ave  
St. Paul, AB T0A 3A4

**Re: Potential changes to the Lindbergh Post Office**

Dear Steve:

Our extended retail network is not only important to the communities we serve, but also to Canada Post. It's a competitive advantage that will help us to compete in growing markets such as e-commerce.

However, with mail volumes declining, we need to make smart choices to maintain local service without becoming a burden on Canadian taxpayers. We stand by our mandate of serving Canadians while remaining profitable, understanding that our costs continue to rise while mail volumes decline.

We intend to focus on serving the people in your community when they use the post office most. A careful review has determined that we have a very small number of local customers on Saturdays. Canada Post is therefore considering focusing on our weekday service and no longer offering Saturday service.

We will be holding discussions with the local representative of the Canadian Postmasters and Assistants Association (CPAA), and will communicate with you once these discussions have occurred.

Rest assured that these potential changes will take our customer's and your constituent's postal needs into consideration and that, regardless of any final decision, no employees will lose their job as a result.

Please do not hesitate to contact me at the above address or at 780-675-8060 if you require further information or assistance.

Yours truly,

Trevor L.M. Marks  
Local Area Manager – Fort McMurray



*County of St Paul No 19*  
5015 - 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 7.24. BYLAW 2013-03 FEE SCHEDULE BYLAW

**#20130204024**

**Meeting :** February 12, 2013

**Meeting Date :** 2013/02/12 10:00

#### Background

---

Further to the Policy Committee Meeting, Administration is presenting to Council Bylaw 2013-03, Fee Schedule Bylaw. The purpose of this Bylaw is to set municipal fees for good and services provided by the municipality in one Bylaw. It will be reviewed annually prior to setting of the Municipal Budget. This bylaw will repeal the fees sections of other bylaws where fees are established.

Administration proposed several changes to fees earlier in this Council meeting. We would incorporate Council's decisions made on those items (Gravel Sales, ASB Rental Equipment, Parks Fees) into the bylaw prior to first reading. This bylaw can receive all three readings today if that is Council's wishes.

#### Recommendation

---

As per Council's wishes.

#### Additional Information

---

**Originated By :** skitz



**COUNTY OF ST. PAUL NO. 19**

**BYLAW NO. 2013-03**

---

---

A Bylaw of the County of St. Paul No. 19 in the Province of Alberta to establish a Fee Schedule Bylaw.

---

---

**WHEREAS**, pursuant to provisions of the Municipal Government Act, 2000, Chapter M-26.1 with amendments thereto it is deemed desirable to set fees for goods and services provided or made available by the County of St. Paul;

**WHEREAS**, the fees approved by this bylaw will replace existing fees in a number of bylaws; and

**NOW THEREFORE**, the Council of the County of St. Paul No. 19 duly assembled hereby enacts as follows:

1. The Schedule of Fees, attached to and forming Schedule “A” of this bylaw is adopted;
2. Schedule A to this bylaw will be reviewed by Council on an annual basis; and
3. The fees contained in the following bylaws are repealed and replaced by the fees approved by this bylaw:

Bylaw 1179	Cash Deposit – Municipal Elections
Bylaw 1275	Noise Bylaw
Bylaw 1304	Assessment Appeals
Bylaw 1313	Dog Control Bylaw
Bylaw 1401	Fire Protection Bylaw
Bylaw 1426	Off Highway Vehicle Bylaw
Bylaw 1445	Cemetery Bylaw
Bylaw 1484	Use of Corridor owned by Muni-Corr Ltd. Bylaw
Bylaw 1555	Subdivision processes and appeals Bylaw
Bylaw 1556	Airport Committee Bylaw
Bylaw 1568	Records and Data Retrieval Bylaw
Bylaw 1574	Utilities Bylaw
Bylaw 1624	Tax Penalty Bylaw

This Bylaw comes into force and effect upon its final passing thereof.

Read a first time in Council this            day of            , A.D. 2013.

## Appendix 1 for 7.24.: 2013-03 Fee Schedule Bylaw

Read a second time in Council this    day of            , A.D. 2013.

Read a third time in Council and duly passed this            day of            , A.D. 2013.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

## Schedule A

**Administration- 12****Credit Cards**

Credit card acceptance fee	3%
(Property taxes, payments over \$999.99)	

**Data Retrieval**

Administration Fee	\$10.00 per 1/4 hour
Photocopying Fee	No charge for first 50 pages. \$0.25/page for each additional page
Electronic Copy Fee	(Provided on CD or DVD) - \$5.00
Outside Retrieval Fee	Cost of retrieval + 10%

**Election Deposit (cash)**

\$100.00

**NSF Cheques**

\$20.00

**Promotional Items (Shirts, Caps, Flags etc.)**

Cost Recovery

**Geographical Information System**

Custom GIS Mapping/ Analysis	\$65.00
------------------------------	---------

**Maps**

County Land Ownership	\$15.00
Parcel Map 8.5"x11"	\$5.00 for non
Parcel Map 11" x 17"	\$5.00 for non
Parcel Map 18"x24"	\$10.00
Subdivision	\$0 for owners
Subdivision	\$5 for non owners
Map Binder of all Subdivisions	\$75.00
Postage on Map Sales	\$10.00

**Ortho Photo**

8.5"x11"	\$10.00 for non
11" x 17"	\$12.00 for non
18" x 24"	\$12.00 for non
No mass sales as per agreement	Qty

**Rural Address**

Rural Address Binders	\$100.00
Rural Address Replacements Signs	Cost Recovery
Rural Address New Signs	\$0

**Assessment & Taxation**

Tax Certificates	\$20.00
Tax Searches	\$20.00
Re-print Tax Notices	\$10.00
<b>Assessment Appeals- Residential</b>	\$50.00
<b>Assessment Appeals- Non Residential</b> (refundable if Successful)	\$200.00

## Appendix 1 for 7.24.: 2013-03 Fee Schedule Bylaw

<b>Assessment Records</b> to Landlord	\$0
<b>Assessment Records</b> to Firms (Per roll Number)	\$20.00
<b><u>Tax Notifications</u></b>	
Registering Tax Notification	\$25.00
Discharge Tax Notification	\$0
<b><u>Tax Recovery Process</u></b>	
Admin Fee	As Per MGA 427(1)(d)
Final Acquisition	No Charge
Revival of Title	Cost
Tax Sale	\$50.00
<b><u>County Office</u></b>	
Lower Level Board Room- ½ day	\$50.00
Lower Level Board Room -1 day	\$75.00
<b><u>Noise Bylaw Offence</u></b>	
1 <sup>st</sup> Offence	\$100.00
2 <sup>nd</sup> Offence	\$200.00
3 <sup>rd</sup> Offence	\$500-\$2500
<b><u>Off Highway Vehicle</u></b>	
1 <sup>st</sup> offence	\$50.00
2 <sup>nd</sup> offence & Subsequent	\$100.00
<b><u>Muni-Corr</u></b>	
Guilty of an Offence- 1 <sup>st</sup> Offence	\$1,000.00
2 <sup>nd</sup> offence	\$2,000.00
<b><u>Penalties Unpaid Taxes</u></b>	
July 1 <sup>st</sup>	3%
December 1 <sup>st</sup>	10%
February 1 <sup>st</sup>	10%
<b><u>Access to Information (FOIP)</u></b>	As per Freedom of information & Protection of Privacy Regulations
<b><u>Safety Codes Act Offences</u></b>	As per Safety Codes Act
<b>Fire-23</b>	
<b><u>Fire</u></b>	
Extinguish Fire Call	\$300.00
Open Air Fires:	
1 <sup>st</sup> Offence	Not to Exceed \$5000.00
2 <sup>nd</sup> & subsequent Offence	Not to Exceed \$10,000.00
<b><u>District Fire Dept Responds</u></b>	
District Fire Dept Responds	\$250.00 each Hour or Fraction
Each additional fire fighter	\$20.00 per hour portion

## Appendix 1 for 7.24.: 2013-03 Fee Schedule Bylaw

Anyone not complying with Bylaw	
-1 <sup>st</sup> Offence	\$300.00
-2 <sup>nd</sup> Offence within one year period	\$500.00
-3 <sup>rd</sup> offence, or subsequent offence within one year period	\$1,000.00
Issuance of a Violation Ticket	Not less than \$300.00 & not more than \$10,000.00

### PW 32

#### **Cemeteries**

##### **Interment Plots- 5'x10'**

One Cremation in Existing Plot	\$200.00
2 <sup>nd</sup> Interment in existing Plot	\$300.00

##### **Cremation Plots**

5'x10'	\$600.00
2 <sup>nd</sup> interment in same plot	\$200.00

<b>Newborn/ Infant Plots</b>	\$200.00
------------------------------	----------

##### **Snow Plow Flags**

\$20.00/ one time plow

##### **Gravel- Private Sales**

\$15.00 per yard delivered – 1<sup>st</sup> 20 cubic yards  
\$25.00 per yard delivered – max 80 cubic yards

Or

\$20.00 per yard delivered – max 100 cubic yards

##### **Custom Grader Work**

\$60.00/hr

### Airport -33

Airport Parking Fees- Grass	-\$200.00 per unit per year -\$125.00 per unit per half-year -\$ 5.00 per unit maximum charge(48Hours) or \$10.00/week
Aircraft Parking Fees- Tarmac	\$10.00 per day (min Of four hours) or \$100.00 per month \$100.00 per day for agricultural spray planes
Hangar Lease Rates	As per Agreement approved by the St. Paul Airport Committee.

### Water & Sewer 41/42

#### **Monthly Utility Rates**

##### **Lottie Lake**

-Water Service Fee	\$20.00
-Consumption (Water - \$1.25 per cubic meter)	



## Appendix 1 for 7.24.: 2013-03 Fee Schedule Bylaw

### Mallaig

-Water Service Fee	\$12.00
-Sewer Service Fee	\$20.00
-Consumption- (Water- \$1.35 per cubic meter)	

### Ashmont

-Water Service Fee	\$12.00
-Sewer Service Fee	\$10.00
-Consumption- (\$1.50 per cubic meter)	

### Ashmont Regional

-Service charge	\$50.85
-Consumption (Water-\$1.54 per cubic Meter)	

### Elk Point Regional

-Service charge	\$51.64
-Consumption (Water-\$1.40 per cubic Meter)	

### **Exceptions to the above rates are as follows**

#### Mallaig

Account No.	Name	Amount	Service
20049.1	Mallaig Arena	\$20.00/\$20.00	Flat Water/Sewer
20054.1	Heritage Homes	\$92.00	Flat Sewer
20055.1	Mallaig School	\$284.00	Flat Sewer
20077.1	Mallaig Curling Rink/Hall	\$20.00/\$20.00	Flat Water/Sewer

#### Ashmont

30009.1	Ashmont School	\$200.00	Flat Sewer
30012.1	Heritage Homes	\$50.00	Flat Sewer
30002.1	Ashmont Agriplex	\$12.00/\$10.00	Flat Water/Sewer

Sewer Work	\$30.00/ hour, Minimum of 2 hours
Frozen water Line	\$30.00/ hour, Minimum of 2 hours
Valve Change	Hourly Rate, Plus Parts
Frost Plate	\$20.00
Power Auger	\$30.00/ hour, Minimum of 2 hours
Water Thawer	\$30.00/ hour, Minimum of 2 hours
Snake	\$30.00/ hour, Minimum of 2 hours
Anyone who contravenes any provisions & is found Guilty:	Not less than \$1000.00 & not more than \$2500.00
Reconnection Fee	\$50.00
Not a Registered Owner	\$150.00

#### Connection to Regional Line

At Cost

#### Summer Residents

For Any Additional Connections/ Disconnections Per year	\$30.00
A Minimum of 5 months a year	charge for 5 months whether they remain for the full five months or not

#### New Water Service Connection

\$1500.00 Incl. cc valve, stem & casing, water meter, & inspection

## Appendix 1 for 7.24.: 2013-03 Fee Schedule Bylaw

### Service Connection

\$1000.00 (includes inspection)

### **Waste- 43**

#### Waste Bin Rental Fees

##### 3 yard bin:

-Picked up once per month	\$64.80
-Every 2 Weeks	\$75.60
-Once per Week	\$86.40

##### 4 yard bin:

-Picked up once per month	\$75.60
-Every 2 Weeks	\$86.40
-Once per Week	\$97.20

##### Commercial 4 yard Bin

Additional \$20.00

##### 6 Yard Bin:

-Picked up once per month	\$ 81.00
-Every 2 Weeks	\$ 91.80
-Once per Week	\$102.60

##### Commercial Rentals will be charged extra monthly

\$ 25.00

##### Roll off bin

-Monthly:	\$135.00
-Weekly:	\$ 33.75
-Plus	
off Delivery/Removal:	\$110.00/hr
-Plus	
Landfill Tipping Fee:	As Per site attendant

### **Agriculture Service Board-62**

#### Dog Fines

Offence	Violation Tag Penalty	1st Offence Penalty for Violation Ticket	2nd Offence Penalty for Violation Ticket
<b>Dog at large</b>			
- Vicious Dogs	\$100.00	\$250.00	\$500.00
- Restricted Dogs	\$100.00	\$250.00	\$500.00
- Other Dogs	\$ 50.00	\$250.00	\$500.00
- Female in heat	\$ 20.00	\$ 30.00	\$ 50.00
- Barking, Howling	\$ 20.00	\$ 30.00	\$ 50.00
- Damage to property	\$ 20.00	\$ 30.00	\$ 50.00
- Dog in prohibited area	\$ 20.00	\$ 30.00	\$ 50.00
- More than 2 dogs on property	\$ 20.00	\$ 30.00	\$ 50.00
Threatening or attacking a			
- person	\$ 20.00	\$ 30.00	\$ 50.00
- Chasing a person	\$ 20.00	\$ 30.00	\$ 50.00
Attacking, harassing, injuring or			
killing an animal	\$ 20.00	\$ 30.00	\$ 50.00
Vicious or restricted dog not			
confined or on leash	\$ 30.00	\$250.00	\$500.00
Interfering with Dog Control			
Officer	\$ 30.00	\$ 50.00	\$100.00

## Appendix 1 for 7.24.: 2013-03 Fee Schedule Bylaw

### **Agriculture- Rental Equipment**

<b>Rental Equipment</b>	<b>Damage Deposit</b>	<b>Rental \$90/day \$180/weekend</b>
- Post Pounder	\$100.00	
- Cattle Squeeze Chute	\$ 50.00	\$20.00
- Cattle Weigh Scale (Imperial)	\$ 50.00	\$20.00
- Portable Corrals and Loading Chute	\$ 50.00	\$20.00
- Insecticide Sprayer 200 gal	\$ 50.00	\$43.00
- Herbicide Sprayer 175 gal	\$ 50.00	\$43.00
- Tree Planter	\$ 50.00	N/C
- Skunk Traps	\$ 20.00	N/C
- 16' Land roller \$3.00/ac minimum charge \$225.00		
- 30' Land roller \$3.00/ac minimum charge \$300.00		

### **Mouse Poison**

\$2.00/bag

### **Planning & Development- 66**

#### **Planning Documents**

Land Use Bylaw- Document	\$25.00
Land Use Bylaw- Disc	\$10.00
Municipal Development Plan- Document	\$25.00
Municipal Development Plan- Disc	\$10.00
Area Structure Plan- Document	\$25.00
Area Structure Plan-Disc	\$10.00
St. Paul InterMunicipal Development Plan- Document	\$25.00
St. Paul InterMunicipal Development Plan- Disc	\$10.00
Elk Point InterMunicipal Development plan- Document	\$25.00
Elk Point InterMunicipal Development plan- Disc	\$10.00

#### **Subdivision Applications**

Application Fee	\$400.00 plus \$150.00 per lot to be created
Endorsement Fee	\$100.00 per lot
Extension (1year)	\$100.00 per file
Municipal Reserve	Cash in lieu - \$900.00 per acre
Appeal Fee	\$200.00
Requests for time extensions	\$100.00- Sec 657(6) of the Act made to the Subdivision Authority

#### **Development Permits**

Portable Accessory Building, Deck	\$ 50.00
-If all distances are met-	\$100.00
-If we have to advertise-	\$200.00
Access Development on Municipal Reserve less than 5 meters in length	\$ 50.00
Access Development on Municipal Reserve more than 5 meters in length	\$100.00

## Appendix 1 for 7.24.: 2013-03 Fee Schedule Bylaw

Signs	\$ 25.00 per \$1000.00 value of construction
Development - Secondary RV Unit	\$ 50.00/per year
Development of County Ordered Structures; Not requiring a Permit Appeal	\$200.00

### **Building Permits**

#### **Residential - Permit Fee**

Single Family Dwelling (Main Floor & Second Floor)	\$0.47/sq.ft + scc levy
Single Family Dwelling (Attached Garage)	\$0.07/sq.ft. + scc levy
<i>Minimum Fee: \$300.00; Maximum Fee \$1,000.00 (attached garage not included)</i>	
Building - Access Development on Municipal Reserve less than 5 meters in length	\$50.00 + scc levy
Building - Access Development on Municipal Reserve more than 5 meters in length	\$100.00 + scc levy

#### **Modular/Mobile Home/ RTM**

Home Relocation on Foundation, Basement or Crawlspace (minimum permit fee \$350.00)	\$0.30/sq.ft. + scc levy
Modular/RTM (minimum permit fee \$300.00)	\$0.25/sq.ft. + scc levy
Manufactured Home (Mobile Home)	\$200.00 + scc levy
Additions, Renovations, Basement Development (minimum permit fee \$125.00 ** maximum permit fee \$300.00)	\$0.25/sq.ft. + scc levy

#### **Demolitions (Residential)**

Residential Demolition	\$100.00 + scc levy
------------------------	---------------------

#### **Minor Residential**

Garage/shop (over 250sq.ft.) (minimum permit fee \$125.00 + scc levy)	\$0.25/sq.ft. + scc levy
Cold Storage Shop/unheated (minimum fee \$125.00 + maximum fee \$300.00 + scc levy)	\$0.25/sq.ft. + scc levy
Carport (minimum permit fee \$100.00 + scc levy)	\$0.18/sq.ft. + scc levy
Garden Storage Shed (250 sq. ft and under)	\$75.00 + scc levy
<i>Sheds (144 sq.ft. and under do not require a development permit)</i>	
Additions (minimum permit fee \$125.00)	\$0.25/sq.ft. + scc levy
Decks (500 sq.ft. and under), if not included in new construction	\$50.00. + scc levy
Decks (over 500 sq.ft.), if not included in new construction	\$100.00. + scc levy
Gazebo (250 sq.ft. and under)	\$75.00+ scc levy
Gazebo (over 250 sq.ft.) minimum permit fee \$125.00 + scc levy	\$0.25/sq.ft. + scc levy
Wood Burning Stove, Fireplace (if not included in new construction)	\$100.00 + scc levy
Outdoor Privy (complete with holding tank)	\$100.00 + scc levy

#### **Commercial: New & Renovations- Total Permit Fee (per \$1,000 Value)**

First \$1,000,000	\$5.00 + scc levy
-------------------	-------------------

## Appendix 1 for 7.24.: 2013-03 Fee Schedule Bylaw

Over \$1,000,000 \$3.00 + scc levy  
Minimum Fee: \$300.00

### **Demolition (Commercial)**

Commercial Demolition \$150.00 + scc levy

### **Compliance Certificates**

Compliance Certificates \$125.00

*Add 4% Safety Codes Council fee for each Permit issued with a minimum of \$4.50 and a maximum of \$560.00*

### **Electrical Permit**

New Residential Single Family Dwellings, Additions, Attached Garage

<b>Square Footage</b>	<b>Home Owner Fee</b>	<b>Contractor Fee</b>
Up to 1200	\$130.00 + scc levy	\$100.00 + scc levy
1201-1500	\$135.00 + scc levy	\$105.00 + scc levy
1501- 2000	\$140.00 + scc levy	\$110.00 + scc levy
2001-2500	\$150.00 + scc levy	\$120.00 + scc levy
2501-3500	\$160.00 + scc levy	\$130.00 + scc levy
Over 3500	\$160.00 + \$0.10 / sq. ft.	\$130.00 plus \$0.10 per sq. ft.
<b>RTM Home/Mobile Home</b>	<b>\$100.00 + scc levy</b>	<b>\$100.00 + scc levy</b>

*Other than New Single Family Residential  
(basement development, garage, addition, renovation, minor work)*

### **Detached Garage/Accessory Building**

<b>Square Footage</b>	<b>Home Owner Fee</b>	<b>Contractor Fee</b>
Up to 1200 sq. ft.	\$100.00 + scc levy	\$75.00 + scc levy
Over 1200 sq. ft.	\$100.00 + \$0.10 / sq. ft.	\$75.00 + \$0.10 / sq. ft.
Maximum Permit Fee \$150.00 + scc levy		

### **Basement Development/Renovations**

<b>Square Footage</b>	<b>Home Owner Fee</b>	<b>Contractor Fee</b>
Up to 1200	\$100.00 + scc levy	\$75.00 + scc levy
Over 1200 sq.ft.	\$100.00 + \$0.10 / sq. ft.	\$75.00 + \$0.10 / sq. ft. + scc levy
Maximum Permit Fee \$150.00 + scc levy		
Permanent Service Connection Only		\$50.00 + scc levy
Temporary Power/Underground Service		\$50.00 + scc levy
Annual Electrical Permit		\$400.00 + scc levy

*Add 4% Safety Codes Council Fee for each Permit issued with a minimum of \$4.50 and a maximum of \$560.00*



## Appendix 1 for 7.24.: 2013-03 Fee Schedule Bylaw

### Electrical

#### Non- Residential Installations

Installation Cost	Permit Fee - not including SCC levy*	Installation cost	Permit Fee - not including SCC levy*
0 - 1,000.00	\$75.00	38,001.00 - 39,000.00	\$430.00
1,001 - 1,500.00	\$85.00	39,001.00 - 40,000.00	\$445.00
1,500.01 - 2,000.00	\$95.00	40,001.00 - 41,000.00	\$460.00
2,000.01 - 2,500.00	\$100.00	41,001.00 - 42,000.00	\$475.00
2,500.01 - 3,000.00	\$105.00	42,001.00 - 43,000.00	\$490.00
3,000.01 - 3,500.00	\$110.00	43,001.00 - 44,000.00	\$505.00
3,500.01 - 4,000.00	\$120.00	44,001.00 - 45,000.00	\$520.00
4,000.01 - 4,500.00	\$130.00	45,001.00 - 46,000.00	\$535.00
4,500.01 - 5,000.00	\$135.00	46,001.00 - 47,000.00	\$550.00
5,000.01 - 5,500.00	\$140.00	47,001.00 - 48,000.00	\$565.00
5,500.01 - 6,000.00	\$145.00	48,001.00 - 49,000.00	\$580.00
6,000.01 - 6,500.00	\$150.00	49,001.00 - 50,000.00	\$595.00
6,500.01 - 7,000.00	\$155.00	50,001.00 - 60,000.00	\$610.00
7,000.01 - 7,500.00	\$160.00	60,001.00 - 70,000.00	\$625.00
7,500.01 - 8,000.00	\$175.00	70,001.00 - 80,000.00	\$640.00
8,000.01 - 8,500.00	\$180.00	80,001.00 - 90,000.00	\$655.00
8,500.01 - 9,000.00	\$185.00	90,001.00 - 100,000.00	\$680.00
9,000.01 - 9,500.00	\$190.00	100,001.00 - 110,000.00	\$705.00
9,500.01 - 10,000.00	\$195.00	110,001.00 - 120,000.00	\$730.00
10,000.01 - 11,000.00	\$205.00	120,001.00 - 130,000.00	\$755.00
11,000.01 - 12,000.00	\$215.00	130,001.00 - 140,000.00	\$780.00
12,000.01 - 13,000.00	\$225.00	140,001.00 - 150,000.00	\$805.00
13,000.01 - 14,000.00	\$230.00	150,001.00 - 160,000.00	\$830.00
14,000.01 - 15,000.00	\$235.00	160,001.00 - 170,000.00	\$855.00
15,000.01 - 16,000.00	\$240.00	170,001.00 - 180,000.00	\$880.00
16,000.01 - 17,000.00	\$245.00	180,001.00 - 190,000.00	\$905.00
17,000.01 - 18,000.00	\$255.00	190,001.00 - 200,000.00	\$930.00
18,000.01 - 19,000.00	\$260.00	200,001.00 - 210,000.00	\$955.00
19,000.01 - 20,000.00	\$265.00	210,001.00 - 220,000.00	\$1,005.00
20,000.01 - 21,000.00	\$270.00	220,001.00 - 230,000.00	\$1,055.00
21,000.01 - 22,000.00	\$275.00	230,001.00 - 240,000.00	\$1,105.00
22,000.01 - 23,000.00	\$280.00	240,001.00 - 250,000.00	\$1,155.00
23,000.01 - 24,000.00	\$285.00	250,001.00 - 300,000.00	\$1,205.00
24,000.01 - 25,000.00	\$290.00	300,001.00 - 350,000.00	\$1,255.00
25,000.01 - 26,000.00	\$295.00	350,001.00 - 400,000.00	\$1,330.00
26,000.01 - 27,000.00	\$305.00	400,001.00 - 450,000.00	\$1,405.00

## Appendix 1 for 7.24.: 2013-03 Fee Schedule Bylaw

27,000.01 - 28,000.00	\$315.00	450,001.00 - 500,000.00	\$1,480.00
28,000.01 - 29,000.00	\$325.00	500,001.00 - 550,000.00	\$1,555.00
29,000.01 - 30,000.00	\$335.00	550,001.00 - 600,000.00	\$1,630.00
30,000.01 - 31,000.00	\$345.00	600,001.00 - 650,000.00	\$1,730.00
31,000.01 - 32,000.00	\$355.00	650,001.00 - 700,000.00	\$1,830.00
32,000.01 - 33,000.00	\$365.00	700,001.00 - 750,000.00	\$1,930.00
33,000.01 - 34,000.00	\$375.00	750,001.00 - 800,000.00	\$2,030.00
34,000.01 - 35,000.00	\$385.00	800,001.00 - 850,000.00	\$2,130.00
35,000.01 - 36,000.00	\$395.00	850,001.00 - 900,000.00	\$2,280.00
36,000.01 - 37,000.00	\$405.00	900,001.00 - 950,000.00	\$2,430.00
37,000.01 - 38,000.00	\$415.00	950,001.00 - 1,000,000.00	\$2,580.00

*Add 4% Safety Codes Council fee for each Permit issued with a minimum of \$4.50 and a maximum of \$560.00*

### **Gas Permit Fee Schedule**

#### **New Residential Single Family Dwellings**

##### **Square Footage**

	<b>Home Owner Fee</b>	<b>Contractor Fee</b>
Up to 1200	\$130.00 + scc levy	\$100.00 + scc levy
1201-1500	\$135.00 + scc levy	\$105.00 + scc levy
1501-2000	\$140.00 + scc levy	\$110.00 + scc levy
2001-2500	\$150.00 + scc levy	\$120.00 + scc levy
2501-3500	\$160.00 + scc levy	\$130.00 + scc levy
Over 3500	\$160.00 + \$0.10 / sq ft	\$130.00 + \$0.10 / sq ft
RTM Home/Mobile Home		\$100.00 + scc levy
Minor Work (replace furnace, hot water tank)		\$60.00 + scc levy

##### **Number of Outlets**

	<b>Home Owner Fee</b>	<b>Contractor Fee</b>
1 to 3	\$125.00 + scc levy	\$100.00 + scc levy
4	\$130.00 + scc levy	\$105.00 + scc levy
5	\$135.00 + scc levy	\$110.00 + scc levy
6	\$140.00 + scc levy	\$115.00 + scc levy
7	\$145.00 + scc levy	\$120.00 + scc levy
8	\$150.00 + scc levy	\$125.00 + scc levy
9	\$155.00 + scc levy	\$130.00 + scc levy
10	\$160.00 + scc levy	\$135.00 + scc levy
Over 10	\$160.00 + \$10.00/ outlet over 10	\$135.00 + \$10.00 / outlet over 10

##### **Description**

	<b>Permit Fee - not including SCC Levy</b>
Propane Tank Set	(does not include connection to appliance)
Temporary Heat	\$100.00 + scc levy \$75.00 + scc levy

## Appendix 1 for 7.24.: 2013-03 Fee Schedule Bylaw

### **Gas for Non-Residential**

#### **BTU Input**

0 to 150,000  
150,001 to 250,000  
250,001 to 350,000  
350,001 to 500,000  
500,001 to 750,000  
750,001 to 1,000,000  
Over 1,000,000

#### **Permit Fee not including SCC Levy**

\$100.00  
\$110.00  
\$120.00  
\$130.00  
\$150.00  
\$170.00  
\$170.00 + \$50.00 / 1,000,000 (or portion of) over 500,000 BTU

#### **Description**

Propane Tank Set  
(does not include connection to appliance)  
Add \$50.00 for each additional tank set  
Add \$50.00 when connecting a vaporizer

\$100.00+ scc Levy

### **Temporary Heat**

#### **BTU's**

0 to 250,000  
250,001 to 500,000  
Over 500,000

#### **Permit Fee-Not including SCC levy**

\$100.00  
\$225.00  
\$225.00 + \$10.00/ 100,00 BTU(or Portion of) over 500,000BTU

*Add 4% Safety Codes Council Fee for each Permit Issued with a Minimum of \$4.50 and a Maximum of \$560.00*

### **Plumbing- New Residential Single Family Dwellings**

#### **Square Footage**

Up to 1200  
1201-1500  
1501-2000  
2001-2500  
2501-3500  
Over 3500

#### **Home Owner Fee**

\$130.00 + scc levy  
\$135.00 + scc levy  
\$140.00 + scc levy  
\$150.00 + scc levy  
\$160.00 + scc levy  
\$160.00 + \$0.10 / sq. ft.

#### **Contractor Fee**

\$100.00 + scc levy  
\$105.00 + scc levy  
\$110.00 + scc levy  
\$120.00 + scc levy  
\$130.00 + scc levy  
\$130.00 + \$0.10 / sq. ft.

#### **RTM Home/Mobile Home**

\$100.00 + scc levy

#### **Minor Work**

\$60.00 + scc levy

## Appendix 1 for 7.24.: 2013-03 Fee Schedule Bylaw

Number of Fixtures	Home Owner Fee	Contractor Fee
1	\$125.00 + scc levy	\$100.00 + scc levy
2	\$125.00 + scc levy	\$100.00 + scc levy
3	\$125.00 + scc levy	\$100.00 + scc levy
4	\$125.00 + scc levy	\$100.00 + scc levy
5	\$130.00 + scc levy	\$105.00 + scc levy
6	\$130.00 + scc levy	\$105.00 + scc levy
7	\$135.00 + scc levy	\$110.00 + scc levy
8	\$140.00 + scc levy	\$115.00 + scc levy
9	\$145.00 + scc levy	\$120.00 + scc levy
10	\$150.00 + scc levy	\$125.00 + scc levy
11	\$155.00 + scc levy	\$130.00 + scc levy
12	\$160.00 + scc levy	\$135.00 + scc levy
13	\$165.00 + scc levy	\$140.00 + scc levy
14	\$170.00 + scc levy	\$145.00 + scc levy
15	\$175.00 + scc levy	\$150.00 + scc levy
16	\$180.00 + scc levy	\$155.00 + scc levy
17	\$185.00 + scc levy	\$160.00 + scc levy
18	\$195.00 + scc levy	\$170.00 + scc levy
19	\$200.00 + scc levy	\$175.00 + scc levy
20	\$205.00 + scc levy	\$180.00 + scc levy
Over 20	\$205.00 + \$5.00 / fixture over 20	\$180.00 + \$5.00 / fixture over 20

### **Private Sewage Permit**

Description	Home Owner Fee	Contractor Fee
Holding Tank	\$80.00 + scc levy	\$60.00 + scc levy
Open Surface Discharge	\$160.00 + scc levy	\$120.00 + scc levy
Fields / Mounds	\$160.00 + scc levy	\$120.00 + scc levy
Any system with Treatment Plant	\$400.00 + scc levy	\$200.00 + scc levy

*Add 4% Safety Codes Council Fee for each Permit Issued with a Minimum of \$4.50 and a Maximum of \$560.00*

### **Electrical Permit - New Residential Single Family Dwellings, Additions, Attached Garage**

Square Footage	Home Owner Fee	Contractor Fee
Up to 1200	\$130.00 + scc levy	\$100.00 + scc levy
1201-1500	\$135.00 + scc levy	\$105.00 + scc levy
1501-2000	\$140.00 + scc levy	\$110.00 + scc levy
2001-2500	\$150.00 + scc levy	\$120.00 + scc levy
2501-3500	\$160.00 + scc levy	\$130.00 + scc levy
Over 3500	\$160.00 + \$0.10 / sq. ft.	\$130.00 + \$0.10 / sq. ft.
<b>RTM Home/Mobile Home</b>	\$100.00 + scc levy	\$100.00 + scc levy

Other than New Single Family Residential (basement development, garage, addition, renovation, minor work)

## **Detached Garage/ Accessory Building**

<b>Square Footage</b>	<b>Home Owner Fee</b>	<b>Contractor Fee</b>
Up to 1200 sq.ft.	\$100.00 + scc levy	\$75.00 + scc levy
Over 1200 sq.ft.	\$100.00 + \$0.10 / sq.ft.	\$75.00 + \$0.10 / sq.ft.

Maximum Permit Fee \$150.00 + scc levy

## **Basement Development/ Renovations**

<b>Square Footage</b>	<b>Home Owner Fee</b>	<b>Contractor Fee</b>
Up to 1200sq.ft.	\$100.00+ scc levy	\$75.00 + scc levy
Over 1200 sq.ft.	\$100.00 + \$0.10 / sq.ft.	\$75.00 + \$0.10/ sq. ft. + scc levy
Maximum Permit Fee \$150.00 + scc levy		
Permanent Service Connection Only		\$50.00 + scc levy
Temporary Power/ Underground Service		\$50.00 + scc levy
Annual Electrical Permit		\$400.00 + scc levy

*Add 4% Safety Codes Council Fee for each Permit Issued with a Minimum of \$4.50 and Maximum of \$560.00*

## **Parks-74**

### **Campground Fees**

#### **Westcove**

-Non Power	\$23.00
-Power	\$28.00
-Large Gazebo	\$75.00
-Small Gazebo	\$50.00
Day Use Per Person	\$ 2.00

### **Floating Stone, Lac Bellevue, Stoney Lake**

-Non Power	\$20.00
-Power	\$25.00
-Gazebo	\$50.00
- Day Use Per Person	\$ 2.00

Wood	\$10.00/wheelbarrow
------	---------------------





*County of St Paul No 19*  
5015 - 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 7.25. BYLAW 2013-05 - COMMUNITY AGGREGATE PAYMENT LEVY #20130206003

**Meeting :** February 12, 2013

**Meeting Date :** 2013/02/12 10:00

#### Background

---

This Bylaw was presented to Council at the December 2012 meeting. At that time a question was raised regarding if the levy could be charged to the Province or other municipalities that source gravel in our county. Administration has confirmed with Municipal Affairs that the County can charge the levy on Provincial or other municipal projects providing the Province or municipality does not own the gravel pit that they are taking the gravel from. Based on this new information that was presented to the Policy Committee as well as at the Public Works meeting, Administration is once again presenting the Bylaw for 1st reading. A letter will be sent to all pit owners/operators within the County explaining the Bylaw and inviting them to a meeting scheduled on February 25, 2013 in order for them to express their opinions for or against the Bylaw.

Leo deMoissac has been in discussions with one pit owner/operator that has no issues with the proposed bylaw.

As per the Public Works Meeting we will propose to hold a Special Council meeting on February 26, 2013 in order to consider second and third readings to Bylaw No. 2013-05.

#### Recommendation

---

Motion to give first reading to Bylaw No. 2013-05, Community Aggregate Payment Levy.

#### Additional Information

---

**Originated By :** pcorbiere

COUNTY OF ST. PAUL NO. 19

BY-LAW NO. 2013-05

---

A Bylaw of the County of St. Paul No. 19 in the Province of Alberta to authorize the imposition of a Community Aggregate Payment Levy.

---

**WHEREAS**, the Municipal Government Act. S.A. 2000, Chapter M-26 provides that a Council may pass a community aggregate payment levy bylaw to impose a levy in respect of all sand and gravel businesses operating in the municipality to raise revenue to be used toward the payment of infrastructure and other costs in the municipality; and

**WHEREAS** Alberta Regulation 263/2005 made pursuant to the Municipal Government Act applies to all municipalities that have passed a community aggregate payment levy bylaw;

**NOW, THEREFORE**, the Council of the County of St. Paul No. 19, in the Province of Alberta, duly assembled hereby enacts as follows:

**SECTION 1 - TITLE**

This Bylaw may be referred to as the “Community Aggregate Payment Levy Bylaw”.

**SECTION 2 – DEFINITIONS**

In this bylaw, unless the content otherwise requires:

- 2.1 “Act” means the Municipal Government Act.
- 2.2 “Aggregate” means sand or gravel or both as found naturally or stockpiled.
- 2.3 “County” means County of St. Paul.
- 2.4 “Crown” means the Crown in the right of Alberta or Canada.
- 2.5 “Levy” means the community aggregate payment levy.
- 2.6 “Operator” means a person engaged in extracting aggregate for shipment.
- 2.7 “Pit” means a location where aggregate can be, is or has been extracted from its naturally occurring location.
- 2.8 “Shipment” means a quantity of aggregate hauled from the pit where it was extracted.

**SECTION 3 – REPORTING OF SHIPMENTS**

- 3.1 All operators in the County shall report all shipments of aggregate in tones from any pit within the boundaries of the County, on a quarterly basis, within thirty (30) days after March 31, June 30, September 30 and December 31 in each calendar year on the form as prescribed by the County.

**SECTION 4 – LEVY NOTICES AND PAYMENT**

- 4.1 The County shall send out levy notices within forty-five (45) days of March 31, June 30, September 30 and December 31 in each calendar year setting out the amount of the levy payable by the operator.

- 4.2 The levy shown on a levy notice shall be paid to the County by the operator within thirty (30) days of the date of the issuance of the levy notice.
- 4.3 An operator shall provide the County with written notice of a mailing address to which all notices under this bylaw and Division 7.1, Part 10 of the Act may be sent.
- 4.4 When the levy imposed by this bylaw is not paid within the time limit as set out in section 4.2, the County may impose a late payment penalty in addition to the principal amount owing under the specific levy notice, with the penalty to be applied being the same rate as that imposed on outstanding accounts receivable accounts pursuant to the County's Fee Bylaw.

#### **SECTION 5 – AGGREGATE SHIPPED TONNAGE ROLL**

- 5.1 The County shall record the tonnage of aggregate in an operator's shipment on an aggregate shipped tonnage roll based on the tonnage of aggregate in an operator's shipment as reported by the operator.

#### **SECTION 6 – UNIFORM LEVY RATE**

- 6.1 The levy rate to be applied throughout the County in calculating the amount of the levy is \$0.25 (twenty-five cents) per tonne of aggregate.

#### **SECTION 7 – UNIFORM CONVERSION RATES**

- 7.1 Where an operator is unable to provide a measurement of weight for the amount of aggregate in a shipment, the operator must use the following conversion rates to report shipment in tones:

(a) 1 cubic metre = 1.365 tonnes for sand;

(b) 1 cubic metre = 1.632 tonnes for gravel;

where 1 cubic metre = 1.308 cubic yards.

#### **SECTION 8 – AMOUNT OF LEVY**

- 8.1 The amount of levy to be imposed in respect of an operator is calculated by multiplying the number of tones of aggregate recorded on the aggregate shipped tonnage roll for that operator for the reporting period by the levy rate.

#### **SECTION 9 – EXEMPTIONS FROM LEVY**

- 9.1 No levy may be imposed on the following classes of shipments of aggregate
- (a) A shipment made from a pit owned or leased by the Crown for a use or project that is being undertaken by or on behalf of the Crown;
- (b) A shipment made from a pit owned or leased by a municipality for a use or project that is being undertaken by or on behalf of a municipality;

- (c) A shipment made from a pit owned or leased by the Crown or a municipality for a use or project that is being undertaken by or on behalf of the Crown or a municipality.
- 9.2 No levy may be imposed on shipments of aggregate that are required pursuant to a road haul agreement or a development agreement for construction, repair or maintenance of roads identified in the agreement, that are necessary to provide access to the pit from which the aggregate is extracted.

**SECTION 10 - OFFENCES**

- 10.1 Any person who contravenes any provision of this bylaw is guilty of an offence and is liable upon summary conviction to a fine not exceeding Two Thousand Five Hundred (\$2,500) Dollars exclusive of costs and in the case of non-payment of the fine and costs imposed for any such contravention, to punishment by imprisonment for any period not exceeding six (6) months.

**SECTION 11 - SEVERABILITY**

- 11.1 Should any clause or part of this bylaw be found to have been improperly enacted, for any reason, then such clause or part shall be regarded as being severable from the rest of this bylaw and the bylaw remaining after such severance shall be effective and enforceable as if the clause or part found to be improperly enacted had not been enacted as part of this bylaw.

**SECTION 12 – EFFECTIVE DATE**

- 12.1 This Bylaw shall come into full force and effect upon the final passing thereof.

Read a first time in Council this day of \_\_\_\_\_, A.D. 2013.

Read a second time in Council this ----- day of -----, A.D. 2013.

Read a third time in Council this ----- day of -----, A.D. 2013.

\_\_\_\_\_

Reeve

\_\_\_\_\_

Chief Administrative Officer



*County of St Paul No 19*  
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 7.26. SPECIAL MEETING - FEBRUARY 26, 2013

#20130207001

**Meeting :** February 12, 2013

**Meeting Date :** 2013/02/12 10:00

#### Background

---

If Council gives first reading to the Gravel Levy Bylaw and holds the meeting with the pit owners on February 25, we would like to give the bylaw second and third reading at a special meeting prior to the Public Works Meeting on February 26th.

Section 194(1) allows a Council to call a special meeting whenever it is appropriate to do so.

#### Recommendation

---

Motion to schedule a special meeting for February 26, 2013 at 10:00 a.m. (prior to Public Works).

#### Additional Information

---

**Originated By :** pcorbiere





*County of St Paul No 19*  
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 7.28. IN CAMERA

**#20130205003**

**Meeting :** February 12, 2013

**Meeting Date :** 2013/02/12 10:00

#### **Background**

---

Item to be presented at Council Meeting.

#### **Recommendation**

---

Motion to go in camera to discuss a land issue.

#### **Additional Information**

---

**Originated By :** pcorbiere



*County of St Paul No 19*  
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 9.1. CAO REPORT

**#20130204001**

**Meeting :** February 12, 2013

**Meeting Date :** 2013/02/12 10:00

#### Additional Information

---

**Originated By :** skitz



*County of St Paul No 19*  
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 9.2. REPORTS

#20130204002

Meeting : February 12, 2013

Meeting Date : 2013/02/12 10:00

#### Additional Information

---

Originated By : pcorbiere



*County of St Paul No 19*  
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 11.1. BUDGET TO ACTUAL

#20130204003

Meeting : February 12, 2013

Meeting Date : 2013/02/12 10:00

#### Executive Summary

---

#### Recommendation

---

Motion to approve the budget to actual as of , 2013.

#### Additional Information

---

Originated By : skitz



*County of St Paul No 19*  
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 11.2. LISTING OF ACCOUNTS PAYABLE

#20130204004

Meeting : February 12, 2013

Meeting Date : 2013/02/12 10:00

#### Recommendation

---

Motion to file the listing of Accounts Payable as circulated:

<u>Batch</u>	<u>Cheque Date</u>	<u>Cheque Nos.</u>	<u>Batch Amount</u>

#### Additional Information

---

Originated By : pcorbiere





*County of St Paul No 19*  
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 11.3. COUNCIL FEES

**#20130204005**

**Meeting :** February 12, 2013

**Meeting Date :** 2013/02/12 10:00

#### Recommendation

---

Motion to approve the Council Fees for the Month of January, 2013 as circulated.

#### Additional Information

---

**Originated By :** tmahdiuk