



*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)

**April 8, 2014**

Tuesday, April 08, 2014

Start time 10:00 AM

## **AGENDA**

1. **Call to Order**
2. **Minutes**
  - 2.1 **March 11, 2014 (2014/03/11)**
  - 2.2 **Special Council Meeting - March 17, 2014 (2014/03/17)**
3. **Bank Reconciliation**
4. **Additions to Agenda and Acceptance of Agenda**
5. **Business Arising from Minutes**
  - 5.1. **Weed Appeal Panel**
6. **Delegation**
  - 6.1. **10:30 a.m. - Public Hearing Bylaw No. 2014-03 - Lease Lot 28ER, Block 2, Plan 8023220**
  - 6.2. **11:00 a.m. - Kalyna Country**
  - 6.3. **11:30 a.m. - Ian Fox, Field Officer, Alberta Emergency Management Agency**
  - 6.4. **1:15 p.m. - Laurier Dechaine, Mallaig Parish Council**
  - 6.5. **2:00 p.m. - Urban Systems - Water for Life**
7. **New Business**
  - 7.1. **Sale of ASB Insecticide Sprayer**
  - 7.2. **Open Bids for Sale of Used Equipment**
  - 7.3. **GFOA Fundamental Workshop - April 9-11**
  - 7.4. **Creating Rural Connections 2014 - Municipal Sustainability**
  - 7.5. **Pension e-news - May 28**
  - 7.6. **Lac Sante Family Recreation Society**
  - 7.7. **North Sask. Regional Advisory Council**
  - 7.8. **Senior Transportation Grant**
  - 7.9. **Funding for Provincial Championship - St. Paul Lions Football Club**
  - 7.10. **Employee/Council Service Awards PER-15**

- 7.11. **Fax Machines/ Laptops/Printers Policy PER-16**
- 7.12. **Hours of Work Policy PER-18**
- 7.13. **Overtime Policy PER-21**
- 7.14. **Vacation Policy PER-33**
- 7.15. **Inspection Policy SAF-39**
- 7.16. **Spraying Noxious Weeds on Private Land Policy ASB-84**
- 7.17. **Mechanics' Allowance Policy PW-100**
- 7.18. **On-Call Policy PW-101**
- 7.19. **Audited Financial Statements**
- 7.20. **2014 Municipal Operating and Capital Budget**
- 7.21. **Mill Rate Bylaw No. 2014-06**
- 7.22. **2014 Strategic Plan - 1st Quarter**
- 7.23. **RFP for Auditing Services**
- 7.24. **RFP for Assessment Services**
- 7.25. **Funding Increase for LARA**
- 7.26. **Bins at Lac Bellevue**
- 7.27. **Bylaw No. 2014-07 - Amend LUB - Rezone PNE 4-57-7-W4**
- 7.28. **Bylaw No. 2014-08 - Amend LUB - Rezone Part Lot 4A, Block 1, Plan 0929666**
- 7.29. **Subdivision Application - NE 1-58-10-W4**
- 7.30. **Road Cancellation - Plan 717ET in Section 5-57-5-W4**
- 7.31. **Road Cancellation - Plan 816ET in NW/SW 4-57-5-W5**
- 7.32. **Road Cancellation - Plan 874KS in NE 4-57-5-W5**
- 7.33. **Road Easements**
- 7.34. **Owlseye Road**
- 7.35. **Regional Emergency Management Plan**
- 7.36. **St. Paul Airport Crackfilling**
- 7.37. **Regional Collaboration Grant - Traffic Impact Study/Area Structure Plan**
- 7.38. **Request for Letter of Support for Year Round Farmer's Market**
- 7.39. **Request to Transfer Land Lease to Ashmont Volunteer Fire Department Assn.**
- 7.40. **In Camera**
- 7.41. **Request to Name Road - Kalynchuk Road**
- 7.42. **St. Paul Education - Request for Ashmont & Mallaig Fire Halls**
- 7.43. -
- 7.44. -
- 7.45. -
- 7.46. -

8. **Correspondence**

9. **Reports**

- 9.1. **CAO Report**
- 9.2. **MD of St. Paul Foundation**
- 9.3. **Council Reports**
- 10. **Upcoming Meetings**
  - 10.1. **April 22 @ 9:00 a.m. - Public Works**
- 11. **Financial**
  - 11.1. **Listing of Accounts Payable**
  - 11.2. **Council Fees**
  - 11.3. **Budget to Actual**
- 12. **Adjournment**



**March 11, 2014**

Start time : 10:00 AM

**Minutes**

**Call to Order**

The 627th 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, March 11, 2014 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 Laurent Amyotte            Division 6
- Sheila Kitz            CAO
- Tim Mahdiuk            Assistant CAO
- Phyllis Corbiere            Executive Assistant
- Ken Warholik            Assistant PW Superintendent
- Bryan Bepalko            Public Works Supervisor
- Janice Huser            St. Paul Journal

**Minutes**

**Resolution #CM20140311.1001**

Moved By: Councillor Maxine Fodness  
 Motion to approve the minutes of the February 11, 2014 Council Meeting with the following amendment:  
 Resolution No. CM20140211.1022 - Motion should read "that administration draft a letter to Woodlands County and cc the Minister of Transportation".

**Carried**

**Bank Reconciliation**

**Resolution #CM20140311.1002**

Moved By: Councillor Cliff Martin  
 Motion to adopt the Bank Reconciliation for the month of February, 2014.

**Carried**

**Additions to Agenda and Acceptance of Agenda**

- The following additions were made to the agenda:
- 7.25 Accurate Assessment User Conference
  - 7.26 AGM
  - 7.27 Muni Corr- Beaver River Trestle
  - 9.3 FCM - Councillor D. Dach
  - 9.4 MD of St. Paul Foundation - Councillor M. Fodness

**Resolution #CM20140311.1003**

Moved By: Councillor Dwight Dach  
 Motion to adopt the agenda for the Regular Meeting of Council for March 11, 2014 with the above noted additions.

**Carried**

**2014 Land Lease**

**Resolution #CM20140311.1004**

Moved By: Councillor Cliff Martin

Motion to approve the following land lease for renewal for 2014:  
SW 16-56-3-W4 Lanni Bristow

**Carried**

**2014 AEA User Meeting - March 26**

**Resolution #CM20140311.1005**

Moved By: Councillor Glen Ockerman

Motion to approve Tim Mahdiuk and Dennis Bergheim to attend the Alberta Emergency Alert User Meeting on March 26, 2014 in Edmonton.

**Carried**

**Ashmont Alumni Basketball Tournament**

**Resolution #CM20140311.1006**

Moved By: Councillor Maxine Fodness

Motion to deny the request from the Ashmont Secondary School for funding for their Alumni Basketball Tournament, as it does not fall within the scope of County policy.

**Carried**

**Regional High School - Nike Track and Field Competition**

**Resolution #CM20140311.1007**

Moved By: Councillor Glen Ockerman

Motion to deny the request from St. Paul Regional High School for sponsorship to help offset the costs of attending the Nike High School Grand Prix Canadian Invitational Track and Field Competition in Toronto, as it does not fall within the scope of County policy.

**Carried**

**Request for Sponsorship for Provincial Hockey Tournaments**

Councillor F. Sloan left the Council room at 10:15 a.m. as his grandson plays on the Mallaig Hockey team that submitted a request in the following item.

**Resolution #CM20140311.1008**

Moved By: Councillor Glen Ockerman

Motion to approve a \$500 grant for the Mallaig Bantams, the St. Paul Atoms and the St. Paul Midget Hockey Teams to help offset the cost of attending provincial hockey tournaments, as per policy ADM-51.

**Carried**

Councillor F. Sloan entered the Council Room at 10:16 a.m.

**MP Brian Storseth's Xtreme Hockey Night in St. Paul**

**Resolution #CM20140311.1009**

Moved By: Councillor Glen Ockerman

Motion to deny the request for sponsorship for Brian Storseth's Xtreme Hockey Night in St. Paul, as it may be perceived as supporting a political fundraiser.

**Carried**

**Request to Use Westcove Park for Wedding Ceremony**

**Resolution #CM20140311.1010**

Moved By: Councillor Dwight Dach

Motion to rent the Westcove Gazebo area for a wedding ceremony on September 20, 2014, after the parks are closed for the season.

**Carried**

**Request to Waive Penalties**

**Resolution #CM20140311.1011**

Moved By: Councillor Frank Sloan

Motion that Council uphold their decision from the December, 2013 Council Meeting and deny the request to cancel the penalties on the Accounts Receivable Account No. 2182.

**Resolution #CM20140311.1012**

Councillor Maxine Fodness requested a recorded vote.

Councillor G. Ockerman - For

Councillor D. Dach - For

Councillor C. Martin - For

Councillor M. Fodness - Against

Councillor L. Amyotte - For

Councillor F. Sloan - For

Carried

**More Used  
Equipment for  
Sale**

**Resolution #CM20140311.1013**

Moved By: Councillor Cliff Martin

Motion to authorize the Public Works Department to run an advertisement in the St. Paul Journal and Elk Point Review for the sale of the following items:

- Sheep Foot Pull Type Packer
- Pull Type Rotavator
- 10' Steel Drum Packer

Carried

**Waste Transfer &  
Recycling  
Station Joint  
Capital &  
Operating  
Agreement**

**Resolution #CM20140311.1014**

Moved By: Councillor Frank Sloan

Motion to approve the Waste Transfer & Recycling Station Joint Capital and Operating Agreement with the Town of St. Paul, effective immediately.

Carried

**Jubilee  
Reciprocal  
Insurance  
Exchange AGM**

**Resolution #CM20140311.1015**

Moved By: Councillor Cliff Martin

Motion to appoint Tim Mahdiuk, Assistant CAO, to act as proxy at the Annual General Meeting of the Jubilee Reciprocal Insurance Exchange (JRIE) to be held on Monday, March 17, 2014.

Carried

**Genesis  
Reciprocal  
Insurance  
Exchange AGM**

**Resolution #CM20140311.1016**

Moved By: Councillor Frank Sloan

Motion to appoint Tim Mahdiuk, Assistant CAO, to act as proxy at the Annual General Meeting of Genesis Reciprocal Insurance Exchange (GRIE) to be held on Monday, March 17, 2014.

Carried

**10:30 a.m. -  
Holistic Healing  
Centre in  
Wellness Centre**

Robb Foote, Executive Director for Lakeland Primary Care Network and Judy Bogdan, Justice Diversion Outreach Worker with Alberta Health Services, were admitted to the Council Room at 10:30 a.m. Mr. Foote gave an overview of what the Primary Care Network (PCN) is about, what they do and who they are and how they report directly to Alberta Health Services.

Judy Bogdan gave a presentation on Mental Health and the connection with Primary Care Network. She spoke about their plans to establish a Holistic Healing Centre in St. Paul to address physical, emotional, spiritual and mental health issues. Through the Holistic Healing Centre they want to encourage outreach services.

Ms. Bogdan requested support in principle when they apply for grants in the future. They also asked to use of the basement board room once a week every second week.

Following the presentation , the delegation left the Council Room at 10:55 a.m.

**11:00 a.m. - St.  
Paul Early  
Childhood  
Development  
Community  
Coalition**

Sheila Parks, Parent Link; Linda Boone, Town of St. Paul FCSS; Louise Reidy, Franco-accueil; Jody LaGreca, Family Literacy Program; and Lenoya Henderson, Program Co-ordinator were admitted to the Council Room at 11:00 a.m. to give a presentation on the St. Paul Early Child Development Community Coalition and their Cradle to Crayon project. Through this project, they promote and enhance the development of young children and provide the appropriate support to their families. They also want to increase awareness of their coalition and requested if it could be done through the County Newsletter, FCSS Facebook Page or on the County Website. The delegation then suggested that they will be

hosting speakers in the future and requested if the County would be willing to partner by providing space to host the guest speaker. They will submit a formal request when they are in the planning stages.

Following their presentation, the delegation left the Council Room at 11:44 a.m.

**10:30 a.m. -  
Holistic Healing  
Centre in  
Wellness Centre**

Council resumed discussion on the request from the Primary Care Network (PCN) to use the lower level board room once a week for meetings. Council requested more information where the PCN gets their funding from before they make a decision on whether or not to charge them to use the board room.

**Resolution #CM20140311.1017**

Moved By: Councillor Cliff Martin

Motion to table the request to use the lower level board room for more information.

**Carried**

**11:00 a.m. - St.  
Paul Early  
Childhood  
Development  
Community  
Coalition**

**Resolution #CM20140311.1018**

Moved By: Councillor Dwight Dach

Motion to refer the request from the St. Paul Early Childhood Development Community Coalition to partner for guest speakers in the future, to FCSS Board.

**Carried**

**Sewer Back Up  
Claim**

Councillor Laurent Amyotte left the Council Room at 11:47 a.m. as his parents submitted the next request.

**Resolution #CM20140311.1019**

Moved By: Councillor Glen Ockerman

Motion to pay \$1,000 to the claimants, residents of 3713 Railway Avenue in the Hamlet of Mallaig, to cover the cost of their insurance deductible when waste water backed up into their basement, providing they agree to sign a final release indemnifying the County of any further claims.

**Carried**

Councillor Laurent Amyotte entered the Council Room at 11:55 a.m.

**Road  
Cancellation -  
Road Plan  
4001BM in SE  
3-56-8-W4 -  
Division 2**

**Resolution #CM20140311.1020**

Moved By: Councillor Glen Ockerman

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:

Firstly, closure all that portion of Road Plan 4001BM in SE 3-56-8-W4 containing 1.47 hectares (3.63 acres) more or less, excepting thereout all mines and minerals.

Cancelled portions to be consolidated with respective titles.

**Carried**

**Easement**

**Resolution #CM20140311.1021**

Moved By: Councillor Maxine Fodness

Motion to approve the following standard easement required to purchase the property to register an existing road located in SE 3-56-8-W4:

Alberta Conservation Association SE 3-56-8-W4

**Carried**

**Road  
Cancellation -  
Road Plan  
1999CL in NE &  
SE 34-56-8-W4 -  
Division 3**

**Resolution #CM20140311.1022**

Moved By: Councillor Dwight Dach

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 Statues 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:

Firstly, closure all that portion of Road Plan 1999CL in NE 34-56-8-W4 containing 0.733 hectares (1.81 acres) more or less;

Secondly, closure all that portion of Road Plan 1999CL in SE 34-56-8-W4 containing 0.652 hectares (1.61 acres) more or less, excepting thereout all mines and minerals.

Cancelled portions to be consolidated with respective titles.

**Carried**

**Road  
Cancellation -  
Road Plan  
7822460 in NE  
and SE  
20-59-10-W4 -  
Division 5**

**Resolution #CM20140311.1023**

Moved By: Councillor Dwight Dach

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 Statues 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:

Firstly, closure all that portion of Road Plan 7822460 in NE 20-59-10-W4 containing 1.62 hectares (4 acres) more or less;

Secondly, closure all that portion of Road Plan 7822460 in SE 20-59-10-W4 containing 1.13 hectares (0.809 acres) more or less, excepting thereout all mines and minerals.

Cancelled portions to be consolidated with respective titles.

**Carried**

**Road  
Cancellation -  
Road Plan  
9520432 in NE &  
SE 29-59-10-W4 -  
Division 5**

**Resolution #CM20140311.1024**

Moved By: Councillor Cliff Martin

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 Statues 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:

- Firstly, closure all that portion of Road Plan 9520432 in NE 29-59-10-W4 containing 0.944 hectares (2.33 acres) more or less;
- Secondly, closure all that portion of Road Plan 9520432 in SE 29-59-10-W4 containing 1.19 hectares (2.94 acres) more or less, excepting thereout all mines and minerals.

Cancelled portions to be consolidated with respective titles.

**Carried**

Reeve Upham recessed the meeting at 12:00 p.m. and reconvened the meeting at 1:02 p.m. with all members of Council present.

**Request to  
Purchase  
Statutory Road  
Allowance**

**Resolution #CM20140311.1025**

Moved By: Councillor Glen Ockerman

Motion that administration develop a bylaw to close the portion of road allowance between Highway 897 and Twp Rd 560 located south of SW 4-56-3-W4.

**Defeated**

**Land Use  
Framework  
Review Panel**

**Resolution #CM20140311.1026**

Moved By: Councillor Maxine Fodness

Motion to file the information on the Land Use Framework Review Panel.

**Carried**

**Murphy Road  
Tender**

Reeve Upham recessed the meeting at 1:25 p.m. and reconvened the meeting at 1:30 p.m. with all members of Council present.

Council was presented with the following tenders for the overlay on the Murphy Road, which were opened on February 12th:

	Hwy 646 to Jct Twp Rd 590	Pengrowth Intersection Treatment	County's Total
Sandstar	\$5,149,650.00	\$276,006.00	\$5,425,656.00
Border Paving	\$5,236,168.00	\$269,429.00	\$5,505,597.00
Lahrman Const. Inc.	\$5,285,664.00	\$267,208.00	\$5,552,872.00
E Construction Ltd.	\$5,375,551.10	\$220,438.75	\$5,595,989.85
Ledcor Alberta Ltd.	\$5,524,240.77	\$290,984.14	\$5,815,227.91
Knelsen Sand & Gravel	\$6,297,136.80	\$312,717.55	\$6,609,854.05

**Resolution #CM20140311.1027**

Moved By: Councillor Cliff Martin  
Motion to table a decision on whether or not to proceed with the overlay on the Murphy Road until after Council meets with the Minister of Transportation.

**Carried**

**Bylaw 2013-49 -  
Short Term  
Borrowing for  
Murphy Road**

**Resolution #CM20140311.1028**

Moved By: Councillor Glen Ockerman  
Motion to table Bylaw No. 2014-05 - Short Term Borrowing for the Murphy Road Overlay.

**Carried**

**RFP - Joint  
Lagoon  
Feasibility Study**

**Resolution #CM20140311.1029**

Moved By: Councillor Dwight Dach  
Motion to award the RFP to Urban Systems for the Joint Wastewater Treatment Facility Feasibility Study at Lac Sante, subject to the County of Two Hills agreeing to award the RFP to Urban Systems.

**Carried**

**Accurate  
Assessment  
User Conference  
- March 26 & 27**

**Resolution #CM20140311.1030**

Moved By: Councillor Cliff Martin  
Motion to approve Linda Meger, Sheila Kitz and Keith Kornelson to attend the Accurate Assessment User Group Conference on March 26 & 27, 2014 in Edmonton.

**Carried**

**AGM**

**Resolution #CM20140311.1031**

Moved By: Councillor Dwight Dach  
Motion to schedule the Annual General Meeting for April 8 at 7:00 p.m. in Elk Point.

**Carried**

**Muni Corr -  
Beaver River  
Trestle**

**Resolution #CM20140311.1032**

Moved By: Councillor Maxine Fodness  
Motion to table the request from Muni Corr for funding to help rebuild the Beaver River Trestle until after the budget is set.

**Carried**

**CAO Report**

**Resolution #CM20140311.1033**

Moved By: Councillor Maxine Fodness  
Motion to approve the letter to the Minister of Transportation regarding the County's priorities in the Provincial Transportation Strategy.

**Carried**

**Correspondence**

Thank you letters from the Junior Curling Club, the Ashmont Ag Society and the County Library Board were presented to Council. The groups are thanking Council for their financial contribution.

**CAO Report**

**Resolution #CM20140311.1034**

Moved By: Councillor Dwight Dach  
Motion to approve the CAO report as presented.

**Carried**

**Councillor  
Reports**

Councillor D. Dach reported on the FCM Conference in Halifax  
Reeve Upham reported on Alberta Onsite Wastewater Management Conference  
Councillor M. Fodness reported on the St. Paul Library Board  
Councillor M. Fodness reported on the MD of St. Paul Foundation

**Listing of  
Accounts  
Payable**

**Resolution #CM20140311.1035**

Moved By: Councillor Glen Ockerman

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>
17531	February 11, 2014	19107-19197	\$515,925.59
17543	February 19, 2014	19198-19260	\$521,151.65
17563	February 28, 2014	19261-19326	\$577,896.64

**Carried**

**Council Fees**

**Resolution #CM20140311.1036**

Moved By: Councillor Cliff Martin

Motion to approve the Council Fees for the Month of February, 2014 as circulated.

**Carried**

**Budget to Actual**

None

**In Camera Item**

**Resolution #CM20140311.1037**

Moved By: Councillor Cliff Martin

Motion to go in camera to discuss staffing and land issues.

Time: 2:47 p.m.

**Carried**

**Resolution #CM20140311.1038**

Moved By: Councillor Frank Sloan

Motion to revert to an open meeting.

Time: 3:12 p.m.

**Carried**

**Resolution #CM20140311.1039**

Moved By: Councillor Glen Ockerman

Motion that the County of St. Paul agrees to meet the procedural requirements of the Local Authorities Pension Plan so that the Assessor can begin withdrawing his pension.

**Carried**

**Adjournment**

Business on the agenda being concluded, Chairman S. Upham adjourned the meeting. Time: 3:13 p.m.

These minutes approved this 8th day of April, 2014.

\_\_\_\_\_  
Reeve

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



## Special Council Meeting - March 17, 2014

Start time : 3:45 PM

### Minutes

#### Call to Order

Reeve Upham called the Special Meeting of the County of St. Paul to order at 3:45 p.m., on Monday, March 17, 2014 in the Lower Level of the Legislature Building in Edmonton, there being present the following:

Reeve Steve Upham	
Councillor Glenn Ockerman	Division 1
Councillor Dwight Dach	Division 2
Councillor Cliff Martin	Division 3
Councillor Maxine Fodness	Division 4
Councillor Frank Sloan	Division 5
Councillor Laurent Amyotte	Division 6
Sheila Kitz	CAO
Kyle Attanasio	Municipal Intern

#### Acceptance of the Agenda

##### **Resolution #SM20140317.1001**

Moved By: Councillor Glen Ockerman

Motion that the agenda for the Special Council Meeting be adopted as presented.

**Carried**

A Waiver was circulated and signed by all members of Council.

#### Murphy Road Tender

##### **Resolution #SM20140317.1002**

Moved By: Councillor Glen Ockerman

Motion to proceed with the overlay on the Murphy Road and award the tender to the lowest bidder, Sandstar Construction Ltd. for \$5,897,136, which includes the potential bonus and engineering costs.

**Carried**

#### Bylaw No. 2014-05 - Short Term Borrowing for Murphy Road

##### **Resolution #SM20140317.1003**

Moved By: Councillor Cliff Martin

Motion to give first reading to Bylaw No. 2014-05, Short Term Borrowing for the Murphy Road Overlay Project.

**Carried**

##### **Resolution #SM20140317.1004**

Moved By: Councillor Dwight Dach

Motion to give second reading to Bylaw No. 2014-05.

**Carried**

##### **Resolution #SM20140317.1005**

Moved By: Councillor Maxine Fodness

Motion to present Bylaw No. 2014-05 at this meeting for third and final reading.

**Carried Unanimously**

**Resolution #SM20140317.1006**

Moved By: Councillor Frank Sloan

Motion to give third reading to Bylaw No. 2014-05.

**Carried**

**Rental  
Agreement with  
St. Paul &  
District  
Ambulance  
Society**

**Resolution #SM20140317.1007**

Moved By: Councillor Cliff Martin

Motion to enter into an agreement with the St. Paul and District Ambulance Society effective April 1, 2014, to rent office space in the lower level of the administration office.

**Carried**

**Adjournment**

Business on the agenda being concluded, Chairman S. Upham adjourned the meeting. Time: 3:52 p.m.

These minutes approved this 8th day of April, 2014.

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Reeve

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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. Weed Appeal Panel

#20140331015

Meeting : April 8, 2014

Meeting Date : 2014/04/08 10:00

#### Background

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At the March 12th Ag Service Board Meeting, Council made a motion to change the make up of the Weed/Pest Appeal Board so that it consists of four members at large, one Councillor, one alternate Councillor. For each appeal, a panel of 3 board members (2 at large and 1 Councillor) will be chosen to hear the appeal based on the location of the problem area being appealed.

In November, 2013 Council made a motion that administration advertise for members at large for the weed/pest appeal board, however after discussing it further and advertising in the Council Highlights, administration determined that it would be more effective to reach out to ratepayers in different areas of the municipality. Then, when a weed/pest appeal comes from one area of the County, board members from another area of the County can be called upon to hear the appeal.

#### Recommendation

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Motion to rescind motion CM20131119.1036 (made by Councillor Fodness) which reads that administration will advertise for members at large for the weed/pest appeal board.

Motion to appoint Louis Dechaine, Ron Wirsta, Allan Tkachyk and James Capjack as members-at-large for the Weed/Pest Appeal Board.

#### Additional Information

---

Originated By : dbergheim



*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. - Public Hearing Bylaw No. 2014-03 - Lease Lot 28ER, Block 2, Plan 8023220 #20140331001**

**Meeting :** April 8, 2014

**Meeting Date :** 2014/04/08 10:00

#### **Background**

---

At the February Meeting, Council gave first reading to Bylaw No. 2014-03 which is a bylaw to lease Lot 28ER, Block 2, Plan 8023220. The current lease expires at the beginning of June.

The adjacent landowners have been notified via letter post and the bylaw was advertised in the St. Paul Journal the weeks of March 25 and April 1, 2014.

#### **Recommendation**

---

Motion to adjourn the meeting and proceed to Public Hearing scheduled for 10:30 a.m. to discuss Bylaw No. 2014-03, renew lease for Lot 28ER, Block 2, Plan 8023220.

#### **Additional Information**

---

**Originated By :** pcorbiere

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

**BY-LAW NO. 2014-03**

---

A By-law of the County of St. Paul No. 19 in the province of Alberta, for the lease as well as a use not specified in Section 671(1) of the Municipal Government Act of Lot 28ER, Block 2, Plan 8023220.

---

**WHEREAS** the Municipal Government Act, R.S.A. 2000, as amended authorizes a municipality to enter into a lease agreement for the purpose of leasing Environmental Reserve lands; and

**WHEREAS** this Bylaw has been prepared in accordance with section 676(1)(a)(c) of the Municipal Government Act, R.S.A. 2000 under the direction of the Council of the County of St. Paul No.19 allowing for the lease and private use for recreational purposes of the Environmental Reserve Lot 28ER, Block 2, Plan 8023220; and

**WHEREAS** this Bylaw has been prepared in accordance with section 676(1)(a) of the Municipal Government Act, R.S.A. 2000 under the direction of the Council of the County of St. Paul No.19 allowing for the change in use of the Environmental Reserve Lot 28ER, Block 2, Plan 8023220; and

**WHEREAS** this Bylaw has been prepared in accordance with Section 676(1)(c) of the Municipal Government Act, R.S.A. 2000, under the direction of the Council of the County of St. Paul No. 19 allowing for the lease of the Environmental Reserve Lot 28ER, Block 2, Plan 8023220 for no more than 3 years ; and

**WHEREAS** the lease is subject to all protocol as specified by the County of St. Paul Land Use Bylaw 2013-50 for the Country Residential (2) land use district as per the Land Use Bylaw 2013-50; and

**WHEREAS** no permanent structures shall be constructed on the property; and

**WHEREAS** all uses must remain 25' from the property line of the lot adjacent to the water body; and

**WHEREAS** the County of St. Paul No. 19 enter into a Lease Agreement with Gordon Scott and heirs and the Lease Agreement shall be valid for a period of three (3) years; and

**WHEREAS** Gordon Scott shall pay the County of St. Paul No. 19 \$150 per year, for the duration of the three (3) year lease.

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

1. THAT the County of St. Paul No.19 Bylaw No. 2014-03 is hereby adopted.

Read a first time this 11<sup>th</sup> day of February, 2014.

Advertised the 25<sup>th</sup> day of March, A.D. 2014, and the 1<sup>st</sup> day of April, A.D. 2014 in the St. Paul Journal

Read a second this      of      , 2014.

Read a third time and finally passed this      day of      , 2014.

---

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

**6.2. 11:00 a.m. - Kalyna Country**

**#20140331003**

**Meeting :** April 8, 2014

**Meeting Date :** 2014/04/08 10:00

### **Background**

---

Sheila Neil, Office Manager with Kalyna Country Ecomuseum has an appointment for 11:00 a.m. to reintroduce Kalyna Country to Council. She will update Council on Kalyna activities such as their new map and the collaboration with Alberta's Lakeland on a joint Activity Guide which put Kalyna back into print and working with the other tourism organizations and neighbors to the northeast.

### **Additional Information**

---

**Originated By :** pcorbiere



*County of St Paul No 19*  
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## Issue Summary Report

**6.3. 11:30 a.m. - Ian Fox, Field Officer, Alberta Emergency Management Agency**

**#20140331017**

**Meeting :** April 8, 2014

**Meeting Date :** 2014/04/08 10:00

### **Background**

---

Ian Fox, Field Officer, with Alberta Emergency Management Agency has an appointment at 11:30 a.m. to discuss the use of Emergency Livestock Trailers and an agreement he is working on with the St. Paul Ag Society for them to respond to emergencies.

### **Additional Information**

---

**Originated By :** dbergheim



*County of St Paul No 19*  
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[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

**6.4. 1:15 p.m. - Laurier Dechaine, Mallaig Parish Council**

**#20140402001**

**Meeting :** April 8, 2014

**Meeting Date :** 2014/04/08 10:00

### **Background**

---

Laurier Dechaine, with the Mallaig Parish Council, has an appointment for 1:15 to talk to Council about subdividing the house from the Catholic Church. He was also involved when the original request came forward for a sidewalk to the new subdivision.

The Mallaig Parish Council will be applying to subdivide the house from the church in Mallaig. The property is registered to the St. Paul Diocese, however the Diocese has provided a letter authorizing the Parish Council to apply to have the property subdivided. They are also requesting that Council waive the subdivision fees.

This request is connected to the Mallaig sidewalk issue as the roof of the house is encroaching on the adjacent property. Administration is currently dealing with the adjacent landowner to purchase land to build a sidewalk that would serve as an access to the Mallaig Subdivision. Therefore, the boundary line, to accommodate the roof of the house, would be moved over when the land is purchased for the sidewalk and then everything will be registered at the same time.

Dennis Bergheim will be present during this delegation.

### **Additional Information**

---

**Originated By :** pcorbiere



April 2, 2014

County of St. Paul

Attention: Phyllis Corbiere

Re: Subdivision of Mallaig Church and Rectory

The Diocese of St. Paul is the named owner of the property in Mallaig Alberta where the Roman Catholic Church and rectory are situated. I, Bishop Paul Terrio am giving permission to the Mallaig parish council to apply for subdivision of the church and rectory. We have also requested that the subdivision costs be waived.

Should you require any further information, please contact me.

Fraternally Yours,

Bishop Paul Terrio

Diocese of St. Paul

Proposed sidewalk Mallaig

5015 - 49 Avenue, St. Paul, AB. T0A 3A4



ANY QUESTIONS?  
CALL

Laurent Amyotte  
Councillor, Division 6

Res.: 780-635-2365

Cell: 780-210-2365

E-Mail: lamyotte@county.stpaul.ab.ca



April 4/2014

We the undersigned citizens of the hamlet of Mallaig are approaching the Council of St Paul #19. For a walking path from the new subdivision to Park Avenue which include all the cherokes, ball diamonds, Mallaig Hall and the Senior Citizen Center, and the arena

Jacques Dechaine

Mona Dechaine

Jacques Feland

Raymond & Maria

Robert & Yvette Christensen

Suzanne Corbiere

Annette Jackson

Jacques Larocque

Denise & Gaetano Chartrand

Rene & Rosalie Durocher  
Season

Lid + Bron Pawlowski

James Vance

Gene Lynne

Joseph Ireland

Stephanie St-A

Rose Marie

R. Marks

C. MacLellan

Raymond Brousseau

Amyotte Y. Amyotte

Cyrl Amyotte

Daniel & Lori Dargis

Mathieu Amyotte

Sabrina Amyotte

Monte Dault

Yolande Dault

Gilbert St-Arnaud

Lorraine St-Arnaud

Eusebe



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## Issue Summary Report

**6.5. 2:00 p.m. - Urban Systems - Water for Life**

**#20140402005**

**Meeting :** April 8, 2014

**Meeting Date :** 2014/04/08 10:00

### **Background**

---

Urban Systems will recalculate the per cube cost of water for residents based on the new numbers presented by Hwy 29/63 Water Commission and present them to Council. They will also discuss requirements and considerations of agreement and their experience working with water agreements involving Epcor.

### **Additional Information**

---

**Originated By :** skitz



*County of St Paul No 19*  
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[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 7.1. Sale of ASB Insecticide Sprayer

**#20140401013**

**Meeting :** April 8, 2014

**Meeting Date :** 2014/04/08 10:00

#### **Background**

---

At the March Ag Service Board Meeting, Council discussed advertising the ASB insecticide sprayer for sale along with the other equipment which had been approved at the February and March Council meetings.

#### **Recommendation**

---

Motion to ratify advertising the ASB insecticide sprayer for sale along with the other equipment which had been approved at the February and March Council meetings.

#### **Additional Information**

---

**Originated By :** debergheim



## Issue Summary Report

### 7.2. Open Bids for Sale of Used Equipment

#20140401001

Meeting : April 8, 2014

Meeting Date : 2014/04/08 10:00

#### Background

---

At the February and March meetings, Council authorized the Public Works Department to run an advertisement in the St. Paul Journal and the Elk Point Review for the sale of the following equipment:

##### Trucks

2004 Ford F150 XLT 4x4

Ser. # 1FTPW14534FA07536

1997 Ford F250 Reg. Cab 4x4

Ser. #1FTHF26H3VEB15471

##### Equipment

1982 CAT 815 Packer

Ser. # 91P02031

1998 Goertzen Beavertail Tag Trailer

Ser. # 2W2TB3038W0006587

##### ASB Equipment

2003 Wheatheart Post Pounder

Ser. #03-03-14R

##### Miscellaneous

Sheep Foot Pull Type Packer

Pull Type Rotovator

10' Steel Drum Packer

2004 Control Tower with CAT 3412-591KW Generator

The equipment has been advertised and the public works department has sealed bids which will be opened in the presence of Council. The advertisement states that the highest or any other tender will not necessarily be accepted.

#### Recommendation

---

After the bids are opened, we will require a motion to table the item until later during the meeting so public works staff is able to verify the information in the bids.

#### Additional Information

---

Originated By : pcorbiere

# MÉTIS YOUTH SUMMER STUDENT PROGRAM

If you're a Métis youth between 15 – 30 years old, and going back to school this fall, Métis Training to Employment Services can give you the assistance you need to land that summer job where you can gain employable skills and the pay cheque you deserve.

Call 1-888-48-MÉTIS (1-888-486-3847)  
online at: [www.metisemployment.ca](http://www.metisemployment.ca)



Métis Training to Employment Services  
Rupert Island Institute



to \$11,000/mo, job duties include: operate cash register, scan items, receive payments from customers, process money and debit cards. Experience an asset but will train. If interested please mail your detailed resume to PO Box 392 Ardmore, Alberta T0A 0B0

500. Tenders

500. Tenders



## County of St. Paul EQUIPMENT ITEMS FOR SALE BY TENDER SPRING 2014

All sealed tenders to be in by 4:00 pm April 4, 2014. All items can be viewed at the County Shop. Highest or any other tender not necessarily accepted. All sealed bids will be opened in Council meeting on April 8, 2014. Payments can be made by cash, credit card or certified cheque. All items subjected to GST. For more information call Larry or DD at 780-645-3006.

**Trucks**

- 2004 Ford F150 XLT 4x4 (not running)  
Serial # 1FTPW14534FA07536
- 1997 Ford F250 Reg. Cab 4x4  
Serial # 1FTHF26H3VEB15471

**Equipment**

- 1982 CAT 815 Packer, Serial # 91P02031
- 1998 Goertzen Beavertail Tag Trailer  
Serial # 2W2TB3038W0006587

**ASB Equipment**

- 100 Gallon Insecticide Sprayer  
(own trailer & motor)
- 2003 Wheatheart Post Pounder  
Serial # 03-02-140R

**Miscellaneous**

- PTO operated mixer (rototiller)
- Homemade steel drum packer/roller
- Pull Type Sheepsfoot packer
- 2004 Mormack Control Tower with a CAT  
3412 – 591KW Generator

1500. Help Wanted — Alta.

BUSY LIVESTOCK Hauling Company requires Class 1 Drivers. Alberta wide work. Competitive wages, includes some shop duties. Call Michael at 780-656-0053.

1005. Help Wanted

# TOP YIELD

is now taking

- CLAS

- SPR

- LOAI

- YAR

PI

Excellent wo

# TOP YI

Box 50

Email to

Phone 780-



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## Issue Summary Report

### 7.3. GFOA Fundamental Workshop - April 9-11

#20140331012

**Meeting :** April 8, 2014

**Meeting Date :** 2014/04/08 10:00

#### **Background**

---

The Government Finance Officers' Association Fundamentals Workshop will be held April 9-11, 2014 in Morinville. The workshop is being offered to cover the essential municipal finance concepts, as well as advising participants of what is important and providing the basic "how to" and best practice information.

#### **Recommendation**

---

Motion to approve Darlene Smereka to attend the GFOA Fundamentals Workshop from April 9-11, 2014 in Morinville.

#### **Additional Information**

---

**Originated By :** skitz



### **MUNICIPAL FUNDAMENTALS WORKSHOP**

**GFOA Alberta, in collaboration with CMA Alberta, is pleased to present another round of the new Municipal Fundamentals Workshops**

Cochrane – April 2-4, 2014                      Town of Cochrane, 101 RancheHouse Road, Cochrane, AB

Morinville – April 9-11, 2014                      Rendez-Vous Centre, 9913 – 104 Street, Morinville, AB

Red Deer – April 28-30, 2014                      Red Deer Lodge, 4311 – 49 Avenue, Red Deer, AB

The Municipal Fundamentals Workshop is a comprehensive 3-day course which is designed to educate the finance officer who is new to municipal operations, advance the finance officer who has a desire to move up in municipal finance, or refresh the knowledge of the finance officer who has experience in municipal finance.

This workshop is being offered to fulfill the need for a local government finance course that covers essential municipal finance concepts, as well as advising participants of what is important and providing the basic “how to”, and best practice information.

#### **WHO SHOULD ATTEND:**

- Finance officers who are new to municipal government
- Finance employees of a municipality who desire to advance in municipal finance
- Finance officers in the municipal CFO role who want to refresh their knowledge of municipal finance fundamentals
- Municipal CAOs who would like a better understanding of municipal finance fundamentals

#### **BENEFITS OF ATTENDING:**

- The participant, upon completion, will have gained a solid understanding of:
  - The role and responsibility of the finance officer
  - Overview of the Municipal Government Act, Public Sector Handbook and other governing statutes
  - The municipal financial accounting concepts including: budgeting process, property taxation and requisitions, municipal revenues and expenses, grant application and reporting, financial reporting, and more
- This workshop will also provide participants with the resources available to them for support, discussion of topics amongst fellow finance officer colleagues, and information and awareness of other pertinent issues and beneficial tips.



*County of St Paul No 19*  
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## Issue Summary Report

### 7.4. Creating Rural Connections 2014 - Municipal Sustainability

#20140403008

Meeting : April 8, 2014

Meeting Date : 2014/04/08 10:00

#### Background

---

MacEwan University is offering a one-day course on May 26 to explore and address challenges facing municipal sustainability in Alberta. Participants will learn, network, share expertise and explore partnerships with others invested in municipal sustainability to examine the economic, social, cultural, environmental and governance issues. Registration for the course is \$50.

#### Recommendation

---

Motion to approve Sheila Kitz to attend the one-day workshop on Municipal Sustainability hosted by Grant MacEwan on May 26, 2104.

#### 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

### 7.5. Pension e-news - May 28

#20140331005

**Meeting :** April 8, 2014

**Meeting Date :** 2014/04/08 10:00

#### **Background**

---

Alberta Pension Services Corporation is offering a refresher workshop on Option Service and the Retirement Process and an overview of the New Employer Portal. The Workshop will be held on May 28 in Edmonton and there is no cost to attend.

#### **Recommendation**

---

Motion to approve Tim Mahdiuk to attend the Employer Workshop offered by Alberta Pensions Services Corporations on May 28, 2014 in Edmonton.

#### **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

### 7.6. Lac Sante Family Recreation Society

**#20140401006**

**Meeting :** April 8, 2014

**Meeting Date :** 2014/04/08 10:00

#### **Background**

---

The LSFRS is planning on constructing the final 3 km leg of their trail on May 6. They will be holding an on-site meeting on ERSD tentatively scheduled for May 5 at 10:00 a.m. and are requesting if someone from the County would like to attend. They are planning on holding the meeting at the trail head - RR 111 and TWP RD 561.

#### **Recommendation**

---

Motion to approve a Council member to attend the meeting with the Lac Sante Family Recreational Society and ERSD.

#### **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. North Sask. Regional Advisory Council

#20140402007

Meeting : April 8, 2014

Meeting Date : 2014/04/08 10:00

#### Background

---

The Provincial Government is developing the North Saskatchewan Regional Plan under Alberta's Land Use Framework. The plan will provide context and guidance for land and natural resource use in central Alberta to help achieve Alberta's long term social and economic goals based on responsible environmental management. The Government is establishing a Regional Advisory Council for the North Saskatchewan region to provide advice in the development of the plan. In the past, Councillor Ockerman had expressed interest in becoming a member of the Council so they are asking if we still wish to be considered for membership. Councillor Ockerman has now indicated that he does not wish to be part of this committee.

#### Recommendation

---

Council to decide if they will submit a name to be considered for membership on the North Saskatchewan Regional Advisory Council.

#### Additional Information

---

Originated By : pcorbiere



RECEIVED MAR 31 2014

Land Use Secretariat  
9<sup>th</sup> Fl, 10035 - 108 Street  
Centre West Building  
Edmonton, AB T5J 3E1  
Telephone: 780-644-7972  
Fax: 780-644-1034  
<http://www.landuse.gov.ab.ca/>  
Email: LUF@gov.ab.ca

57050

March 24, 2014

Sheila Kitz  
Chief Administrative Officer  
County of St. Paul No. 19  
5015-49 Ave  
St. Paul, Alberta  
T0A 3A4

**Subject: Expression of Interest – North Saskatchewan Regional Advisory Council**

Dear Ms. Kitz:

The Government of Alberta is developing the North Saskatchewan Regional Plan under Alberta's Land-use Framework. When completed, the regional plan will provide context and guidance for land and natural resource use in central Alberta to help achieve Alberta's long-term social and economic goals based on a foundation of responsible environmental management.

To support this process, the Government of Alberta is establishing a Regional Advisory Council for the North Saskatchewan region to provide advice to the Government of Alberta in the development of the plan.

You are receiving this letter because our records indicate you or your organization previously expressed an interest in becoming a member of the Regional Advisory Council for this region. If you still wish to be considered for membership on the Council, please go to the Land-use Framework's website at [www.landuse.alberta.ca](http://www.landuse.alberta.ca) for further details on the Council and how to submit a notice of interest.

Thank you for your interest in this most important initiative.

Sincerely,

Bev Yee  
Stewardship Commissioner



*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. Senior Transportation Grant

**#20140331010**

**Meeting :** April 8, 2014

**Meeting Date :** 2014/04/08 10:00

#### **Background**

---

The Mallaig & District Seniors are requesting a travel grant for 2014. They used the grant they received in 2013 for a bus trip to Elk Point for the dinner theatre and the balance of the grant for a trip to the dinner theatre in Elk Point last month. They usually have 30-40 people who take part in these trips.

The Heritage Lodge Auxiliary Society uses their community handivan to bring residents of Heritage Lodge, Buckingham House and Fort George Manor on recreation trips and into the community for social activities. They are requesting a transportation grant to help cover their expenses. The last transportation grant they received was in 2012.

#### **Recommendation**

---

Motion to approve a \$1,000 Transportation grant for both the Mallaig & District Seniors Citizens Club and the Heritage Lodge Auxiliary Society

#### **Additional Information**

---

**Originated By :** pcorbiere

MALLAIG & DISTRICT SENIOR CITIZENS CLUB

Box 136

Mallaig, AB T0A 2K0

St. Paul County  
Sheila Kitz  
5015-49 Avenue  
St. Paul, AB  
T0A 3A4

Dear Sheila Kitz;

This letter is an application for a Travel Grant. We have been informed that we should make this application if we used the funds we had received for traveling. In the past year, 2013, we used the funds for 1 bus trip to Elk Point for the Dinner Theatre in March.

We have also rented a bus this year for the Dinner Theatre in Elk Point and hope to rent a bus for some more trips. Usually 30 to 40 people (seniors) from our area take part. We are hopeful that you would be able to supply us with a Travel Grant again, as we have used our travel funds for the trip to Elk Point for the Dinner Theatre on March 15, 2014.

We respectfully present this letter in hopes that you will continue with the Travel Grant.

Sincerely  
Noma Gardipee

  
Secretary

March 10, 2014

## Appendix 2 for 7.8.: Heritage Lodge Auxiliary

Heritage Lodge Auxiliary Society  
Box 780  
Elk Point, AB  
T0A 1A0

RECEIVED MAR 20 2014

March 17, 2014

To the County of St Paul:

I am writing this letter on behalf of the Heritage Lodge Auxiliary Society. The Auxiliary Society carries on without purpose of gain for all its members and any profits or donations to the organization shall be used in promoting its objectives. One of our organizations main objectives is to provide for the recreation of the members and to promote and afford opportunity for friendly and social activities. The Auxiliary Society obtains its funding through small donations and internal funding.

The residents of Heritage Lodge, Buckingham House and Ft. George Manor have access to the Community Handivan. It is used for transportation for recreation trips and the occasional medical trip. The Handivan was used extensively over the past year to get residents into the community for social activities.

Based on the cost of last years travel (\$5404.84 in expenses) and with the increase of the price of fuel, we are requesting money from the County of St. Paul in the form of a Travel Grant.

Should you have any questions, feel free to contact me on behalf of the Heritage Lodge Auxiliary Society.

Thank-you for your consideration,



Lori Kadutski  
Heritage Lodge Auxiliary Society Secretary



*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. Funding for Provincial Championship - St. Paul Lions Football Club

#20140331016

**Meeting :** April 8, 2014

**Meeting Date :** 2014/04/08 10:00

#### **Background**

---

The St. Paul Lions Football Club won the Wheatland Football League Championship in 2013 and then hosted a provincial game in mid-November. In hosting the provincial game they incurred costs for the meals, referees, entry fee and paint to prep the field. They are requesting funding to help offset the costs of hosting the provincial football game.

#### **Recommendation**

---

Motion to approve a donation of \$1,000 for the St. Paul Lions Football Club to assist with the expenses of hosting a Provincial football game, as per policy ADM-51.

#### **Additional Information**

---

**Originated By :** pcorbiere

TODD TANASICHUK

5902 – 44 AVE

ST PAUL, AB

780-645-3850

**RE: PROVINCIALS GRANT**

ST. PAUL RECREATION BOARD

Please accept this letter on behalf of the St. Paul Lions football club as asking for the board's granting of funds for local teams that host provincials. The Lions won the Wheatland Football League Championship in 2013 and then hosted a provincial game in mid-November against Sylvan Lake, where unfortunately they came up on the short end of a 31-26 score.

As hosts, there were costs involved for the Lions, including hosting the mandatory team meal after the game, costs for officials and an entry fee to the Alberta Athletic Schools Association. There were also some field preparation costs as we had to paint the field. Estimated total costs were \$500 for the meal, \$300 for referees, \$250 for the entry fee and \$150 for paint. Whatever the Recreation Board deems appropriate would be appreciated.

Thank you.

Todd Tanasichuk

St. Paul Football

# COUNTY OF ST. PAUL #19

**Policy Number**

**ADM-51**

**Title**

**Distribution of County Grant  
Funds for Sports**

**Page 1 of 2**

**Date Approved**

**October 13, 2009**

**Purpose:**

1. To provide support to school sport teams, group sport teams, and individuals competing in individual sports representing communities within the County of St. Paul who have competed at a local level and qualify to advance to a Provincial, National, or International level where travel is required.
2. To provide support for school sport teams, group sport teams hosting Provincial, National or International competitions/events in the communities within the County of St. Paul.
3. This funding will not be distributed for the purpose of school field trips.
4. This funding will not be distributed to individuals that have been selected to play on regional teams (outside of the County of St. Paul).
5. This funding will not be distributed for teams or individuals choosing to compete in a tournament.
6. This funding is intended to fund youth up to the age of 21.

**Policy:**

**A. Funding to be at the following levels:**

1. Teams that have competed at a local level and qualify to advance to a Provincial, National or International level. \$500.00
2. Teams that host a Provincial, National, or International Competition. \$1,000.00
3. Individuals participating in an individual sport that have completed and qualified to advance to a Provincial, National or International competition. \$250.00
4. Organization hosting a Provincial, National, or International Event within the County for individual sports/events. \$500.00

**Distribution of County Grant Funds for Sports**

**COUNTY OF ST. PAUL #19**

<b>Date Approved</b> <i>October 13, 2009</i>	<b>Page 2 of 2</b>	<b>Policy Number</b> <b>ADM-51</b>
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**B. Payments of requests:**

1. Administration is approved to process payment of grants per this policy provided the request meets the criteria above.
2. All payments issued per this policy will be provided to and ratified by Council in their agenda package.
3. Requests from the community for grant funding that does not specifically meet these criteria will be provided a letter indicating that their request does not comply with County policy, but that gives them the option to appeal the Administrative decision to County Council.
4. Requests exceeding budgeted amounts for the fiscal year that meet the policy criteria will be brought to Council for ratification.

	<b>Date</b>
<b>Approved by Council</b>	September 14, 2010
<b>Amended</b>	March 15, 2012
<b>Amended</b>	



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## Issue Summary Report

### 7.10. Employee/Council Service Awards PER-15

#20140331009

Meeting : April 8, 2014

Meeting Date : 2014/04/08 10:00

#### Background

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Policy PER-15 is being presented to Council as amended, to implement changes to the County's retirement and long service award procedures. The Policy was brought before the Policy Committee on March 28, 2014.

#### Recommendation

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Motion to approve Policy PER-15 as it relates to the implementation of changes to the County's retirement and long service award procedures, as per the recommendations of the Policy Committee.

#### Additional Information

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Originated By : kattanasio

# COUNTY OF ST. PAUL #19

**Policy Number**

**PER-15**

**Title**  
**Employee/Council Service**  
**Awards**

**Page 1 of 1**

**Date Approved**

***April 11, 2006***

**Objective:**

The County of St. Paul No. 19 recognizes that its employees are its most valuable resource and wishes to ensure that the contributions and commitment made by employees are acknowledged in ways that reflect the underlying values of public service and that recognition practices are sustained. The intent of this policy is to provide guidelines to determine when awards can be given to employees and elected officials from the County in appreciation for their service.

**Procedure:**

*Service Eligibility:*

a) The County of St. Paul No. 19 will present awards to honour employees and elected officials with five or more years of service. Employees/elected officials will be honoured at the annual holiday party held in November or December.

b) Service awards will be given to the following categories of employees/elected officials:

- Full-time employees
- Part-time employees
- Seasonal employees
- Casual employees
- Elected officials

c) Individuals serving the County on a contract basis do not have employee status and will not be considered for service awards. Those employees' status that moves from employee to contract employee may be eligible for awards under this policy. This determination will be solely at the discretion of the Chief Administrative Officer.

d) The commencement date for which service awards will be based shall begin January 1<sup>st</sup> and end December 31<sup>st</sup>. An employee will qualify for a service award if their fifth or multiple-of-fifth anniversary date occurs on or before December 31<sup>st</sup> of that year.

e) For the purpose of service awards, any approved leave of absence, with or without pay, will not be considered a break in service provided there is no resignation, but will not be credited as service during the leave of absence.

Appendix 1 for 7.10.: Policy Per-15

f) Employees who resign in good standing or have been laid off after completing their fifth (or tenth, fifteenth, twentieth, etc.) year of employment will be eligible to receive a service award at the annual Christmas party.

g) No changes shall be made to existing service calculations that have been made prior to this policy being in effect.

*Long Service Awards:*

a) Long service awards will be awarded to eligible employees and elected officials at the completion of each five year phase of continuous employment.

b) For each five year increment the following items will be awarded:

- 5 Years – 5 Year pin, \$50 gift
- 10 Years – 10 Year pin, \$100 gift
- 15 Years – 15 Year pin, \$150 gift
- 20 Years – 20 Year pin, \$300 gift
- 25 Years – 25 Year pin, \$500 gift
- 30 Years – 30 Year pin, \$1000 gift
- 35 Years – 35 Year pin, \$1,500 gift

*Retirement:*

a) The County of St. Paul No. 19 will present a gift to each full-time or part-time employee who retires at the annual holiday party held in November or December, or at another appropriate time. A cake may also be provided at the County office or Public Works Shop.

b) Gift values will be as follows:

- 5-10 years - \$200
- 10-15 years - \$300
- 15-20 years - \$400
- 20-25 years - \$500
- 25-30 years - \$600
- 30-35 years - \$700
- 35+ years - \$800

c) If an employee receives a retirement award and returns to work within twelve months and become eligible for a retirement award thereafter, then the value of the first award will be subtracted from the second award before honouring the employee.

d) Notwithstanding the above guidelines, the County Administrative Officer will deal with all exceptional situations.

	<b>Date</b>
<b>Approved by Council</b>	<b>September 14, 2010</b>
<b>Amended</b>	
<b>Amended</b>	



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## Issue Summary Report

### 7.11. Fax Machines/ Laptops/Printers Policy PER-16

#20140331008

Meeting : April 8, 2014

Meeting Date : 2014/04/08 10:00

#### Background

---

Policy PER-16 is being presented to Council to implement changes to the County's procedures regarding Council's use of fax machines, laptops, and printers. This Policy was brought before the Policy Committee on March 28, 2014.

#### Recommendation

---

Motion to approve Policy PER-16 as it relates to the implementation of new procedures for Council's use of fax machines, laptops, and printers, as per the recommendations of the Policy Committee.

#### Additional Information

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Originated By : kattanasio

**COUNTY OF ST. PAUL #19**

**Policy Number**  
**PER-16**

**Title**  
**Fax Machines/Laptops/Printers**

**Page 1 of 1**

**Date Approved**  
***April 11, 2006***

**Objective:**  
The County of St. Paul continuously endeavours to achieve best practice policies and procedures in its administration and operations. In order to enable and enhance the productivity of the County's strategic business units it is critical that we make use of the latest means of information and communication technology. This policy will set the guidelines for acquiring, using, and maintaining laptops, fax machines, and printers.

**Procedure:**  
If a fax machine is required by a Councillor, one will be provided by the County.

If a County Councillor wishes to install a separate line for his or her fax machine the cost will be incurred by the councillor. The monthly rental fee for this separate line will be reimbursed by the County. The County will supply cartridges and paper as required.

Council members will be provided with a laptop and printer at the beginning of their term. The County will supply cartridges and paper as required as well as IT support. Council members will receive Council agendas, correspondence and calendar information via this laptop.

Each Council member will be provided a County of St. Paul email address and will need to review and sign the attached agreement regarding the use of the internet.

Councillors must enter into a contractual arrangement with the County. There will be a monthly deduction on all Council paycheques over the course of their term that will be allocated to cover the cost of their laptop and corresponding hardware (charger, modem, etc.).

When a Councillor completes their four-year term, they will own their laptop and corresponding hardware outright. In the event that a Councillor does not complete their term, they will have the option of purchasing the laptop and its corresponding hardware for the remaining balance.

When a Councillor leaves their position, they are required to submit their laptop to County administration for the purposes of removing all County-related programs.

	<b>Date</b>
<b>Approved by Council</b>	<b>September 14, 2010</b>
<b>Amended</b>	<b>March 8, 2014</b>
<b>Amended</b>	

### 16. System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by County of St. Paul No. 19.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which County of St. Paul No. 19 or the end user does not have an active license is strictly prohibited.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
5. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
6. Using a County of St. Paul No. 19 computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
7. Making fraudulent offers of products, items, or services originating from any County of St. Paul No. 19 account.
8. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
9. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
10. Port scanning or security scanning is expressly prohibited unless prior notification to InfoSec is made.
11. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
12. Circumventing user authentication or security of any host, network or account.
13. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
14. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
15. Providing information about, or lists of, County of St. Paul No. 19 employees to parties outside County of St. Paul No. 19.

## Appendix 2 for 7.11.: Agreement

16. Unauthorized use of the Internet is prohibited. Use of the Internet is for County related business only, other than on break time, or after hours. However personal use must be reasonable in nature and the above restriction still apply.

### Email and Communications Activities

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within County of St. Paul No. 19's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by County of St. Paul No. 19 or connected via County of St. Paul No. 19's network.
7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

### 5.0 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

### 6.0 Definitions

Term	Definition
<i>Spam</i>	Unauthorized and/or unsolicited electronic mass mailings.

I have read the above System and Network requirements and agree to abide by this.

\_\_\_\_\_  
Councillors Name

Date \_\_\_\_\_

\_\_\_\_\_  
Councillors Signature



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## Issue Summary Report

### 7.12. Hours of Work Policy PER-18

**#20140331007**

**Meeting :** April 8, 2014

**Meeting Date :** 2014/04/08 10:00

#### **Background**

---

Policy PER-18 is presented to Council as amended to implement changes to the County's hours of work procedures. This Policy was brought before the Policy Committee on March 28, 2014.

#### **Recommendation**

---

Motion to approve Policy PER-18 as it relates to the implementation of changes to the County's hours of work procedures, as per the recommendations of the Policy Committee.

#### **Additional Information**

---

**Originated By :** kattanasio

**COUNTY OF ST. PAUL #19**

**Policy Number**

**PER-18**

**Title**

**Hours of Work**

**Page 1 of 2**

**Date Approved**

***April 11, 2006***

**Purpose:**

The County of St. Paul wishes to provide guidelines regarding work hours that meet operational requirements while considering employees' preferences and external obligations.

**Procedure:**

**Administration Staff**

- 1) The hours of work for administrative staff shall be 8:30 a.m. to 4:30 p.m. Monday through Friday.
- 2) Employees shall be allowed two (2) fifteen (15) minute paid breaks per working day. Breaks are provided as a benefit to the employees. The employee may choose not to utilize their breaks, but this will not entitle an employee to go home early in the event that they do not take their breaks.
- 3) Office Employees shall be allowed one (1) hour per working day for an unpaid lunch break.

**Public Works Staff**

- 1) Regular winter hours of work for Public Works shop employees shall be 8:00 a.m. to 4:30 p.m. Monday through Friday, allowing one-half (1/2) hour per working day for lunch break. Regular summer hours of work for Public Works shop employees shall be 7:00 a.m. to 4:30 p.m. Monday through Friday, allowing one-half (1/2) hour per working day for an unpaid lunch break.
- 2) Employees shall be allowed two (2) fifteen (15) minute paid breaks per working day. Breaks are provided as a benefit to the employees. The employee may choose not to utilize their breaks, but this will not entitle an employee to go home early in the event that they do not take their breaks.

- 3) **Seasonal Workers** – County seasonal workers shall not work more than ten (10) hours per day unless authorized by the Public Works Superintendent, however, hours of work shall not exceed twelve (12) hours unless an emergency exists. This is consistent with Labour Standards Guidelines.
- 4) **Parks Employees** – Parks employees shall not work more than eight (8) hours per day unless authorized by a Parks Manager. However, hours of work shall not exceed twelve (12) hours a day unless an emergency exists. This is consistent with Labour Standards Guidelines. Parks night staff shall not exceed six (6) hours a day after which, they will stay in the living quarters provided by the County and be available to park guests should the need arise.
- 5) **Library Employees** – set by the Library Board
- 6) **Landfill Employees** – set by the Landfill Manager

	<b>Date</b>
<b>Approved by Council</b>	<b>September 11, 2007</b>
<b>Amended</b>	<b>September 14, 2010</b>
<b>Amended</b>	<b>March 8, 2014</b>



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## Issue Summary Report

### 7.13. Overtime Policy PER-21

**#20140331004**

**Meeting :** April 8, 2014

**Meeting Date :** 2014/04/08 10:00

#### **Background**

---

Policy PER-21 is being presented to Council as amended to formalize changes to the County's overtime procedures. This policy was brought before the Policy Committee on March 28, 2014.

#### **Recommendation**

---

Motion to approve Policy PER-21, as it relates to the implementation of changes to the County's overtime procedures, as per the recommendations of the Policy Committee.

#### **Additional Information**

---

**Originated By :** kattanasio

**COUNTY OF ST. PAUL #19**

**Policy Number**  
**PER-21**

**Title**  
**Overtime Policy**

**Page 1 of 2**

**Date Approved**  
***April 11, 2006***

**Objective:**

The objective of this policy is to provide a framework for the compensation of additional work, which an employee is required to perform after their normal hours of work, specify who qualifies for compensation, and promote the responsible management of overtime expenditures.

**Procedure:**

*Calculation of Overtime:*

a) Overtime for all non-supervisory staff in permanent positions with prior approval of administration shall be based on the following:

- Office Salaried Employees: Based on a 7 hour work day
- Public Works Salaried Employees: Based on an 8 hour work day
- Seasonal and Hourly Employees: Based on a 44 hour work week

b) Overtime for other contract employees shall be calculated as provided in the employee's contract of employment and in accordance with the *Employment Standards Code*.

c) Overtime shall be calculated to the nearest quarter hour.

d) All overtime worked is to be recorded on time sheets and remitted to your designated supervisor or manager on a monthly basis.

*Payment of Overtime:*

a) Overtime less than fifteen minutes in a work day shall be without pay.

b) Overtime shall be paid out or banked by an employee at a rate of one and a half times their hourly rate of pay.

c) Overtime shall only be paid if the employee had their supervisor's prior approval to work the overtime.

d) All management and supervisory staff shall not be paid for any overtime.

*Paid Time Off in Lieu of Payment of Overtime:*

- a) Part-time or seasonal employees that are paid by the hour may bank overtime hours to a maximum of eighty (80) hours.
- b) Permanent salaries employees and grader operators may be permitted to bank up to three hundred (300) hours in some circumstances. The banking of overtime must be authorized in advance by a supervisor and all overtime decisions are approved at the supervisor`s discretion.
- c) Overtime hours shall be banked at a rate of one and half times the overtime hours.
- d) An employee shall take paid time off in lieu of payment of overtime at a time approved by their supervisor.
- e) An employee shall take paid time off in lieu of payment of overtime within three (3) months of the time the overtime was earned. Any overtime earned and not taken within 3 months shall be paid out in the first pay period following the three (3) month period. Supervisors may permit an extension beyond three (3) months in certain circumstances.
- f) For part-time or seasonal employees, all accumulated time off in lieu of overtime exceeding ten (10) days will be paid out during the following pay period.
- g) The employee shall take the lesser of two weeks or accumulated earned time off in lieu of overtime before December 31 of the year in which the entitlement was earned.
- h) Any accumulated earned time off in lieu of overtime remaining after December 31 shall be taken or paid out before April 1 of the year following in which the entitlement was earned.
- i) An employee may request to have any earned time off in lieu of overtime remaining after December 31 paid out. Any requests to pay out remaining earned time off in lieu of overtime shall be made before December 1.
- j) Earned time off in lieu of overtime shall be treated as hours of work and remuneration paid in respect of time off in lieu of overtime shall be treated as wages.

*Overtime Agreements:*

- a) All non-supervisory staff must sign an overtime agreement (attached).

	<b>Date</b>
<b>Approved by Council</b>	<b>September 14, 2010</b>
<b>Amended</b>	<b>March 8, 2014</b>
<b>Amended</b>	



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## Issue Summary Report

### 7.14. Vacation Policy PER-33

**#20140331006**

**Meeting :** April 8, 2014

**Meeting Date :** 2014/04/08 10:00

#### **Background**

---

Policy PER-33 is being presented to Council as amended to implement changes to the County's full-time employee vacation procedures. The Policy was brought before the Policy Committee on March 28, 2014.

#### **Recommendation**

---

Motion to approve Policy PER-33 as it relates to the implementation of new vacation for procedures for full-time employees, as per the recommendations of the Policy Committee.

#### **Additional Information**

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**Originated By :** kattanasio

# COUNTY OF ST. PAUL #19

**Policy Number**

**PER-33**

**Title**

**Vacation Accrual Policy for Full-Time Employees**

**Page 1 of 2**

**Date Approved**

***April 11, 2006***

**Objective:**

The County of St. Paul No. 19 recognizes the importance of vacation time in providing the opportunity for rest, renewal, and personal pursuits for physical, mental, emotional, and spiritual benefit. All employees are encouraged to use their full amount of accrued vacation time each year.

**Purpose:**

To explain the standards, guidelines, and procedures for paid vacation time.

**Procedure:**

1) All periods of vacation must be approved by the County Administrator or their designate and filed with the Payroll Department.

2) For all non-supervisory full-time employees, the following vacation benefits apply:

Within 1 <sup>st</sup> year	10 days
Within 2-5 years	15 days
Within 6-14 years	20 days
Within 15-24 years	25 days
Within 25+ years	30 days

Vacation entitlement for Senior Management, Management Staff and Supervisory Staff will be:

Within 1 <sup>st</sup> year	15 days
Within 2-5 years	20 days
Within 6-14 years	25 days
Within 15-19 years	30 days
Within 20+ year	35 days

**NOTE: This new vacation entitlement to be effective as of January 1, 2014**

3) During the first year of employment, vacation will be prorated from start date and can only be used at the Administrator's discretion.

- 4) The vacation year is from January 1 to December 31.
- 5) An employee leaving the employ of the County shall have his/her termination pay adjusted according to a pro-rated calculation of vacation benefits accrued.
- 6) Vacation may be taken at any time during the calendar year by mutual agreement between the employee and administration. However, all vacation scheduling must be arranged to suit the work schedules of the County.
- 7) Vacation should be completed in the calendar year in which employees become entitled to them. Employees wishing to carry over vacation to the following vacation year must request in writing to their immediate supervisor by December 1 of each year. Requested carry-over vacation may be approved by the Administrator or their designate and must be used by March 31 of the following year. Vacation unused as at March 31 will be paid out on the next regular paycheque. If an employee is unable to utilize their vacation allotment by March 31, they must submit a request in writing to the Administrator or their designate outlining their reasons. Administration will make a decision based on this request.
- 8) If a paid statutory holiday falls during employee's scheduled vacation period, the employee will be credited with an additional day off with pay.
- 9) Vacation can be taken at a minimum  $\frac{1}{2}$  day at a time. From their annual allotment, employees can take a maximum of 10 –  $\frac{1}{2}$  days of vacation during the calendar year. Employees are encouraged to take a block of vacation to ensure that they can benefit from well-deserved time off. However, if a situation arises that requires an employee to utilize more than 10 -  $\frac{1}{2}$  days in any calendar year, they must request in writing to the Administrator or their designate outlining their reasons.
- 10) Requests for vacation periods must be submitted to the Administrator or their designate at least one (1) month ahead, except when a period of less than one week is to be taken, one (1) day of notice must be given.
- 11) Non full-time employees will be paid vacation pay with every cheque as per labour standards.
- 12) If an employee changes from hourly to a salary their years of service will be considered in establishing holidays.
- 13) In the event where an employee does not have enough vacation time as a result of commencing their employment after September 1, a request may be submitted to Administration requesting additional time off. Any additional time off beyond their accrued vacation will be unpaid and may not exceed five additional working days.
- 14) An employee who becomes ill, is hospitalized or confined to their residence under a physician's direction, or a combination thereof, during a vacation leave, for a period

## Appendix 1 for 7.14.: Per-33

of at least three (3) consecutive days, may apply in writing to the Administrator or their designate to have this time converted from vacation time to sick days. Applications should include all necessary documentation, medical certificates, and details to support the conversion request.

15) Should an employee take a leave of absence in excess of forty-five calendar days, vacation accrual will be frozen until the employee returns to work.

16) Employees terminating their employment relationship are entitled to all accrued and unused vacation time calculated on a prorated basis based on employee classification.

	<b>Date</b>
<b>Approved by Council</b>	<b>September 14, 2010</b>
<b>Amended</b>	<b>March 8, 2014</b>
<b>Amended</b>	



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## Issue Summary Report

### 7.15. Inspection Policy SAF-39

**#20140331002**

**Meeting :** April 8, 2014

**Meeting Date :** 2014/04/08 10:00

#### **Background**

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Policy SAF-39 is being presented to Council for amendment. The purpose of the amendment is to implement the change from annual safety inspections to semi-annual safety inspections. This Policy was brought before the Policy Committee on March 28, 2014.

#### **Recommendation**

---

Motion to approve Policy SAF-39 as it relates to the implementation of semi-annual safety inspections, as per the recommendations of the Policy Committee.

#### **Additional Information**

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**Originated By :** kattanasio

Appendix 1 for 7.15.: Inspection Policy  
**COUNTY OF ST. PAUL #19**

**Policy Number**  
**SAF-39**

**Title**  
**Inspection Policy**

**Page 1 of 1**

**Date Approved**  
***April 11, 2006***

**Objective:**  
The County of St. Paul No. 19 aims to control losses of human and material resources, correct unsafe acts and conditions, and ensure compliance with County rules, policies, procedures, legislation, and directives.

**Procedure:**  
The County will maintain a comprehensive program of safety inspections at all facilities and job-sites.

The Chief Administrative Officer is responsible for the overall operation of the program. At a minimum, semi-annual inspections will take place on all full-time operated facilities and annual inspections will take place on seasonal facilities, performed during operation.

Superintendents are responsible for directing formal inspections on job-sites that they monitor and for involving workers in such inspections.

Supervisors are responsible for conducting ongoing informal inspections of areas where their crews are working.

Employees are responsible for participating in and contributing to the Inspection Program.

	<b>Date</b>
<b>Amended</b>	September 11, 2007
<b>Approved by Council</b>	September 14, 2010
<b>Amended</b>	



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## Issue Summary Report

### 7.16. Spraying Noxious Weeds on Private Land Policy ASB-84

#20140331013

Meeting : April 8, 2014

Meeting Date : 2014/04/08 10:00

#### Background

---

Policy ASB-84 is being presented to Council as amended to implement changes to the County's management of spraying on private land. This Policy was brought before the Policy Committee on March 28, 2014.

#### Recommendation

---

Motion to approve Policy ASB-84 as it relates to the implementation of changes to the County's management of spraying on private land, as per the recommendations of the Policy Committee.

#### Additional Information

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Originated By : kattanasio

## COUNTY OF ST. PAUL #19

Policy Number

ASB-84

Title

**Spraying Prohibited Noxious  
and/or Noxious Weeds on  
Private Land Policy**

Page 1 of 1

Date Approved

### **Objective:**

The County of St. Paul No. 19 strives to utilize its resources in the most effective and efficient manner possible. The County will, if it is in the best interest of the County's Weed Control Plan and with the cooperation of the landowner or occupant in question, provide assistance to private landowners and occupants to aid in preventing the spread of prohibited noxious and noxious weeds as defined by the *Alberta Weed Control Act* and *Weed Designation Regulation* and as may be amended by local bylaw or ministerial order on a cost recovery basis.

### **Procedure:**

- 1) Private landowners and occupants who have prohibited noxious or noxious weeds on their property can contact the Agriculture Services Department to arrange for spraying the infested area.
- 2) The owner or occupant must sign a Permission to Enter Upon Lands to Control Vegetation Agreement prior to any work being done.
- 3) The Agricultural Service Board will provide an estimate of the costs to the landowner or occupant before any work is done.
- 4) The Agriculture Service Department will spray an appropriate chemical on the landowner or occupant's property. Prohibited noxious and noxious weed control will be limited to no more than four hours of spraying. This will include the employee's travelling time. A landowner can only utilize this service once on an annual basis to ensure that the Agricultural Service Board is able to carry out their duties and provide weed control to other landowners and occupants throughout the County.
- 5) The Agricultural Service Board employee will have the discretion to cease spraying if wind speed is too great, temperatures are not conducive to spraying, or the terrain does not lend itself to standard weed control methods. Moreover, the employee reserves the right to refuse spraying assistance to any individual at their discretion.
- 6) The Agricultural Fieldman will maintain a list of contract sprayers for distribution to owners and occupants upon request to assist with effective weed control.

Appendix 1 for 7.16.: Policy ASB-84

	<b>Date</b>
<b>Approved by Council</b>	
<b>Amended</b>	
<b>Amended</b>	



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## Issue Summary Report

### 7.17. Mechanics' Allowance Policy PW-100

#20140331011

Meeting : April 8, 2014

Meeting Date : 2014/04/08 10:00

#### Background

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Policy PW-100 is being presented to Council to introduce a mechanics' allowance for tools and other equipment. This Policy was brought before the Policy Committee on March 28, 2014.

#### Recommendation

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Motion to approve Policy PW-100 as it relates to the introduction of a mechanics' allowance, as per the recommendations of the Policy Committee.

#### Additional Information

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Originated By : kattanasio

## COUNTY OF ST. PAUL #19

**Policy Number**

**PW-100**

**Title**

**Mechanics' Allowance  
Policy**

**Page 1 of 1**

**Date Approved**

**Objective:** The County of St. Paul wishes to provide its employees with financial assistance to obtain the best resources to carry out their duties. Certain Public Works employees require the incumbents to possess a full set of automotive mechanic hand tools with a suitable lock box and/or a pair of suitable work boots. The County wishes to implement a tool and a boot allowance for the purposes of augmenting Public Work Department toolkits and ensuring the safety of our employees.

**Policy Statement:**

*Mechanic's Allowance Eligibility:*

- 1) Prior to the end of each fiscal year, the Superintendent of Public Works will determine and notify those employees in mechanic positions who meet the eligibility criteria listed below for a mechanics' allowance.
- 2) Employees who perform full-time mechanic duties for at least six of the preceding twelve months may be granted a mechanics' allowance
- 3) Employees on Workers' Compensation, alternative work assignment, light duty, or leave of absence for more than six months of the preceding twelve months are not eligible for the mechanics' allowance.
- 4) An employee receiving a mechanic's allowance from the County of St. Paul must remain with the County for six months following any use of the allowance. If an employee terminates their employment prior to the six month period, any tool allowance used will be deducted from the employee's final pay cheque.
- 5) Regular part-time and temporary employees are not eligible for a mechanics' allowance.

*Payment of Mechanic's Allowance:*

- 1) The mechanic's allowance is \$1300 per fiscal year which runs from January 1 to December 31.

2) Employees who meet the eligibility requirements may purchase tools at their discretion. Following the purchase, a voucher must be submitted, with the receipt(s) attached, to the Superintendent of Public Works or their designate.

3) A mechanics' allowance is considered as gross wages for the purposes of retirement benefits calculations, federal and provincial income tax, and other withholdings and contributions based on gross wages paid.

4) A mechanics' allowance is not incorporated in hourly or base wages for the purposes of calculating salary increases, overtime, benefits coverage, or any other benefit other than those based on gross wages paid.

5) Employees are responsible for filing tool expenses on their tax returns.

*Tool Inclusions:*

1) Any hand tools for the purposes of carrying out an employee's day-to-day duties shall be eligible.

2) Any personal protective equipment directly related to carrying out an employee's day-to-day duties shall be eligible including:

- Gloves
- Eyewear
- Headwear
- Clothing/Garments
- Hearing Protection
- Boots

3) If an employee wants to purchase a tool or other object that they are unsure meets the eligibility requirements, they may request in writing to the Superintendent of Public Works approval to make the purchase.

*Ownership of Property:*

1) All mechanics are responsible for supplying their own tools. It is understood that employees share tools while carrying out their duties and that some of these tools will lose their usefulness over time. Any tools or equipment purchased using the mechanic's allowance will belong to the employee who submitted the voucher and receipts for that item in question.

	Date
Approved by Council	
Amended	
Amended	



*County of St Paul No 19*  
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[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 7.18. On-Call Policy PW-101

**#20140331014**

**Meeting :** April 8, 2014

**Meeting Date :** 2014/04/08 10:00

#### **Background**

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Policy PW-101 is being introduced to Council to implement procedures to manage the practice of employees being on-call. This Policy was brought before the Policy Committee on March 28, 2014.

#### **Recommendation**

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Motion to approve Policy PW-101 as it relates to the implementation of procedures to manage employees who are on-call, as per the recommendations of the Policy Committee.

#### **Additional Information**

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**Originated By :** kattanasio

**COUNTY OF ST. PAUL #19**

**Policy Number  
PW-101**

**Title  
On-Call Policy**

**Page 1 of**

**Date Approved**

**Objective:**

The County of St. Paul recognizes that its employees are its most valuable resource and wishes to provide additional compensation for designated employees who are required to serve in on-call status and/or who are called back to work.

**Definitions:**

*On-call* is when an employee must remain available to be called back to work on short notice if the need arises.

*Emergency Callback* is when an employee has left the work site and is requested to respond by going back to work on short notice to an emergency situation for any of the following reasons:

- To avoid significant service disruption
- To avoid placing employees or the public in unsafe situations
- To protect and/or provide emergency services to property or equipment
- To respond to emergencies with residents

**Procedure:**

On-call compensation is provided when designated employees are required to be on-call and report back to work upon contact via pager or telephone in the event of an emergency.

Supervisors will be responsible for designating the individuals who are to be placed on call, maintaining the list, and creating a schedule for all on-call personnel. All on-call scheduling must be authorized by the Chief Administrative Officer or their designate.

The on-call premium will be \$30 per day for all scheduled personnel.



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## Issue Summary Report

### 7.19. Audited Financial Statements

**#20140401004**

**Meeting :** April 8, 2014

**Meeting Date :** 2014/04/08 10:00

#### **Background**

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Shawn Warrington, auditor with Synergy Chartered Accounts presented the County's financial statements for the period ending December 31, 2013 at the March 25 Public Works meeting and will be available at the AGM on April 8 to present the statements to the public.

#### **Recommendation**

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Motion to move \$318,131 from unrestricted surplus to restricted surplus - representing the unspent debenture taken out for the completion of the fire halls.

Motion to move \$1,242,355 from unrestricted surplus to restricted surplus - representing the amount of short term loan still owing July 1, 2014 for the pavement of Northern Valley Road which is budgeted to be paid off in 2014.

Motion to approve the 2013 Audited Financial Statements for the County of St. Paul No. 19 as presented.

#### **Additional Information**

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**Originated By :** skitz



*County of St Paul No 19*  
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## Issue Summary Report

### 7.20. 2014 Municipal Operating and Capital Budget

#20140401002

Meeting : April 8, 2014

Meeting Date : 2014/04/08 10:00

#### Background

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Based on the results of the budget meetings, Administration is requesting approval of the 2014 Operating and Capital Budget. A detailed budget will be available for download on the County's website following the Council meeting.

Section 242(1) of the M.G.A. states that a Council must adopt an operating budget for each calendar year.

An updated copy of the budget will be presented at the meeting.

#### Recommendation

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Motion that the 2014 Municipal Operation and Capital Budget be approved as follows:

Operating and Capital Revenues	\$29,920,669
Debenture and Funding from Restricted Surplus	\$ 6,560,486
Operating Expenses	\$24,492,310
Capital Expenditures	\$11,852,895
Surplus	\$ 135,950

#### Additional Information

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Originated By : skitz

Appendix 1 for 7.20.: Draft 2014 Capital and Operating Budget Summary  
 2014 Municipal Budget

**DRAFT**

	2014 Budget		2013 Budget	
	<u>Revenues</u>	<u>Expenditures</u>	<u>Revenues</u>	<u>Expenditures</u>
<b>Taxes *</b>	21,306,103	3,912,726	18,739,911	4,010,692
<b>Legislative</b>	-	503,851		531,092
<b>Administrative</b>	1,114,947	3,251,311	839,273	3,009,971
<b>Fire Protection</b>	68,000	716,018	167,920	482,629
<b>Protective Services</b>	-	-	-	-
<b>Ambulance</b>	55,000	75,000	55,000	75,000
<b>Transportation</b>	5,606,487	12,813,013	7,245,096	11,216,912
<b>Airport</b>		43,750		21,500
<b>Water</b>	318,750	520,508	1,729,878	460,224
<b>Sewer</b>	87,000	457,403	35,000	148,579
<b>Environmental Health</b>	200,000	999,717	165,000	953,464
<b>FCSS</b>	202,355	275,160	193,572	246,260
<b>ASB</b>	187,759	668,793	199,709	618,459
<b>Land &amp; Devel Surplus</b>	298,500	448,107	278,000	366,507
<b>Recreation</b>	355,900	826,500	426,494	801,920
<b>Culture (Library)</b>	119,868	272,457	119,600	226,974
<b>Back Out of Amortization</b>	-	3,614,101	-	3,335,749
<b>Gain/Loss on F/A</b>			-	196,862
<b>Capital Expenditures</b>		11,852,895		21,089,158
<b>Funding from restricted surplus( northern valley loan)</b>	1,242,355			
<b>Debenture Principal Payments</b>		2,322,097		304,463
<b>Debenture - Murphy Overlay</b>	5,000,000			
<b>Cash remaining from 2013 Fire Debenture</b>	318,131			
<b>Debenture - Subdivision Paving</b>			6,089,000	
<b>Debenture - Northern Valley Road</b>			1,500,000	
<b>Debenture - Fire Halls</b>			2,116,000	
<b>Debenture - Ashmont/Lottie Lake Water</b>			610,000	
<b>W4L Additional funding required</b>			564,284	
	<u>36,481,155</u>	<u>36,345,205</u>	<u>41,073,737</u>	<u>41,031,193</u>
	135,950		42,545	
<b>Operations Expenditures</b>		24,492,310		19,942,035



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## Issue Summary Report

### 7.21. Mill Rate Bylaw No. 2014-06

**#20140401003**

**Meeting :** April 8, 2014

**Meeting Date :** 2014/04/08 10:00

#### **Background**

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Bylaw No. 2014-06 is being presented to Council to approve the Mill Rates for the 2014 taxation year.

Section 187 of the M.G.A. states that all bylaws must have 3 distinct and separate readings.

#### **Recommendation**

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Motion to give first reading to Bylaw No. 2014-06.

Motion to give second reading to Bylaw No. 2014-06.

Motion to present Bylaw No. 2014-06 at this meeting for third and final reading.

Motion to give third reading to Bylaw No. 2014-06.

#### **Additional Information**

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**Originated By :** pcorbiere

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

**BY-LAW NO. 2014-06**

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A By-law of the County of St. Paul No. 19 in the Province of Alberta to impose several rates of taxation for all purposes as indicated below for the year 2014.

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**WHEREAS** the following requisitions were received for the purpose indicated;

**AND WHEREAS** the assessed values are shown on the Tax Roll of the County of St. Paul No. 19;

**AND WHEREAS** the rates shown hereinafter set out are deemed necessary to provide the amounts of the said requisitions;

**NOW THEREFORE**, by virtue of the power conferred upon it by Section 353 of the Municipal Government Act, the Council of the County of St. Paul No. 19 enacts as follows:

**THAT** the County Administrator be, and is hereby authorized to levy taxes on the assessed value of all lands, improvements and property set out in the Assessment Roll and situated within the respective districts within the boundaries of the County of St. Paul No. 19 for the purpose indicated:

<b>Alberta School Foundation Fund</b>	<b>Mill rate</b>	<b>Assessed Value</b>	<b>Requisition Amount</b>
Residential & Farmland	2.4322	787,173,350.00	1,914,563
Non-Residential	3.2603	533,805,810.00	1,740,367
		1,320,979,160.00	3,654,930
Waste Management	0.7500	1,532,861,960.00	1,149,646
<b>Municipal Purposes</b>			
Residential	3.4095	711,943,910.00	2,427,373
Farmland	12.7838	75,229,440.00	961,722
Machinery & Equipment	17.0675	211,062,900.00	3,602,316
Non-Residential	17.0675	533,805,810.00	9,110,731
Seniors Contained Units	3.4095	819,900.00	2,795
		1,532,861,960.00	16,104,937
MD Foundation	0.1682	1,532,042,060.00	257,689
<b>Total Taxes</b>			<b>21,167,203</b>

Notwithstanding the foregoing, the minimum tax on any parcel will be (\$25.00) dollars as allowed by the Municipal Government Act Section 357(1).

This Bylaw shall come into force and effect immediately upon the passing thereof.

Read a first time in Council this 8<sup>th</sup> day of April, A.D. 2014.

Read a second time in Council this 8<sup>th</sup> day of April, A.D. 2014.

Read a third time in Council this 8<sup>th</sup> day of April, A.D. 2014.

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Reeve

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Chief Administrative Officer



*County of St Paul No 19*  
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## Issue Summary Report

**7.22. 2014 Strategic Plan - 1st Quarter**

**#20140401010**

**Meeting :** April 8, 2014

**Meeting Date :** 2014/04/08 10:00

### **Background**

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Attached is a copy of the 2014 Strategic Plan which has been updated for the 1st quarter.

### **Recommendation**

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Motion to accept the first quarter of the 2014 Strategic Plan as presented.

### **Additional Information**

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**Originated By :** pcorbiere

Vision:

“The County of St. Paul is a vibrant community which values a high quality of life, balancing rural heritage with a diverse economy”

This Strategic Plan provides *Council's* priority direction to administration in moving St. Paul County forward in achieving the vision.

All direction give to administration is to be fulfilled adhering to the values of the County:

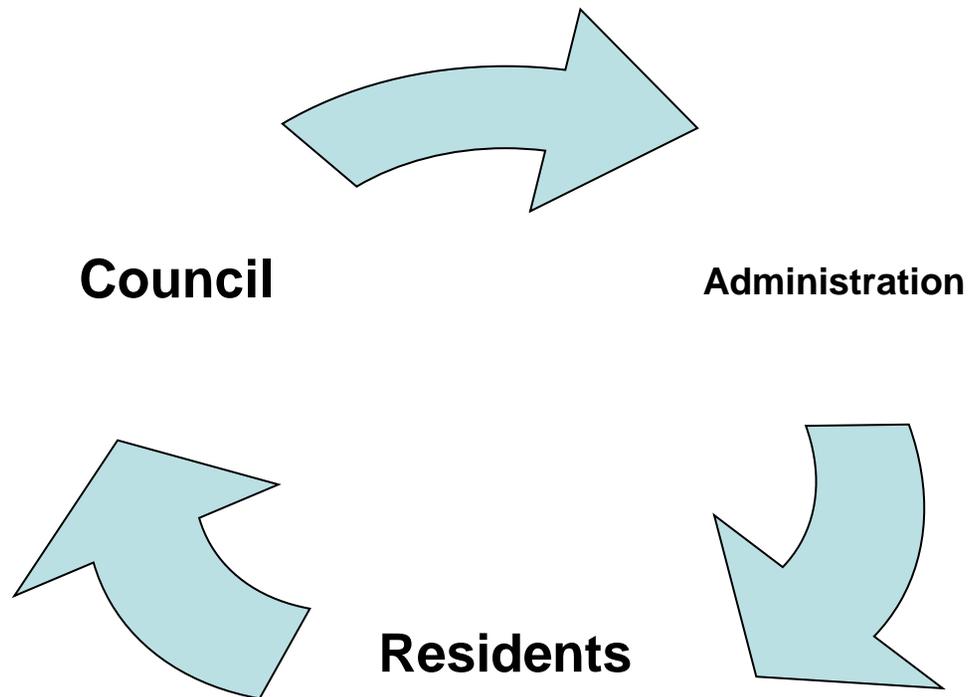
- Balance
- Respect
- Fairness
- Integrity
- Accountability
- Service/Serving

“Strategic Planning is a process by which we can envision the future and develop the necessary procedures and operations to influence and achieve that future”

– Clark Crouch

# Strategic Business Plan 2014

County of St. Paul No. 19



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**County of St. Paul  
Strategic Business Plan – 2013**

**Vision:**

The County of St. Paul is a vibrant community which values a high quality of life, balancing rural heritage with a diverse economy

**Core Values:**

- Balance
- Respect
- Fairness
- Integrity
- Accountability
- Service/Serving

**Guiding Principles:**

- 1) Balance the rural character of the County with regional vitality, orderly growth and diversified economic opportunities.
- 2) Promote environmental stewardship and conservation of natural resources.
- 3) Foster innovation and research to improve the community.
- 4) Seek collaborative approaches for effective service delivery and quality of life improvement.
- 5) Strive for operations efficiency and stability to provide affordable services to residents.

**Sustainable Priorities:**

- Preserve the rural character of the County through the conservation of the quantity and quality of the agricultural land, maintaining the beauty and accessibility of the lakes, and good partnerships with urban neighbors.
- Encourage environmentally sound and sensitive development.
- Allow development in such a manner as to limit the removal of higher capability agricultural land, not put undue pressure on the natural environment or the provision of services and not cause unacceptable adverse effects on the agricultural economy and community.
- Utilize natural resources to promote economic diversification which is compatible with the rural environment and environmentally sound so that all residents may enjoy optimum working and living standards.
- Continue to support and promote sustainable and enhanced agricultural research, activities and practices to achieve the rational diversification and intensification of agricultural activities and a profitable and sustainable future for producers.
- Seek inter-municipal plans and cooperative service agreements such that they continue to support better relationships among rural and urban residents, better services and efficiency of services.
- Encourage the development and expansion of institutional facilities to meet the educational, social, religious and cultural needs of residents.
- Ensure the provision essential services such as emergency services, health services, education and gathering places for social and religious activities, to support the renewal and enhancement of vital components of rural lifestyle and quality of life.
- Support the continued, orderly growth of the incorporated urban centers so they can continue to provide a range of commercial, industrial, residential and institutional services to the wider community.
- Minimize the negative impact on the land by encouraging good stewardship of the land.
- Minimize conflicts between agricultural and non-agricultural land users.

**Goal 1 – Governance**

**Goal 1. Council uses a “rural filter” in making all decisions and models transparent, participatory and inclusive leadership**

Action	Lead	Target Date	Quarterly Report
Host Annual Meeting – move the annual meeting around the County – 2014 in Elk Point	Council/Sheila	April 2014	<b>Quarter 1 – Annual meeting scheduled for April 8, 2014 – Allied Arts in Elk Point.</b>
Consider potential Contribution to Beaver River Trestle – request is \$50,000	Council	2014	

**Goal 2 – Administration**

**Goal 2: Excellence in services provided by Administration is premised on ensuring Council is well-informed, strengthening ties with community partners, building effective working relationships with government, promoting the rural character of St. Paul County and building corporate capacity.**

Action	Lead	Target Date	Quarterly Report
Continue to work on an asset management project to determine life of assets within municipality	Sheila/Darlene	Dec 2014	<b>Quarter 1 - Road Classification Workshop held with Council to finalize classifications and levels of service for County roads – to be approved and communicated to residents in 2<sup>nd</sup> quarter.</b>
Complete High Speed Internet Tower project – installation of 9 new towers – using the Community Broadband Infrastructure Program	Sheila	March 2014	<p><b>Quarter 1 2013 - The County was successful in obtaining the Community Broadband Infrastructure grant. We will be erecting 9 new communication towers in the County that will increase the ability to connect to high-speed internet.</b></p> <p><b>Quarter 2 - Agreements have been signed with Province and MCSNet regarding the project. Grant funds have been received. The project is currently in the hands of MCSNet – completion date to be March 2014.</b></p> <p><b>Quarter 3 – According to MCSNet – 2 towers have been installed. They have also applied for development permits for the installation of the others.</b></p> <p><b>Quarter 4 – do not have an update from MCSNet, however project is supposed to be complete by the end of March 2014.</b></p>

Appendix 1 for 7.22.: 2014 Strategic Plan - 1st Quarter

<p>Continue adding County vehicles to AVL System – and/or Working Alone mechanisms</p>	<p>Sheila</p>	<p>Dec 2014</p>	<p><b>Quarter 1 – Have ordered Supervisor software for 3 vehicles to be used in the field. GPS is being installed on all graders and plow trucks.</b></p>
<p>Host a Municipal Intern in the Administrative Program if the grant app is successful</p> <p>Continue 2<sup>nd</sup> year of Municipal Intern Program</p> <p>Council to consider participation in Intern Program for 2015 (applications to be out in fall of 2014)</p>	<p>Sheila/all departments</p>	<p>Start May 2013</p>	<p><b>Quarter 1 2013– Grant application was successful. An Intern was recruited in February. Kyle Attanasio was hired and started work May 6.</b></p> <p><b>Quarter 2 - Kyle is working a lot on policy and bylaw development. In addition he is spending time with PW, P&amp;D, ASB, Bylaw Enforcement when situations arise that he will have a learning opportunity.</b></p> <p><b>Quarter 3 – Kyle is continuing spending time in other departments as time allows. He is working on additional bylaw/policy development. He has expressed interest in extending the Internship to the second year. Council has discussed this and will consider at the October Council meeting.</b></p> <p><b>Quarter 4 – Council has approved to extend the internship to the 2<sup>nd</sup> year.</b></p>
<p>Communication Plan:</p> <ul style="list-style-type: none"> <li>• Review of County Webpage</li> <li>• Explore Social Media options for Communication</li> <li>• Expand use of radio spots for positive communication and events</li> <li>• Continue Newspaper County Page 8</li> <li>• Update Welcome Packages with information regarding Transfer Stations and Landfill location and hours</li> <li>• Newsletter sent in with tax notices (include transfer station/landfill info)</li> </ul>	<p>Sheila</p> <p>Kyle/Paulette</p> <p>Phyllis/Katie</p> <p>Janice</p> <p>Linda/Paulette</p>	<p>Start January 2014</p>	<p><b>Quarter 1 – Paulette/Katie/Kyle will participate in webinar regarding social media</b></p> <p><b>- Katie is coordinating “County News” on page 8 of Journal</b></p> <p><b>- A newsletter was prepared and finalized to insert with the 2014 Property Tax Notice.</b></p> <p><b>- FCSS is utilizing radio spots for advertising their programs.</b></p>

## Appendix 1 for 7.22.: 2014 Strategic Plan - 1st Quarter

Implement a new budgeting program that will increase accuracy and simplify monthly reporting to departments. It will allow for department heads to access up to date detailed financial data any time and provide CAO with variance reporting. Also will streamline budgeting process. \$49,000	Sheila/Darlene	June 2014	
Explore IT options – offsite servers – AAMDC Program with ATCO ITech, Electronic Records Management (option with our new photocopier) this will ensure access to data in the event of emergency where the office is inaccessible and/or destroyed.	Sheila/Tim	When Available	
RFP for Auditing services in 2014 – for 4 year period. To be conducted in mid-April	Sheila/Tim	April 2014	

Administration - Policy			
Action	Lead	Target Date	Quarterly Report
Explore dust control matrix – policy regarding who would qualify for free dust control, possible payment or contribution to dust control if not meeting requirements	Sheila/Leo	June 2014	<b>Quarter 2 - Policy to be discussed in July</b> <b>Quarter 3 – Council determined to defer to 2014 Strategic Planning</b>
Explore policy development regarding building of roads for access to subdivision or development. Who Pays? County or Developer?	Sheila	February 2014	<b>Quarter 2 - This is being determined in the Engineering Standards – to be discussed with Council in August.</b> <b>Quarter 3 – Engineering Standards are delayed due to delay in road info from Accurate Assessment.</b> <b>Quarter 1 – Engineering Standards have been approved</b>

Appendix 1 for 7.22.: 2014 Strategic Plan - 1st Quarter

			<b>providing direction on these items.</b>
Bridge File replacement – policy to ensure that road construction required for Bridge File is automatically included in road planning	Sheila	June 2014	<b>Quarter 2 – No action yet.</b>
Review of HR Policies	Sheila	February 2014	<b>Quarter 1- Eight policies presented to policy committee and being brought to April Council meeting:</b> <b>Employee Long Service Policy</b> <b>Safety Inspection Policy</b> <b>Overtime Policy</b> <b>Vacation Policy</b> <b>Hours of Work Policy</b> <b>Mechanics’ Allowance Policy</b> <b>On-Call Policy</b> <b>Fax Machines/Laptops/Printers Policy</b>  <b>More policies to be reviewed at subsequent Policy meeting in May.</b>
Policy for spraying of noxious weeds on private land	Dennis/Keith	June 2014	<b>Policy presented to policy committee and being brought to April Council Meeting.</b>
Waste Bins in subdivisions	Dennis	June 2014	<b>Quarter 1 – Policy Committee elected to continue with current procedures and situations vary in each development – no policy will be brought to Council. Complete.</b>

Administration - Building Corporate Capacity			
<b>Action</b>	<b>Lead</b>	<b>Target Date</b>	<b>Quarterly Report</b>
Continue Succession planning processes that will ensure staff are ready for new roles as senior staff retire in the coming years. \$35,000 team building, leadership training, knowledge transfer (Asset	Sheila	Dec 2014	<b>Quarter 1 - Effective Teams and Leadership courses completed for the first group in January, second round of staff started courses in March. Great feedback from staff and process changes have been undertaken to improve communication to staff.</b>

Appendix 1 for 7.22.: 2014 Strategic Plan - 1st Quarter

Mgt/GIS database)			
Complete review of job duties for all positions to ensure they are clearly defined	Sheila/Managers	May 2014	<b>Quarter 1 – Job descriptions have been developed and signed off by Public Works staff.</b>
Team building for all staff – minimum of 2 events per year	WHSC	Fall 2014	<b>Quarter 1 – Team Building event scheduled for April 17, 2014.</b>
<p>Explore Employee Attraction and Retention Strategies:</p> <ul style="list-style-type: none"> <li>• Employee Engagement Survey</li> <li>• Participation in Job Fairs – start in High Schools</li> <li>• Review of HR Policies – OT Pay vs. OT Banking (1.5), Vacation for Managers, On-call for truck drivers in winter, Amendments to sick pay rather than bringing in STD, Rainy Day Policy, hrs of work – lunch breaks – truck drivers, Family Medical Days</li> <li>• Continuation of Team Building Events</li> <li>• Succession Planning – Effective Teambuilding and Leadership series</li> <li>• Implement Exit Interview Questionnaire</li> <li>• Explore option of Health Spending acct being used as Wellness Account</li> <li>• Explore affordable housing or community housing</li> </ul>			<p><b>Quarter 1 –</b></p> <ul style="list-style-type: none"> <li>• <b>No job fairs were held in St. Paul (Chamber of Commerce was trying to coordinate – but was not successful in getting off the ground)</b></li> <li>• <b>Several HR Policies have been vetted by the Policy Committee for approval in April</b></li> <li>• <b>Team Building event is planned for April</b></li> <li>• <b>Effective Teambuilding and Leadership series started with 2<sup>nd</sup> group of staff.</b></li> <li>• <b>Exit Interview questionnaire is developed.</b></li> <li>• <b>Have had discussions with Lane Quinn regarding benefit plan changes to be brought to Council in 2<sup>nd</sup> quarter.</b></li> <li>• <b>Advertisements for seasonal staff have been put in local papers</b></li> <li>• <b>Janice Fodchuk has been designated as confidential contact person for staff members to address employee concerns.</b></li> </ul>

<p>projects for new employees moving to area</p> <ul style="list-style-type: none"> <li>• Explore ways to find and retain skilled employees</li> <li>• Complete more background research when hiring. Check resumes better</li> <li>• Explore appointing confidential contact person to address employee concerns</li> <li>• Explore attending career days/job fair</li> </ul>			
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**Goal 3 – Assessment**

**Goal 3: Assessment meets “best practice” standards, ensuring fair taxation for residents and businesses.**

Action	Lead	Target Date	Quarterly Report
Succession Planning – Head Assessors plans to retire in 2014. RFP in Spring RFP to be for a highbred approach as we will still have one in-house assessor (if Head Assessor is retiring)	Sheila	1 <sup>st</sup> quarter	<b>Quarter 1 –RFP for Assessment to go out in 2<sup>nd</sup> quarter.</b>

**Goal 4 – Economic Development**

**Goal 4. Economic development that is environmentally sound, focuses on sustaining agriculture, enhancing rural-based oil and gas utilization or is compatible with rural lifestyle, is encouraged**

Action	Lead	Target Date	Quarterly Report
Work together with HUB, Towns, and Chamber websites to	Sheila/Kyle	Spring 2014	<b>Quarter 1 -</b>

complement each other for Economic Development (part of Communications Strategy – website development)			
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**Goal 5 – Fire/Disaster Services**

**Goal 5: Fire and Disaster services increase safety for residents and respond to rural living as effectively as possible**

Action	Lead	Target Date	Quarterly Report
<p>Take a lead role in facilitating the development of a regional emergency management and disaster social services plan. Arrange a joint municipalities meeting with Town of St. Paul, Town of Elk Point, County, and SV of Horseshoe Bay</p> <p>Apply for RCP Grant for the development of Regional Emergency Management Plan</p> <p>Hire consultant to develop Regional Plan and organize table top exercise to implement and validate plan.</p> <p>Continue training staff on Emergency Management Skills</p>	Janice, Dennis, Sheila	<p>January 2014</p> <p>February 2014</p> <p>Asap</p>	<p><b>Quarter 1 – Janice has been working on our Emergency Management Plan, no work has been done on regional plan at this point. Completed in draft for review</b></p> <p><b>Quarter 2 - Janice attended ESS Training and has a manual completed for ESS.</b></p> <p><b>Plan to start the discussion again on a regional plan with the adjacent towns. Have a joint E.M. agency meeting a possible table top exercise with the Town of St. Paul in 1<sup>st</sup> quarter 2014.</b></p> <p><b>Quarter 1- Grant has been applied for and we should have be able to start the process with the consultant and the partners of the plan for the working group to commence development of a regional plan in May.</b></p>
Complete Fire Halls	Dennis	February 2014	<b>Quarter 1 – Fire Halls for Ashmont and Mallaig have been tendered out and awarded. Will be completed in 2013.</b>

## Appendix 1 for 7.22.: 2014 Strategic Plan - 1st Quarter

Hold Grand Openings for Fire Halls		May 2014	<b>Quarter 2 - Ground breaking occurred for both halls. Water lines have been installed to each building. Building foundations are complete and building packages have arrived are being erected.</b> <b>Quarter 3 – Work is continuing on both fire halls, expectation that they will be complete prior to yearend. Mallaig fire hall to be completed by year end.</b> <b>Quarter 4 - Mallaig should be completed by mid-January and Ashmont fire hall by the end of February</b> <b>Quarter 1 - Fire Halls are very near completion. Departments should be moving into the halls in late April or first part of May.</b>
Fence Ashmont Fire Hall		Summer 2014	
Equipment for New Fire Halls – pressure washers, gear storage, meeting room and office furnishings		February 2014	
Training required for emergency preparedness and to be part of provincial team (e.g. DSS, CISM training, AEMA Conference)	Emergency Management Team	Dec 2014	<b>Quarter 1 -</b>
Update SCBA equipment in St. Paul Fire Station (County 50% of cost)	Trevor		<b>Quarter 1 -</b>
Explore group to assist fire departments when there is a cattle liner rollover – roundup of livestock.  Register any members of this group under the Volunteer Insurance plan.	Dennis/Trevor		<b>Quarter 1 - Presently looking into the feasibility of purchasing an emergency livestock trailer, and working with a group from the St. Paul Ag society to assist in incidents that occur with livestock emergencies.</b>
Review Fire Agreements with Towns	Dennis/Sheila		<b>Quarter 1- Ongoing</b>
Plan for St. Paul Rapid Response Truck to be updated in 2015 – estimate \$75,000 – Fire Department will apply for grant.	Trevor	2015	

**Goal 6 – Protective Services**

**Goal 6: Efficacious law enforcement**

Action	Lead	Target Date	Quarterly Report
Host training session/train staff in proper unsightly property enforcement jointly with other municipalities	Sheila	1 <sup>st</sup> quarter 2014	<b>Quarter 1 –</b>

**Goal 7 – Public Works/Transportation/Safety**

**Goal 7: Services provided by Public Works minimize negative impact on agricultural land, are provided in a safe, cost-effective manner and enhance quality of life for residents.**

Action	Lead	Target Date	Quarterly Report
Implement new Gravel Haul Road Agreement	Leo/Sheila	1 <sup>st</sup> quarter 2014	<b>Quarter 1 – Leo has been working with Aggregate Operators to sign road use agreements.</b>

**Goal 7A: Road system is maintained and upgraded on a regular basis to ensure safety and good quality roads**

Actions	Lead	Target Date	Quarterly Report
Road and Bridge Construction			
Assess MG30 Trial in 2013 for road oiling, and Continue in 2014?	Leo/Ken	Summer 2014	<b>Quarter 1 –</b>
See Appendix A for listing of road, bridge construction, and 2014 equipment replacement	Leo		
Consider joint application under the Building Canada Program for “ring road” north of St. Paul.	Sheila	1 <sup>st</sup> quarter	<b>Quarter 1 – Town of St. Paul is not interested in a joint application – waiting for program guidelines to come out to see if local roads are included.</b>
Sidewalk from new subdivision in Mallaig to Church – SIP Grant	Leo/Dennis/Sheila	Summer 2014	<b>Quarter 1 - In the process of negotiating with a landowner to purchase an easement for the purpose of a sidewalk.</b>
Explore contracting out of more gravel hauling	Leo	Spring 2014	

**Goal 7B: Public works equipment is maintained and upgraded on a regular basis**

Action	Lead	Target Date	Quarterly Report
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Appendix 1 for 7.22.: 2014 Strategic Plan - 1st Quarter

<p>Shop building efficiency – lighting and overhead doors, air handling and heating.</p> <p>Complete PW Shop Retrofit</p>	<p>Sheila/Ken</p>	<p>May 2014</p>	<p><b>Quarter 2 – started in 2012; lighting is complete</b>  <b>Quarter 1 – Retrofits to the PW Shop were tendered and opened on April 30. Council to determine if the tender will be awarded at the May Council meeting.</b>  <b>Quarter 2 - Tender awarded. Work is commencing on the HVAC systems.</b>  <b>Quarter 3 - Work is continuing on upgrades at the PW Shop – deadline is November 2013.</b>  <b>Quarter 4 – progress on renovation is slow due to contractor – we have requested an extension to January 31, 2014 – however based on progress at the end of December, will need to consider additional extension request – possibly to June 2014.</b>  <b>Quarter 1 2014 – Work on installation of HVAC Equipment is now progressing – deadline for MCCAC Grant has been extended to May 31, 2014.</b></p>
<p>Retain Old Fire Halls to house PW Equipment/potential youth centre (Ashmont). Cost to keep halls – utilities, insurance, etc approx. \$7500 each.</p> <p>Need to check safety codes to see if two uses would be allowed in the building</p>			
<p>See Appendix C for listing of equipment purchases</p>	<p>Leo</p>		

<b>Goal 7C: Successful Safety</b>			
<b>Actions</b>	<b>Lead</b>	<b>Target Date</b>	<b>Quarterly Report</b>
<p>Train additional Staff to assist with safety program and conducting safety audits</p>			<p><b>Quarter 1 - Training courses for 2 employees have been booked for the spring 2014.</b></p>

## Appendix 1 for 7.22.: 2014 Strategic Plan - 1st Quarter

Review clerical duties of safety program and delegate to appropriate staff		Jan 2014	<b>Quarter 1 - Crystal St. Arnault to help in this role.</b>
Training program for new equipment operators  Training Opportunities for staff			<b>Quarter 1 - Training for 2 grader operators has been booked for April. -Workplace Violence Prevention and Prime Contractor courses have been booked for spring 2014.</b>

### Goal 8 - Utilities

<b>Goal 8: Utility systems are maintained and upgraded on a regular basis to ensure effective and efficient delivery of services</b>			
<b>Action</b>	<b>Lead</b>	<b>Target Date</b>	<b>Quarterly Report</b>
Install new water meters in Lottie Lake, Ashmont, Mallaig  Complete new water meter installs – some are seasonal residents		Lottie Lake – 1 <sup>st</sup> quarter Ashmont/Mallaig – Spring 2014	<b>Quarter 1 - Water meters have been installed in Lottie Lake. Water meters for Ashmont and Mallaig are being ordered and installation will be scheduled. Quarter 2 – The water meters have arrived for Ashmont and Mallaig – an installation plan will be developed and implemented soon. Quarter 3 – Water Meters are being installed in Ashmont – scheduled to be installed in Mallaig in October. Quarter 4 – most of the new water meters have been installed. Utility staff have been working out the bugs of installation and electronic meter reading.</b>
Work towards improved water quality in Ashmont and Mallaig - Determine water supply for Ashmont, Lottie Lake – WTP or Transmission line from Spedden - Move Wiggen Test plant to Mallaig following Ashmont		WTP – March 2014  Test Plant – spring 2013	<b>Quarter 1 - Ashmont Water Treatment plant detailed design is complete. As of April 30, ready for tendering. Administration to liaison with AT to determine if projects that exceed the approval will be funded....this will be part of any tender document. Council to determine if we proceed to tender at the May Council meeting. Quarter 2 - Ashmont Water Treatment Plant was tendered out. Council to determine if tender will be awarded</b>

Appendix 1 for 7.22.: 2014 Strategic Plan - 1st Quarter

project to enhance water quality there			<p>following review by Alberta Transportation – and approval by Transportation to cover the unfunded portion – when they are able.</p> <p>Quarter 3 – Following meeting with Alberta Transportation and letter received regarding funding – Council determined to put the awarding of the tender for the Ashmont WTP on hold in order to look at other options. Options that will be explored include: connection to Hwy 28/63 Water Commission at Spedden; connection to St. Paul; and construction of WTP. Council will make determination at October Council meeting.</p> <p>Quarter 4 – Council received report from Urban Systems and based on the report made a resolution to proceed with a scope change requesting to build a line from St. Paul to Ashmont – provided the Town of St. Paul is interested in supplying water to the County. Then in November, the County received new information regarding the price of water from the Hwy 28/63 Commission at Spedden, as well they asked Administration to research potential water line from Cold Lake to Glendon.</p>
Complete locating all cc valves with accurate GPS equipment and put in GIS system		Spring 2014	<p>Quarter 1 – GPS equipment ordered. Ongoing</p> <p>Quarter 3 – Equipment has arrived in Edmonton. Staff will be trained in 4<sup>th</sup> quarter.</p> <p>Quarter 4 – staff commenced locating of valve, however due equipment arriving late, computer glitches, and winter all the work was not completed – will resume in the spring.</p>
Conduct Feasibility study for Joint Lagoon in the Lac Sante Area – with the County of Two Hills	Sheila	Summer 2014	<p><b>Quarter 1 – RFQ and RFP's have been sent out regarding this project. Project was awarded to Urban Systems.</b></p>
Explore Tank loaders for non-potable water	Sheila, Dennis, Leo		<p>Quarter 1 –</p> <p>Quarter 2 –</p>
When requested, explore providing water to Developments	Sheila	2014 as requested	<p><b>Quarter 1,2,3 – No requests</b></p>
Make application under new	Sheila/Tim	When announced	<p><b>Quarter 2 – Program will not be open for applications until</b></p>



## Appendix 1 for 7.22.: 2014 Strategic Plan - 1st Quarter

to three lots (as per council resolution in 2013)			<b>contractor's schedule</b>
Plan for installation of isolation valves in water distribution systems so that areas of the system can be turned off without affecting entire hamlet.	Bryan/Danny/Dwayne	Summer 2014	<b>Quarter 1 – Not included in 2014 budget, will be considered if Building Canada Grant application for distribution system is not approved.</b>
Conduct and inventory water wells in subdivisions and ensure they are secured and signed as non-potable water supplies. Include their location on the GIS System	Bryan/Danny	Summer 2014	Quarter 1 -

### Goal 9 – Waste Management

<b>Goal 9: Waste management enhances and encourages “best practices” in waste disposal</b>			
<b>Action</b>	<b>Lead</b>	<b>Target Date</b>	<b>Quarterly Report</b>
Waste Storage Sites for Perch Lake and Poirier Development	Dennis	Fall 2014	<b>Quarter 2 – Will completed clay – Gravel pad at Perch Lake Quarter 3 – St. Vincent Waste Storage Site complete. Perch Lake will be completed in the fall. Garner Lake site to defer to next year. Perch lake will not get completed until the spring of 2014. A site has been selected for Poirier Development’s bins, and will be constructed in 2014. Quarter 1-</b>
Develop policy around how a subdivision qualifies for garbage bins to be placed	Dennis/Sheila		<b>Quarter 1 – Policy Committee determined that it is difficult to develop policy around the qualification for garbage bins. They felt it was better to leave this on a case by case basis for determination of placement of bins.</b>

**Goal 10 – FCSS**

**Goal 10: FCSS services conserve and enhance the rural lifestyle of residents.**

Actions	Lead	Target Date	Quarterly Report
Meet the target set out by the province to spend 50% of the budget on Children and youth programs.	Janice	Dec 2014	
Assist the general Public with ongoing support and Direction	Janice & Katie	Ongoing	<b>Quarter 1 - ongoing</b>
Hold a Seniors Clinic on Alberta Seniors Benefits changes once per year	Janice & Katie	Ongoing	
Organize and host Seniors Festival	Janice & Katie	Dec 2014	
Provide recognition to Community Volunteers	Janice & Katie	Aug 2014	<p><b>Quarter 1 – applied for and received Volunteer Grant from the Province. Appropriate tokens of appreciation were purchased and will be distributed to the following members/volunteers at our local halls (not all halls were included due to funds, but may be acknowledged next year):</b></p> <ul style="list-style-type: none"> <li>• <b>Boscombe Hall</b></li> <li>• <b>Cork Hall</b></li> <li>• <b>Heinsburg Community Club</b></li> <li>• <b>Lac Sante Family Rec Society</b></li> <li>• <b>Mallaig Seniors</b></li> <li>• <b>McRea Rec Centre</b></li> <li>• <b>St. Lina Seniors Centre</b></li> <li>• <b>St. Vincent Rec Centre</b></li> <li>• <b>Elk Point Allied Arts Centre</b></li> <li>• <b>Ashmont do Drop In Centre</b></li> <li>• <b>Ashmont Legion</b></li> <li>• <b>St. Paul Legion</b></li> <li>• <b>Stoney Lake Hall</b></li> </ul>

## Appendix 1 for 7.22.: 2014 Strategic Plan - 1st Quarter

Provide Support to Rural Crime Watch as Requested	Katie	Ongoing	
Arrange Joint Board Meetings with the Town Of St. Paul FCSS to insure no Overlap of Service	Janice	Nov 2014	<b>Quarter 1 – Joint Meeting with the Town is schedule for April.</b>
Update FCSS Policy & Procedures Manual as requested	Janice	Ongoing	
Welcome Baby program, implement changes as requested	Janice & Katie	Ongoing	
Welcome to the County Packages & implement Changes as requested	Janice & Katie	Ongoing	
Lead the 4 <sup>th</sup> annual Ashmont Summer Program	Janice & Katie	Sep 2014	
Coordinate the 2 <sup>nd</sup> annual Canada Day Event	Janice	Aug 2014	
Administer the Mallaig Moms N Tots	Janice	Ongoing	
Administer the Ashmont Moms N Tots	Janice & Katie	Ongoing	
Coordinate the Volunteer Income Tax Program	Katie	Jun 2014	
Coordinate Seniors Week Events	Janice & Katie	Jun 2014	
Complete the Annual Report As Requested by the Province	Janice	Oct 2014	
Complete Outcome Measures as requested by the Province	Janice	Ongoing	
Provide Support & Direction to Seniors that are being Abused	Janice	Ongoing	
Monitor the community Counselling program- & implement Changes As Requested	Janice	Ongoing	
Provide 1:1 Support to individuals that Request Assistance	Janice	Ongoing	
Consider contribution to the FSLW Program (request \$30,000) not included in FCSS budget – would			

be over and above County required contribution for FCSS			
Explore snow angel volunteer program for hamlets			

**Goal 11 – Agriculture**

**Goal 11: Agricultural services are designed to assist the continuation and enhancement of agricultural activities.**

<b>Actions</b>	<b>Lead</b>	<b>Target Date</b>	<b>Quarterly Report</b>
Re-orientate staff in the use of the AIMS system through Accurate Assessment to GPS location and actions taken on weed infestations in the County	Keith/Jack	April 2014	<b>Quarter 1 – Keith is trained on the AIMS system. Will train Warren on the AIMS system. This year we will map out the oxeye daisy outbreak around Ashmont with AIMS.</b>
GPS on mowing equipment	Keith/Jack	April 2014	<b>Quarter 1 - We are still working on getting the GPS on the mowers.</b>
Work with highway maintenance contractor to ensure weeds are controlled around those highways	Dennis/Keith	April 2014	<b>Quarter 2 - Agreed to do some weed control along highways in troubled areas. Costs covered (2013) Quarter 1 - This is based on a per year basis. Transportation will cover costs for any type of work done. Sk Sprayed for weeds on highways near Ashmont. We continue to be in contact with the Ministry of Transportation to ensure their roads are kept clear. Currently we have up to \$5000 to spend on weed control on highways in the County from the Ministry. kk</b>
Coyote Bounty for predation control - \$20,000 for Jan-Mar 2014 and additional \$10,00 for fall 2014	Keith /Jack	Dec 2014	<b>Quarter 1 – Program has ended for the spring with 944 coyotes/1 wolf brought in (in 2012 over 1400 coyotes were brought in). \$10,000 left in the budget to commence the program again in November 2013. Quarter 2 – Quarter 4 – Coyote Bounty commenced again November 1, 2013 Quarter 1 - The coyote bounty has received approximately 1300 coyotes and 3 wolves from the reduction program as of April 1, 2014.</b>

## Appendix 1 for 7.22.: 2014 Strategic Plan - 1st Quarter

Advocate to the Province regarding the control of Wolf population	ASB		<b>Quarter 1 – The Wildlife Damage Compensation Program resolution was brought forward at this years’ ASB conference to address this.</b>
Sell 30’ Land Roller -	Sheila	January 214	<b>Quarter 1 - The land roller was sold for \$17,900 at the March ASB meeting.</b>
Explore options to resolve dog issues within the County – contract out?	Keith/Jack	Fall 2014	<b>Quarter 1 – We continue to answer dog calls in the County and try to find solutions and avoid fines. With additions of noise cannons and work alone software we will make this safer.</b>
Continue with Oxeye Daisy program – 2014 – Education			<b>Quarter 1 – We will map out the oxeye daisy outbreak around Ashmont and report how it can spread from year to year. We will continue to have discussions with local residents about the weed. We will ensure County roads are clear of oxeye daisy.</b>
Review mowing program – with level of service on road classification program – new construction			<b>Quarter 1 – We will review the classification program to see if our current mowing program needs to be changed.</b>

### Goal 12 – Planning & Development

<b>Goal 12: Development is environmentally sound and sensitive</b>			
<b>Actions</b>	<b>Lead</b>	<b>Target Date</b>	<b>Quarterly Report</b>
Review of County owned land – possible sale of properties  Gravel testing on properties identified in review (when time permits)	Leo	Dec 2014	<b>Quarter 1</b>
Additional P & D staff – review of comparison data from other municipalities. (Clerical position that could include duties for Safety Program)	Krystle/Dennis	January 2014	<b>Quarter 1 – Chelsey Thobin was hired in January.</b>

### Goal 13 – Parks & Recreation

<b>Goal 13: Recreation opportunities are available to the public through the County of St. Paul or partnerships</b>
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## Appendix 1 for 7.22.: 2014 Strategic Plan - 1st Quarter

Action	Lead	Target Date	Quarterly Report
Completion of Power at Stoney Lake campground	Leo/Ken	Spring 2014	Quarter 1 – approved in 2013 budget Quarter 4 – Power was installed in Stoney Lake – some completion will be required in spring
Playground - Floating Stone	Leo/Ken	Nov 2014	Quarter 1 – <b>Not included in 2014 budget.</b>
Playground - Stoney Lake	Leo/Ken	Nov 2014	Quarter 1 – <b>Not included in 2014 budget.</b>
Playground - Lindbergh - install in spring	Leo/Ken	June 214	Quarter 1 – approved in the 2013 budget Quarter 2 – Playground equipment has been ordered. Quarter 4 – Playground equipment has arrived – was too late in the season to install – defer installation to the spring.
Explore options and costs for a “gathering place” at Lottie Lake		Summer 2014	
Explore developing overflow camping area at Lac Bellevue		Summer 2014	Quarter 1 – <b>Included in 2014 budget – to be completed during construction season.</b>
Explore solar street lighting for new parking lot at Westcove -		Summer 2014	Quarter 1 – <b>Not included in 2014 budget</b>
Explore replacing piers at all parks		Summer2014	Quarter 1 – <b>On going</b>

### Goal 14 – Library/Culture

**Goal14: Public libraries conserve and enhance the rural lifestyle of residents by providing easy access to information, reading and educational materials**

Action	Lead	Target Date	Quarterly Report
Consideration for contribution to Allied Arts for upgrade of sound system and stage flooring - \$30,000		April 2014	Quarter 1 – <b>Included in 2014 budget.</b>



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## Issue Summary Report

### 7.23. RFP for Auditing Services

**#20140402004**

**Meeting :** April 8, 2014

**Meeting Date :** 2014/04/08 10:00

#### **Background**

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The three year contract with Synergy Chartered Accountants is up following the audit for the 2013 fiscal year. We require a motion from Council to send out an RFP for auditing services for 4 years 2014-2017.

#### **Recommendation**

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Motion that administration send out a request for proposal for auditing services for the County for 4 years - 2014-2017.

#### **Additional Information**

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**Originated By :** pcorbiere



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## Issue Summary Report

### 7.24. RFP for Assessment Services

#20140403002

Meeting : April 8, 2014

Meeting Date : 2014/04/08 10:00

#### Background

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As per our Strategic Plan, Council has indicated they are interested in contracting out of Assessment Services - with a highbred method - as one of the Assessors plans to remain employed with the County while the Head Assessor has indicated his intention of retirement. Additionally our 3 year Industrial Assessment Contract has now concluded. Therefore Administration would like to send out two (2) Requests for Proposals (RFP's) for four year contracts, with an option to renew for a second four year term. The first one for Industrial Assessment Services to commence July 1, 2014, and the second one for General/Annual Assessment Services to commence on September 1, 2014. We would like to send out the two RFP's at the same time as some Assessment companies can provide both services, while others specialize in Industrial Assessment only.

Having the General/Annual Assessment Services contract commencing on September 1, 2014 will allow for a smooth transition to the new process and provide historical knowledge transfer from the retiring assessor to the successful contractor.

#### Recommendation

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That Council approve the advertising of two (2) Request for Proposals for Assessment Services. One for Industrial Assessment Services commencing July 1, 2014, the other for General/Annual Assessment Services commencing September 1, 2014. These contracts to be for a four year term with the option of renewing for an additional four year period.

#### Additional Information

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Originated By : skitz



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## Issue Summary Report

### 7.25. Funding Increase for LARA

#20140401012

Meeting : April 8, 2014

Meeting Date : 2014/04/08 10:00

#### Background

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At the March Ag Service Board Meeting, Council approved a \$10,000 increase for LARA to help with the shortfall in their 2014 budget. At that time Council also discussed sending a letter to the MD of Bonnyville and Lac La Biche County encouraging them to increase their funding allocation.

#### Recommendation

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Motion that administration draft a letter to the MD of Bonnyville and Lac La Biche County advising that the County of St. Paul has increased their funding allocation for LARA and encouraging them to do the same to help with the shortfall with the 2014 budget.

#### Additional Information

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Originated By : dbergheim



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## Issue Summary Report

### 7.26. Bins at Lac Bellevue

#20140402002

**Meeting :** April 8, 2014

**Meeting Date :** 2014/04/08 10:00

#### Background

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The parks department wants to develop more camping stalls at Lac Bellevue Campsite where the garbage bins are currently located. The bins could be moved to the corner of the property which would still be Crown land. In order to relocate the bins, we would have to survey the property, do an environmental study and then if we get approval, we would have to demolish the two buildings on the site. The adjacent landowners would also be notified to see if there is any objection.

Cost to do the study and relocate the bins would be approximately \$10,000.

#### Recommendation

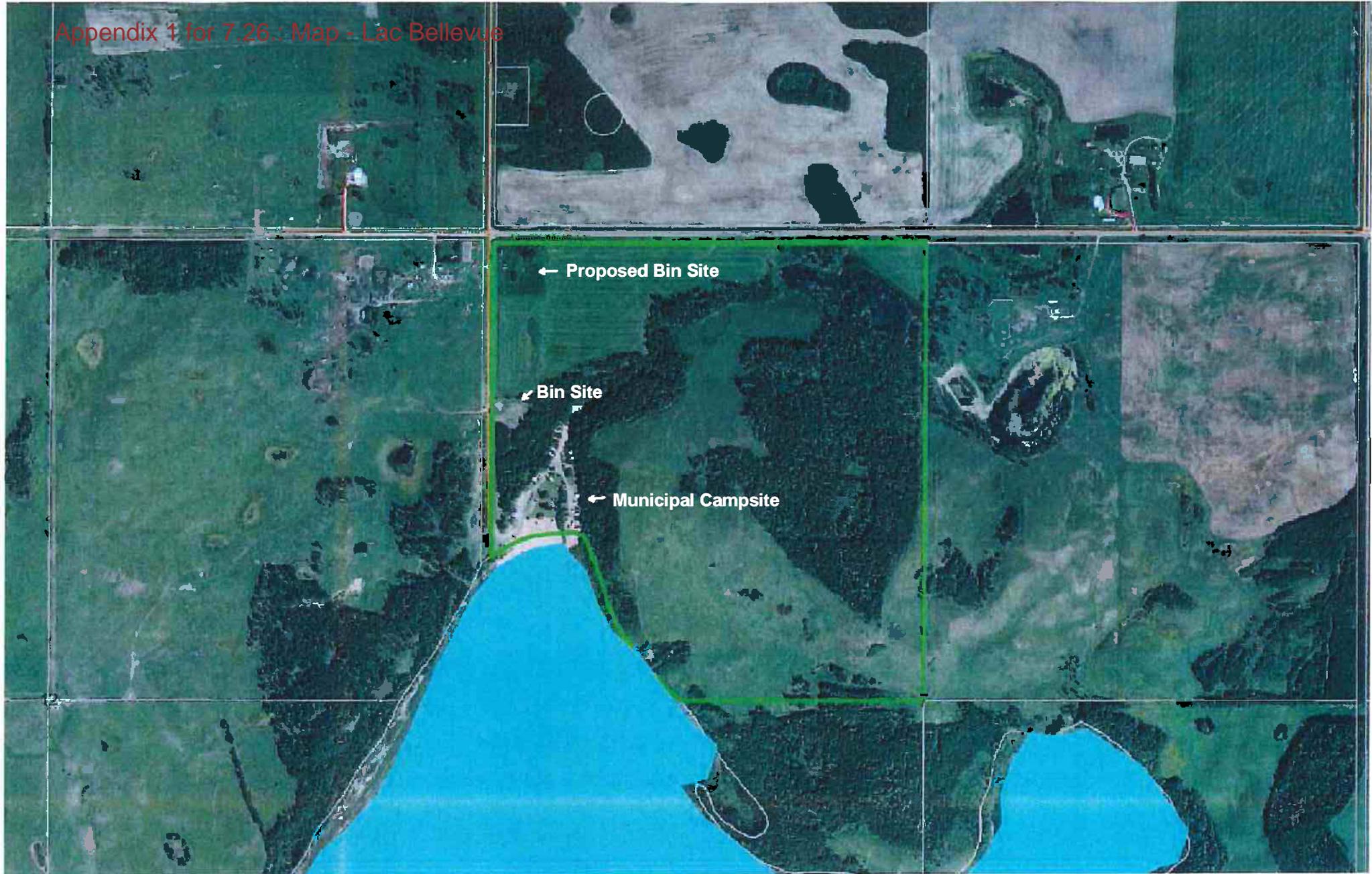
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Council to determine whether or not to proceed with exploring a new site for the bins at Lac Bellevue.

#### Additional Information

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**Originated By :** dbergheim





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## Issue Summary Report

**7.27. Bylaw No. 2014-07 - Amend LUB - Rezone PNE 4-57-7-W4**

**#20140401007**

**Meeting :** April 8, 2014

**Meeting Date :** 2014/04/08 10:00

### **Background**

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Bylaw No. 2014-07 is being presented to Council to amend Land use Bylaw No. 2013-50 as it relates to rezoning Lot 1, Block 1, Plan 1321865 in PNE 4-57-7-W4 from Agricultural to Industrial Commercial. The owner is expanding his business and wants to build another shop, but then it will not conform to the Agricultural zoning.

After first reading, the Bylaw must be advertised according to Section 606 of the M.G.A. and a public hearing held according to section 230 of the M.G.A. The adjacent landowners will be notified of the proposed rezoning.

The applicant is also required to hold a public consultation prior to the public hearing being held.

### **Recommendation**

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Motion to give first reading to Bylaw No. 2014-07, to amend Land Use Bylaw No. 2013-50, at is relates to rezoning Lot 1, Block 1, Plan 1321865 in NE 4-57-7-W4 from Agricultural to Industrial Commercial.

### **Additional Information**

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**Originated By :** pcorbiere

# COUNTY OF ST. PAUL REZONING APPLICATION

Name of Applicant: HAHN WELD 2 OR FIELD SERVICES LTD. Email: hahnweld2@telus.net

Mailing Address: Box 586 TOA-1A0

Telephone (Home): 780-724-3166 (Business): 780-614-0909 (Fax): 780-724-3244

Registered Owner (if not applicant): SAME AS ABOVE.

Mailing Address: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ (Business): \_\_\_\_\_ (Fax): \_\_\_\_\_

## 1. LEGAL DESCRIPTION OF LAND TO BE SUBDIVIDED:

a) All / part of the NE  $\frac{1}{4}$  4 section 57 township 7 range W4M

b) Being all / parts of Lot 1 Block 1 Registered Plan 1321865

c) Total area of the above parcel of land to be rezoned is 4.3 acres \_\_\_\_\_ (hectares)

## 2. ZONING INFORMATION:

a) Current Zoning as per the Land Use Bylaw 2013-~~50~~: AG.

b) Desired Zoning as per the Land Use Bylaw 2013-~~50~~: IC.

c) Proposed use as per the Land Use Bylaw 2013-~~50~~: IC.

d) Is the proposed use a permitted or discretionary use: PERMITTED USE

e) Is the proposed parcel located within an Area Structure Plan or Inter-municipal Development Plan? NO

f) Information in support of the rezoning:

- EXISTING WEIGHT STOP SINCE 2008.  
- WANT TO EXPAND

Appendix 1 for 7.27.: Rezoning Application

3. LOCATION OF LAND TO BE REZONED:

a) Is the land situated immediately adjacent to the municipal boundary? Yes \_\_\_\_\_ No

If "yes", the adjoining municipality is \_\_\_\_\_

b) Is the land situated within 0.8 kilometres of the right-of-way of a highway? Yes \_\_\_\_\_ No

If "yes" the highway is No. \_\_\_\_\_

c) Does the proposed parcel contain or is it bounded by a river, stream, lake or body of water, or by a canal or drainage ditch? Yes \_\_\_\_\_ No

If "yes", state its name \_\_\_\_\_

d) Are there any oil/gas wells on or within 100 metres of the subject property(s)? Yes \_\_\_\_\_ No

e) Is the proposed parcel within 1.5 kilometres of a sour gas facility? Yes \_\_\_\_\_ No

i) Is the sour gas facility active, abandoned, or currently being reclaimed? \_\_\_\_\_

g) Is there an abandoned oil or gas well or pipeline on the property? Yes \_\_\_\_\_ No

**\*For a listing of EUB wells in a specific area, contact the Information Services Group at the EUB (403) 297-8190.**

h) Is the proposed parcel within 1.5 km of a Confined Feeding Operation? Yes \_\_\_\_\_ No

ii) Does the proposed parcel contain a slope greater than 15% Yes \_\_\_\_\_ No

4. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED:

a) Describe the nature of the topography of the land (flat, rolling, steep, mixed) FLAT

b) Describe the nature of the vegetation & water on the land (brush, shrubs, tree stands, sloughs, creeks, etc.)

CLEARED + GRAVELLED

5. WATER SERVICES:

a) Existing Source of Water: WELL

b) Proposed water source (if not rezoning parcel in its entirety).

- Proposed water supply to new lots by a licensed (surface)water distribution system;
- Proposed water supply to new lots by cistern and hauling;
- Proposed water supply to new lots by individual water wells.

Appendix 1 for 7.27.: Rezoning Application

6. SEWER SERVICES:

- a) Existing sewage disposal: HOLDING TANK.
- b) Proposed sewage disposal: \_\_\_\_\_

An existing sewage system must comply with the above setbacks (existing and/or proposed).

	Property Line	Water Source	Building	Septic Tank	Basement	Water Course
Holding Tanks	1 metre	10 metres	1 metre			10 metres
Treatment Mound	3 metres	15 metres	10 metres	3 metres	10 metres	15 metres
Field System	1.5 metres	15 metres	10 metres	5 metres	10 metres	15 metres
Open Discharge	90 metres	50 metres	45 metres			45 metres
Lagoons	30 metres	100 metres	45 metres			90 metres
Packaged Sewage Treatment Plants	6 metres	10 metres	1 metre			10 metres

*The personal information provided will be used to process the Subdivision Application is collected under the authority of Section 642 of the Municipal Government Act. Personal information you provide may be made public pursuant to the provisions of the Freedom of Information and Protection of Privacy (FOIP) Act, including Section 39 through 42 therein. If you have any questions about the collection and use of this information, please contact the FOIP Coordinator of the County of St. Paul at 780.645.3301.*

Appendix 1 for 7.27.: Rezoning Application

REGISTERED OWNER OR PERSON ACTING ON BEHALF:

I, George Hall hereby certify that (check one):

I am the registered owner; or

I am authorized to act on behalf of the registered owner

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for rezoning.

Agent Signature

Date

MAR 24/14

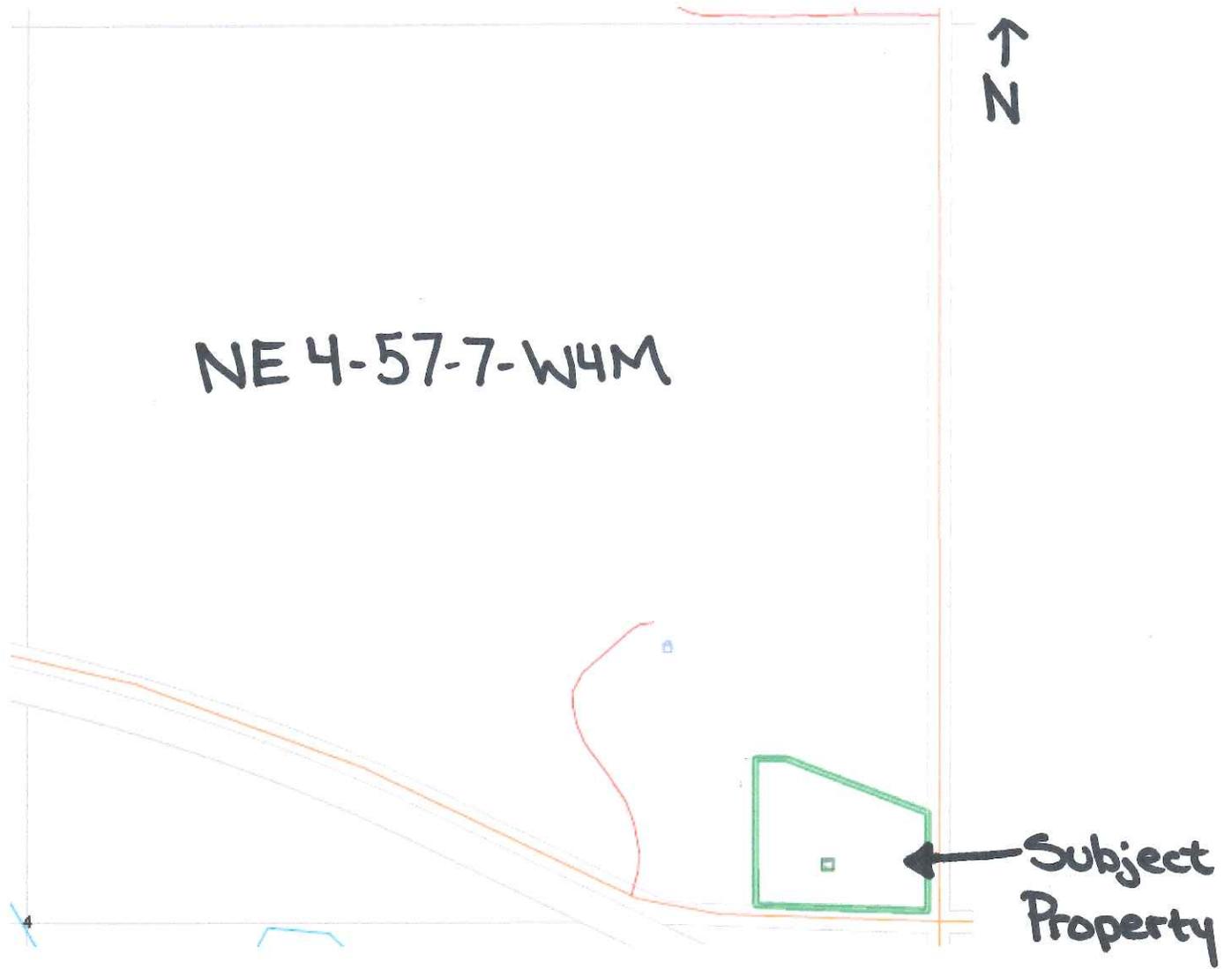
Owner Signature

Date

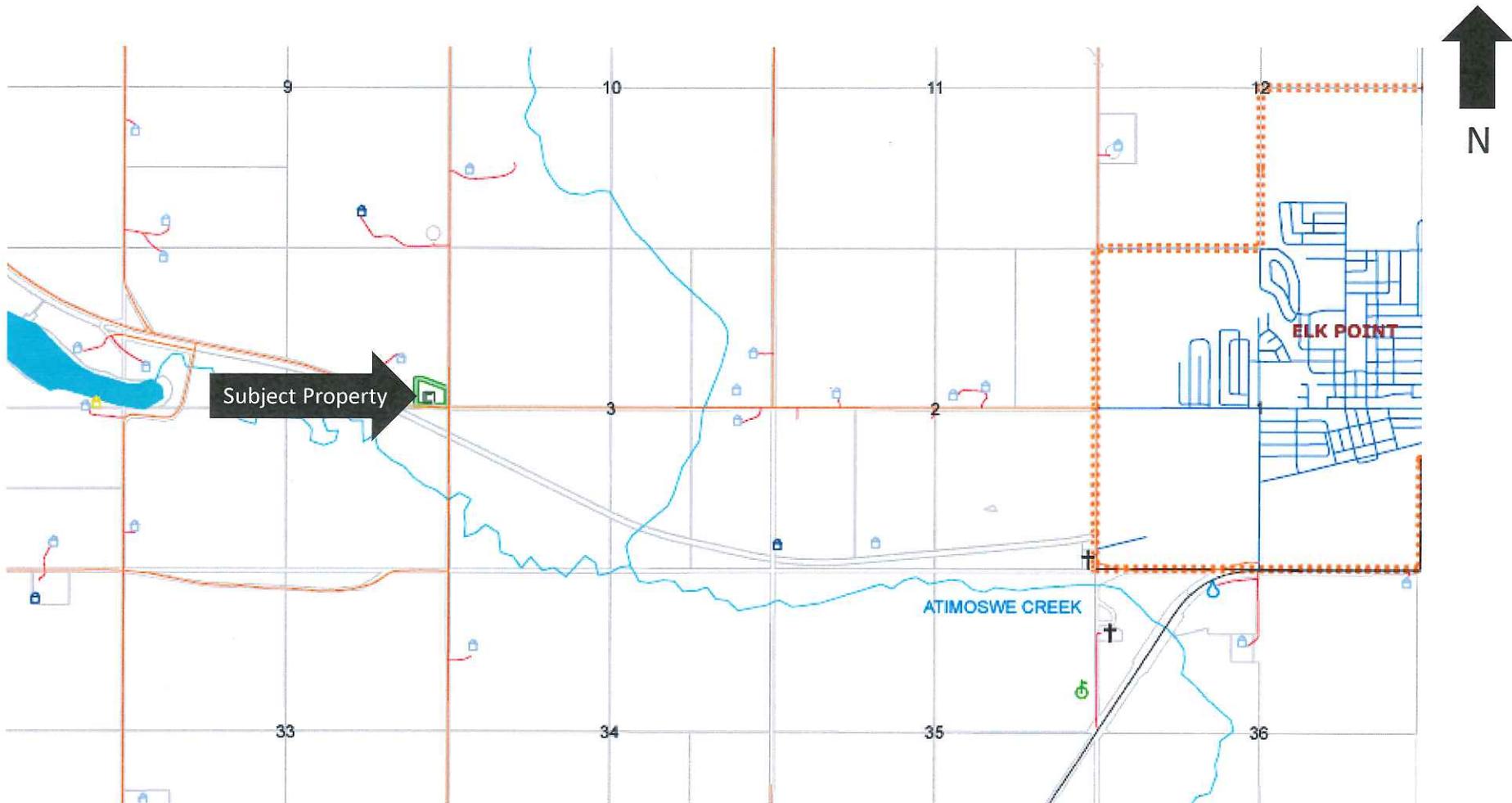
MAR 24/14

Owner Signature

Date



General Location Map





*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. Bylaw No. 2014-08 - Amend LUB - Rezone Part Lot 4A, Block 1, Plan 0929666 #20140401008**

**Meeting :** April 8, 2014

**Meeting Date :** 2014/04/08 10:00

### Background

---

Bylaw No. 2014-08 is being presented to Council to amend Land Use Bylaw No. 2013-50 as it relates to rezoning Part Lot 4A, Block 1, Plan 0929666 from Agricultural to Country Residential One (1). After first reading, the Bylaw must be advertised according to section 606 of the M.G.A. and a public hearing held according to section 230 of the M.G.A. The adjacent landowners will also be notified of the proposed rezoning.

The applicant is also required to hold a public consultation prior to the public hearing.

### Recommendation

---

Motion to give first reading to Bylaw No. 2014-08, to amend Land Use Bylaw No. 2013-50, as it relates to rezoning Part Lot 4A, Block 1, Plan 0929666 from Agricultural to Country Residential One.

### Additional Information

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**Originated By :** kfedoretz

# COUNTY OF ST. PAUL REZONING APPLICATION

Name of Applicant: Explore Surveys Inc. Email: Albert@exploresurveys.com

Mailing Address: Box 1987, St. Paul, Alta. T0A 3A0

Telephone (Home): 780-645-5169 (Business): 780-645-3399 (Fax): \_\_\_\_\_

Registered Owner (if not applicant): Dennis & Fernie Garneau

Mailing Address: Box 183, St. Paul, Alta. T0A 3A0

Telephone (H780-645-3706) \_\_\_\_\_ (Business): \_\_\_\_\_ (Fax): \_\_\_\_\_

## 1. LEGAL DESCRIPTION OF LAND TO BE SUBDIVIDED:

- a) All / part of the ¼ section \_\_\_\_\_ township \_\_\_\_\_ range W4M
- b) Being all / parts of Lot 4A Block 1 Registered Plan 092-9666
- c) Total area of the above parcel of land to be rezoned is 44.45 acres 17.99 (hectares)

## 2. ZONING INFORMATION:

- a) Current Zoning as per the Land Use Bylaw 2013-~~10~~: Agricultural
- b) Desired Zoning as per the Land Use Bylaw 2013-~~50~~: Country Residential One
- c) Proposed use as per the Land Use Bylaw 2013-~~10~~: Country Residential One
- d) Is the proposed use a permitted or discretionary use:  
Permitted
- e) Is the proposed parcel located within an Area Structure Plan or Inter-municipal Development Plan? No
- f) Information in support of the rezoning:

Owner wishes to adjust the lot lines. Subdivision will not create any additional lots.

---



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**3. LOCATION OF LAND TO BE REZONED:**

a) Is the land situated immediately adjacent to the municipal boundary? Yes \_\_\_\_\_ No X

If "yes", the adjoining municipality is \_\_\_\_\_

b) Is the land situated within 0.8 kilometres of the right-of-way of a highway? Yes \_\_\_\_\_ No X

If "yes" the highway is No. \_\_\_\_\_

c) Does the proposed parcel contain or is it bounded by a river, stream, lake or body of water, or by a canal or drainage ditch? Yes \_\_\_\_\_ No X

If "yes", state its name \_\_\_\_\_

d) Are there any oil/gas wells on or within 100 metres of the subject property(s)? Yes \_\_\_\_\_ No X

e) Is the proposed parcel within 1.5 kilometres of a sour gas facility? Yes \_\_\_\_\_ No X

i) Is the sour gas facility active, abandoned, or currently being reclaimed? \_\_\_\_\_

g) Is there an abandoned oil or gas well or pipeline on the property? Yes \_\_\_\_\_ No X

**\*For a listing of EUB wells in a specific area, contact the Information Services Group at the EUB (403) 297-8190.**

h) Is the proposed parcel within 1.5 km of a Confined Feeding Operation? Yes \_\_\_\_\_ No X

ii) Does the proposed parcel contain a slope greater than 15% Yes \_\_\_\_\_ No X

**4. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED:**

a) Describe the nature of the topography of the land (flat, rolling, steep, mixed) Mixed

b) Describe the nature of the vegetation & water on the land (brush, shrubs, tree stands, sloughs, creeks, etc.)

Tree Stands

**5. WATER SERVICES:**

a) Existing Source of Water: None

b) Proposed water source (if not rezoning parcel in its entirety).

Proposed water supply to new lots by a licensed (surface)water distribution system;

Proposed water supply to new lots by cistern and hauling;

Proposed water supply to new lots by individual water wells.

**6. SEWER SERVICES:**

- a) Existing sewage disposal: None
- b) Proposed sewage disposal: As per permit

An existing sewage system must comply with the above setbacks (existing and/or proposed).

	Property Line	Water Source	Building	Septic Tank	Basement	Water Course
Holding Tanks	1 metre	10 metres	1 metre			10 metres
Treatment Mound	3 metres	15 metres	10 metres	3 metres	10 metres	15 metres
Field System	1.5 metres	15 metres	10 metres	5 metres	10 metres	15 metres
Open Discharge	90 metres	50 metres	45 metres			45 metres
Lagoons	30 metres	100 metres	45 metres			90 metres
Packaged Sewage Treatment Plants	6 metres	10 metres	1 metre			10 metres

The personal information provided will be used to process the Subdivision Application is collected under the authority of Section 642 of the Municipal Government Act. Personal information you provide may be made public pursuant to the provisions of the Freedom of Information and Protection of Privacy (FOIP) Act, including Section 39 through 42 therein. If you have any questions about the collection and use of this information, please contact the FOIP Coordinator of the County of St. Paul at 780.645.3301.

**REGISTERED OWNER OR PERSON ACTING ON BEHALF:**

I, Explore Surveys Inc. hereby certify that (check one):

- I am the registered owner; or
- I am authorized to act on behalf of the registered owner

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for rezoning.

  
\_\_\_\_\_  
Agent Signature

March 24, 2014  
Date

\_\_\_\_\_  
Owner Signature

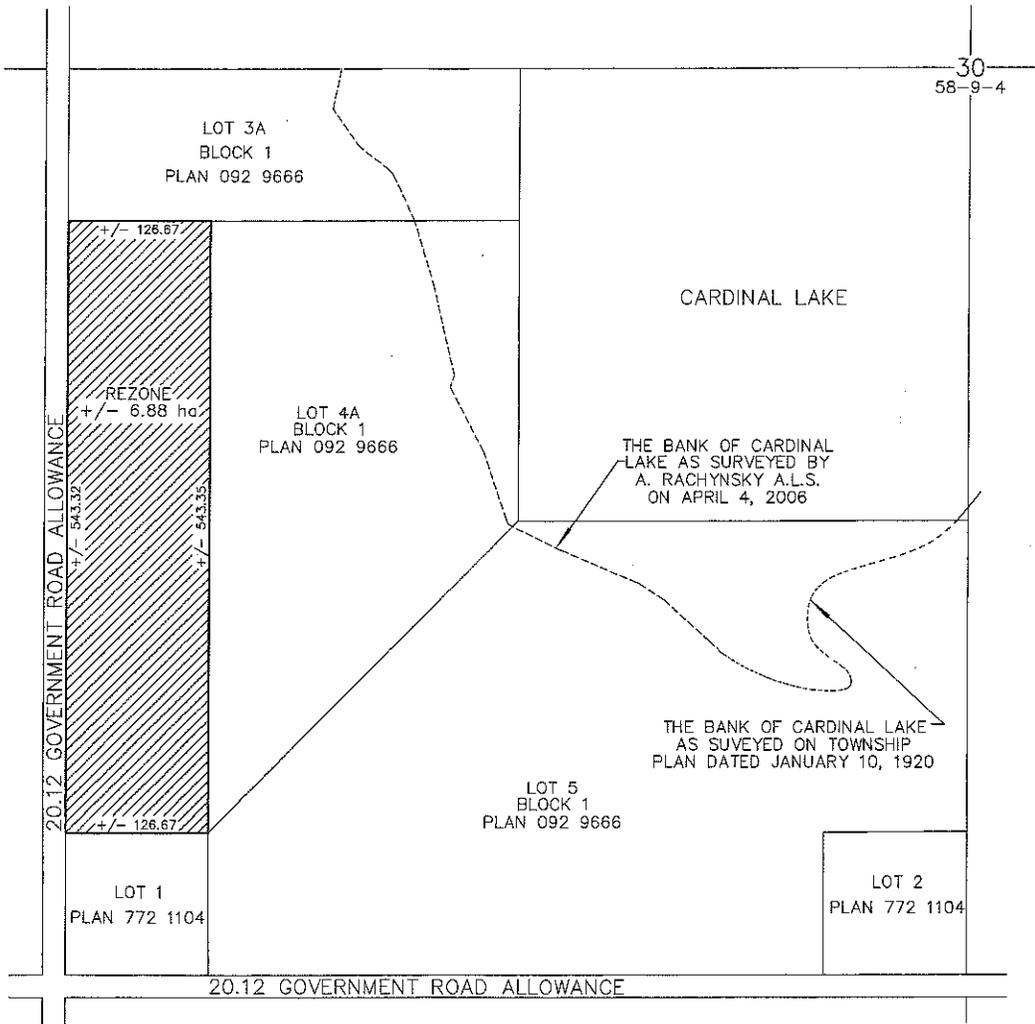
\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

Appendix 1 for 7.28.: Lot 4A, Block 1, plan 0929666

TENTATIVE PLAN  
SHOWING PROPOSED REZONING OF PART OF  
LOT 4A, BLOCK 1, PLAN 092 9666  
COUNTY OF ST. PAUL NO. 19, ALBERTA



SCALE 1:5000

EXPLORE SURVEYS INC.  
BOX 1987, ST. PAUL, AB.  
780-645-3399  
DRAWING FILE NAME: X015314  
DATE DRAWN: MARCH 13, 2014

General Location Map





*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

### 7.29. Subdivision Application - NE 1-58-10-W4

#20140402003

Meeting : April 8, 2014

Meeting Date : 2014/04/08 10:00

#### Background

---

Further to the discussions at the Public Works Meeting regarding Phase 2 of the subdivision in NE 1-58-10-W4, which was started prior to the amendments of the Land Use Bylaw, the developer is requesting that Council consider reducing the Municipal Reserve payment requirements to the rates as per the old Land Use Bylaw as they were unable to proceed with registering lots due to circumstances beyond their control on a neighbouring property that have now been rectified. The current Land Use Bylaw would require Municipal Reserve payment of \$17,919, while the previous Land Use Bylaw this payment would have been \$2,323.

Should Council approve the reduced Municipal Reserve payment, the developer will need to reapply for the subdivision as the Subdivision Authority has already set conditions that include the Municipal Reserve payment under the current bylaw and cannot vary her conditions. As such, the developer is requesting that the fees for this reapplication be waived.

Administration has reviewed all other subdivision applications on file and note that this is the only situation whereby the Municipal Reserve change in the new Land Use Bylaw would have adversely affected a development in progress.

#### Recommendation

---

Motion to approve the requirement for Municipal Reserves on phase 2 of the subdivision application on NE 1-58-10-W4 to the rates in the previous Land Use Bylaw.

Motion to waive the new subdivision application fees for phase 2 of the subdivision in NE 1-58-10-W4 as the Subdivision Authority is unable to change the conditions set on the current application.

#### Additional Information

---

Originated By : pcorbiere



## Issue Summary Report

### 7.30. Road Cancellation - Plan 717ET in Section 5-57-5-W4

#20140307001

Meeting : April 8, 2014

Meeting Date : 2014/04/08 10:00

#### Background

---

Road Plan 717ET located in Section 5-57-5-W4 is being presented to Council for cancellation as a new road was built but the old road plan was never cancelled.

Section 24 of the M.G.A. allows Council to close and cancel any part of a road described in a surveyed road plan if it is no longer required for use by the travelling public owing to the existence of an alternate route.

#### Recommendation

---

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:

Firstly, closure all that portion of Road Plan 717ET in NW 5-57-5-W4 containing 0.397 hectares (0.98 acres) more or less;

Secondly, closure all that portion of Road Plan 717ET in NE 5-57-5-W4 containing 0.539 hectares (1.33 acres) more or less;

Third, closure all that portion of Road Plan 717ET in SW 5-57-5-W4 containing 4.86 hectares (12.0 acres) more or less;

Final, closure all that portion of Road Plan 717ET in SE 5-57-5-W4 containing 1.125 hectares (2.78 acres) more or less, excepting thereout all mines and minerals.

Cancelled portions to be consolidated with respective titles.

#### Additional Information

---

Originated By : cstarnault



County of St. Paul No. 19

April 8, 2014

A 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.

**Firstly, closure all that portion of Road Plan 717ET in NW 5-57-5-W4 containing 0.397 Hectares (0.98 acres) more or less;**

**Secondly, closure all that portion of Road Plan 717ET in NE 5-57-5-W4 containing 0.539 Hectares (1.33 acres) more or less;**

**Third, closure all the portion of Road Plan 717ET in SW 5-57-5-W4 containing 4.86 Hectares (12.00 acres) more or less;**

**Final, closure all that portion of Road Plan 717ET in SE 5-57-5-W4 containing 1.125 Hectares (2.78 acres) more or less**

**Excepting thereout all mines and minerals**

Cancelled portions to be consolidated with respective titles.

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

\_\_\_\_\_  
REEVE

APPROVED THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 201\_\_.

\_\_\_\_\_  
MINISTER OF TRANSPORTATION

Approval valid for \_\_\_\_\_ months

Appendix 1 for 7.30. Road Plan 717ET

Twp. Rd. 582

Twp. Rd. 580

Twp. Rd. 574

Twp. Rd. 572

Rge. Rd. 42

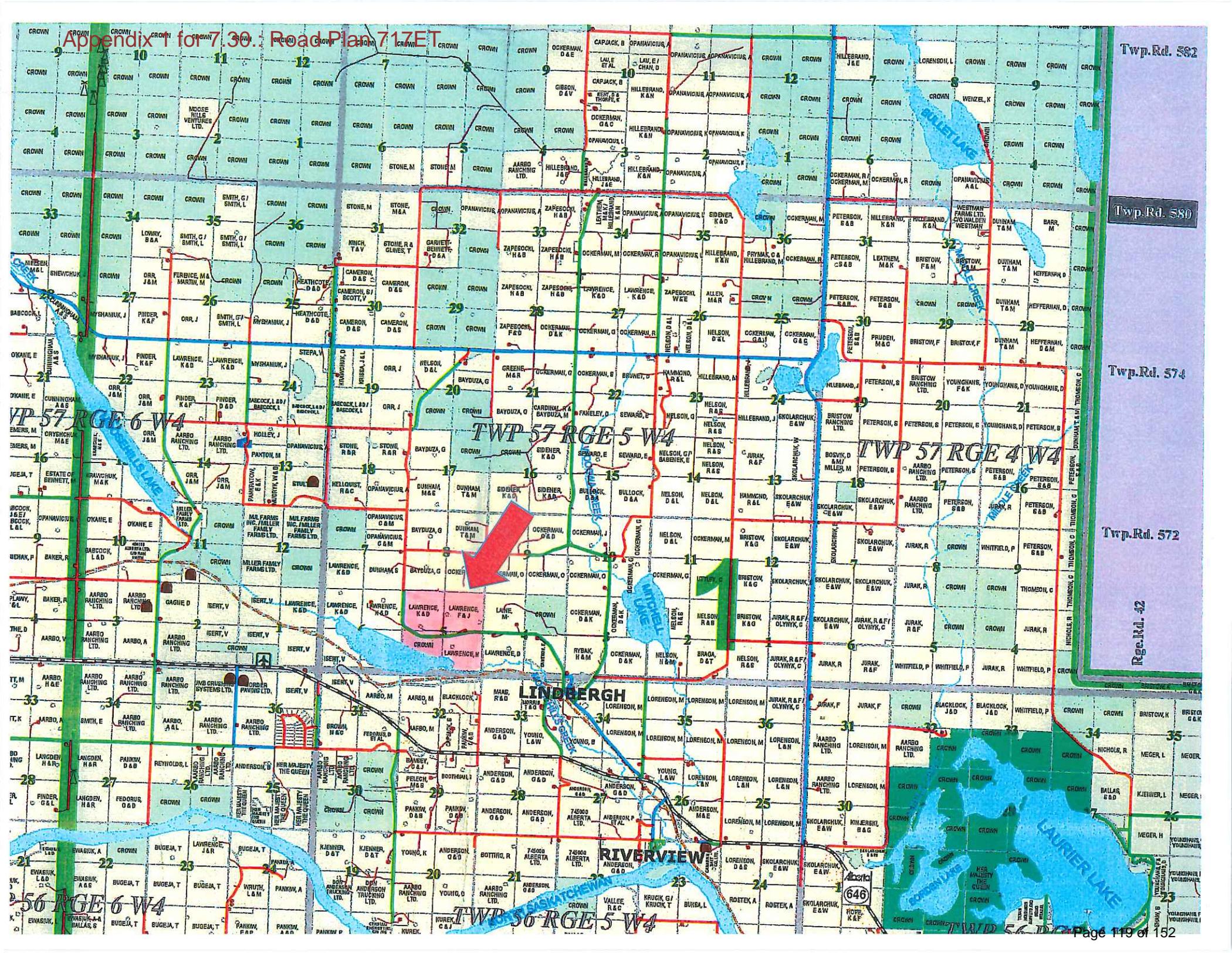
VP 57 RGE 6 W4

TWP 57 RGE 5 W4

TWP 57 RGE 4 W4

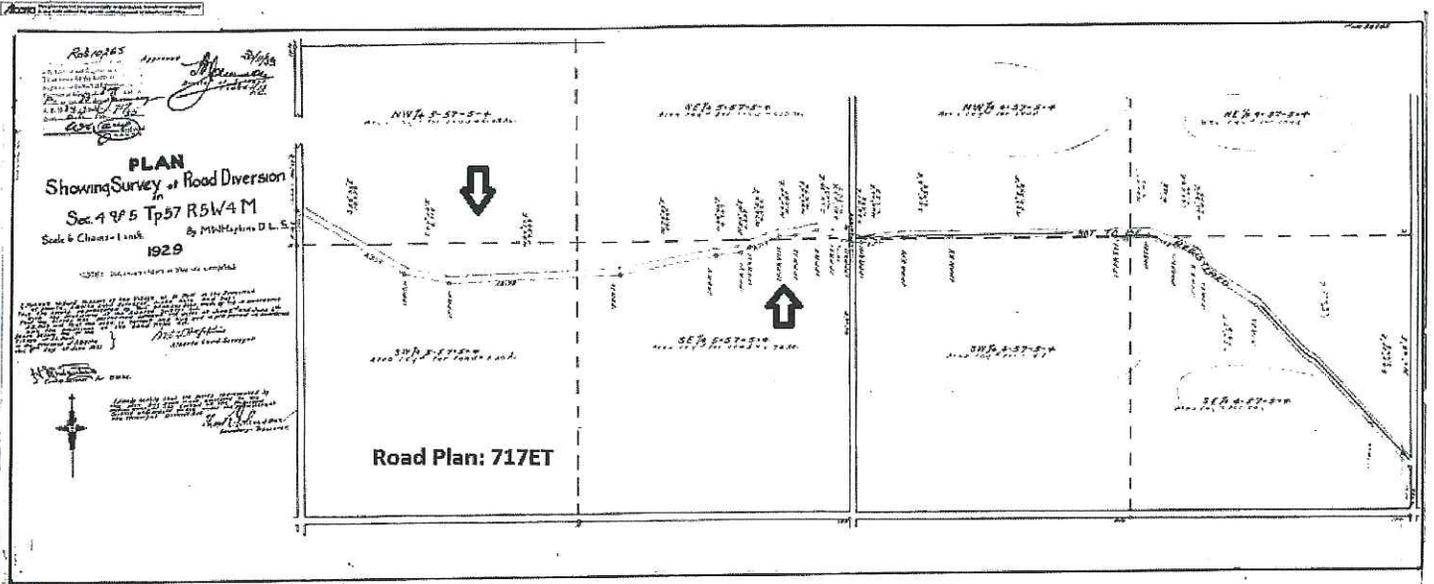
56 RGE 6 W4

TWP 56 RGE 5 W4





# Appendix 1 for 7.30.: Road Plan 717ET





## Issue Summary Report

### 7.31. Road Cancellation - Plan 816ET in NW/SW 4-57-5-W5

#20140402009

Meeting : April 8, 2014

Meeting Date : 2014/04/08 10:00

#### Background

---

Road Plan 816ET in NW and SW 4-57-5-W4 is being presented to Council for cancellation as a new road was built but the old road plan was never cancelled. This is a continuation of the first cancellation (Road Plan 717ET).

Section 24 of the M.G.A. allows Council to close and cancel any part of a road described in a surveyed road plan if it is no longer required for use by the travelling public owing to the existence of an alternate route.

#### Recommendation

---

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:

Firstly, closure all that portion of Road Plan 816ET in NW 4-57-5-W4 containing 1.56 hectares (3.86 acres) more or less;

Secondly, closure all that portion of Road Plan 816ET in SW 4-57-5-W4 containing 0.057 hectares (.014 acres) more or less, excepting thereout all mines and minerals.

Cancelled portions to be consolidated with respective titles.

#### Additional Information

---

Originated By : cstarnault



# County of St. Paul No. 19

April 8, 2014

A 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.

***Firstly, closure all that portion of Road Plan 816ET in NW 4-57-5-W4 containing 1.56 Hectares (3.86 acres) more or less;***

***Secondly, closure all that portion of Road Plan 816ET in SW 4-57-5-W4 containing 0.057 Hectares (.014 acres) more or less;***

**Excepting thereout all mines and minerals**

Cancelled portions to be consolidated with respective titles.

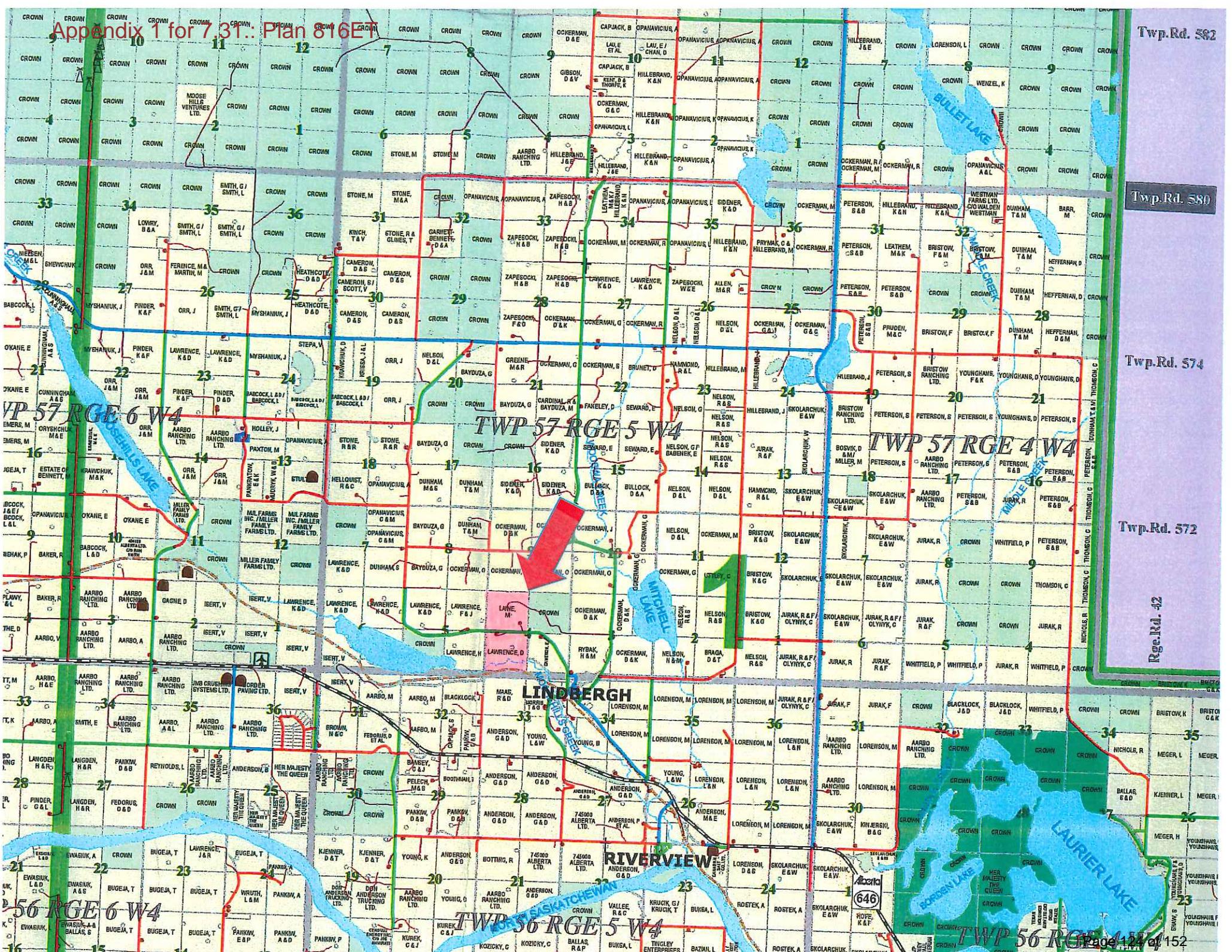
\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

\_\_\_\_\_  
REEVE

APPROVED THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 201\_\_.

\_\_\_\_\_  
MINISTER OF TRANSPORTATION

Approval valid for \_\_\_\_\_ months



VP 57 RGE 6 W4

TWP 57 RGE 5 W4

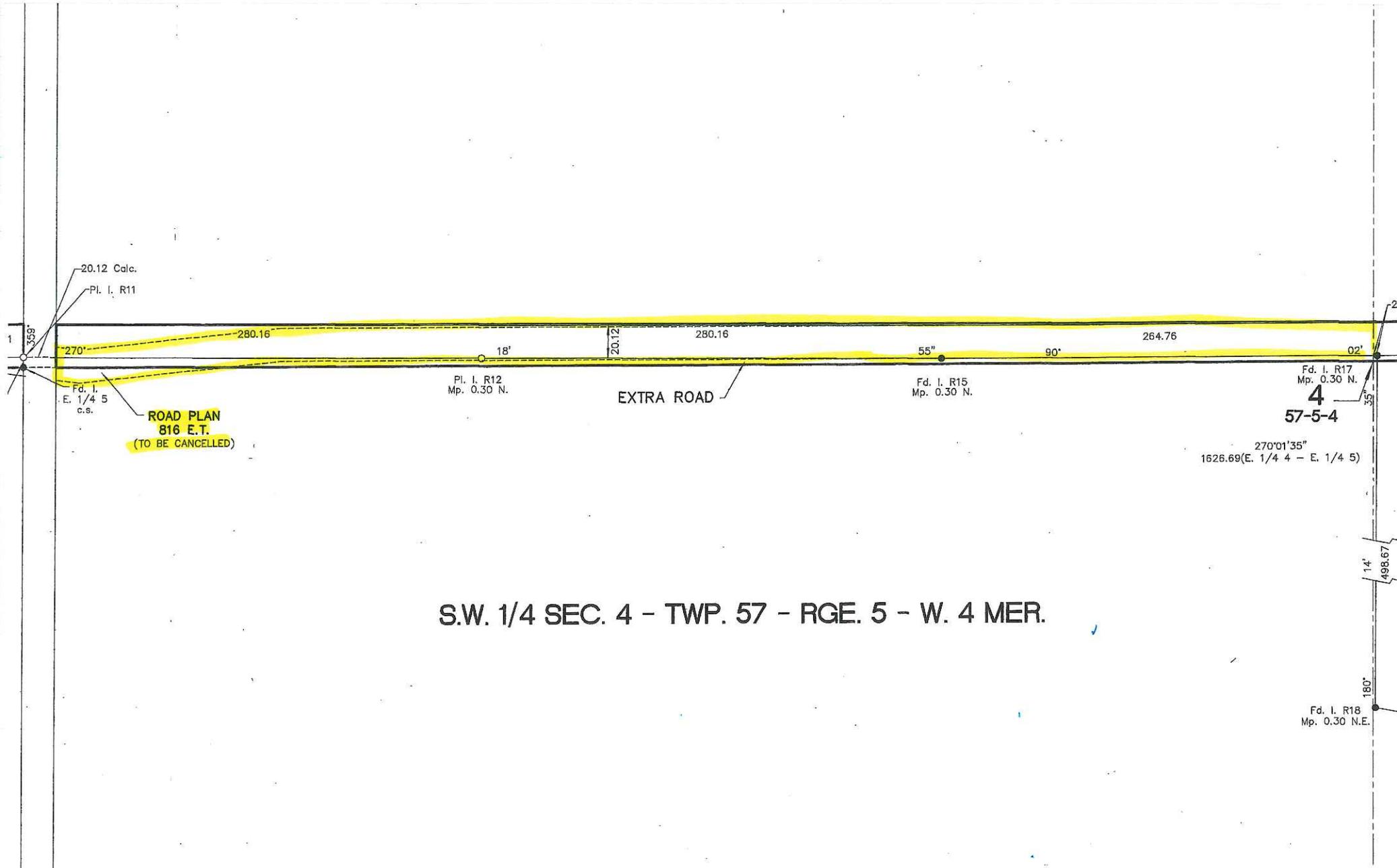
TWP 57 RGE 4 W4

56 RGE 6 W4

TWP 56 RGE 5 W4

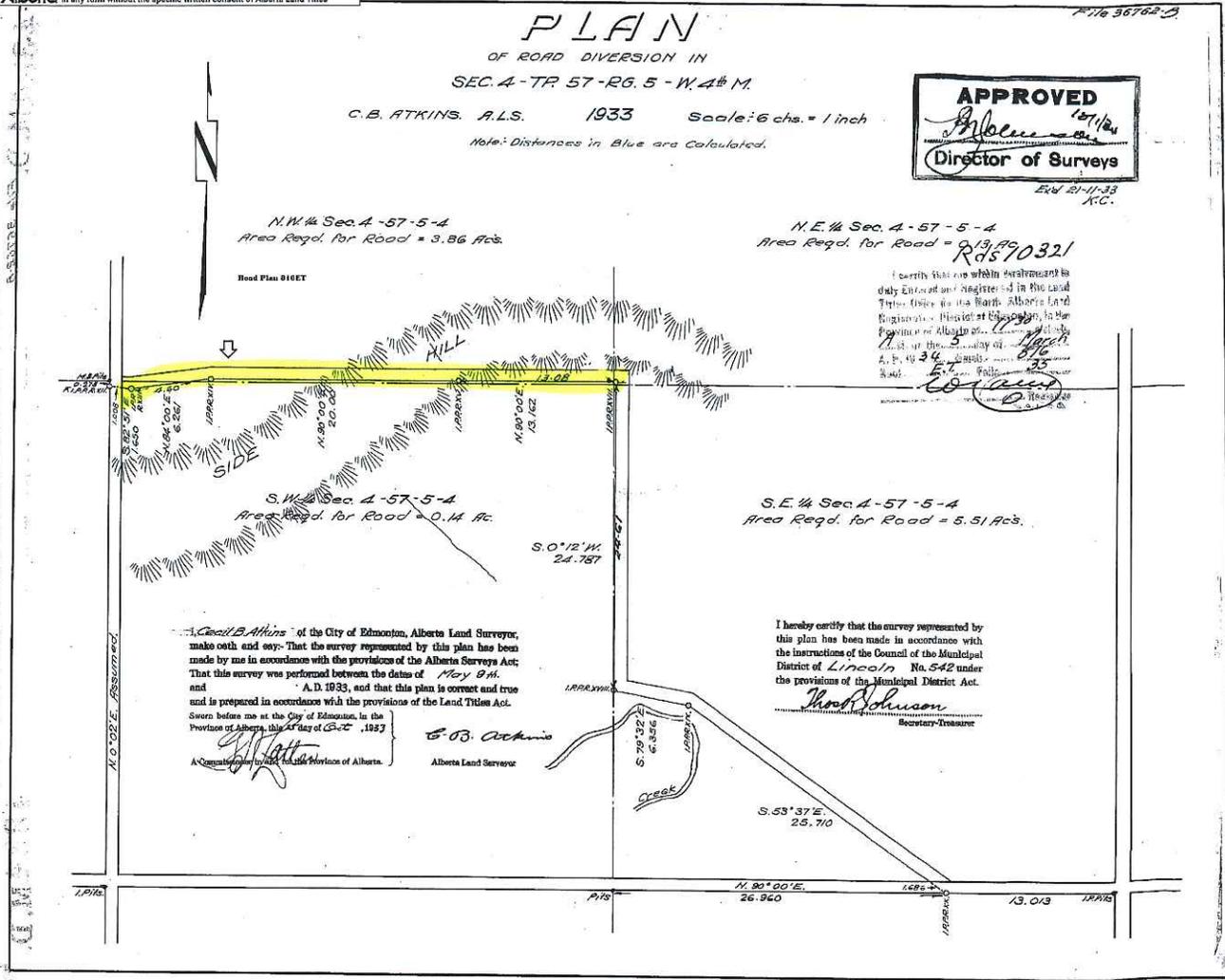
TWP 56 RGE 4 W4





# Appendix 1 for 7.31.: Plan 816ET

Alberta This plan may not be commercially re-distributed, transferred or manipulated in any form without the specific written consent of Alberta Land Titles



## ROAD PLAN: 816ET



## Issue Summary Report

### 7.32. Road Cancellation - Plan 874KS in NE 4-57-5-W5

#20140402010

Meeting : April 8, 2014

Meeting Date : 2014/04/08 10:00

#### Background

---

Road Plan 874KS located in E 1/2 4-57-5-W4 is being presented to Council for cancellation as a new road was built but the old road plan was never cancelled. This is a continuation of the first two cancellations.

Section 24 of the M.G.A. allows Council to close and cancel any part of a road described in a surveyed road plan if it is no longer required for use by the travelling public owing to the existence of an alternate route.

#### Recommendation

---

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:

Firstly, closure all that portion of Road Plan 874KS in NE 4-57-5-W4.

Secondly, closure all that portion of Road Plan 874KS in SE 4-57-5-W4 shown within Plan 142\_ \_ \_ , excepting thereout all mines and minerals.

Cancelled portions to be consolidated with respective titles.

#### Additional Information

---

Originated By : cstarnault



# County of St. Paul No. 19

April 8, 2014

A 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.

***Firstly, closure all that portion of Road Plan 874KS in NE 4-57-5-W4;***

***Secondly, closure all that portion of Road Plan 874KS in SE 4-57-5-W4 shown within Plan 142\_ \_ \_ \_***

**Excepting thereout all mines and minerals**

Cancelled portions to be consolidated with respective titles.

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

\_\_\_\_\_  
REEVE

APPROVED THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 201\_\_.

\_\_\_\_\_  
MINISTER OF TRANSPORTATION

Approval valid for \_\_\_\_\_ months

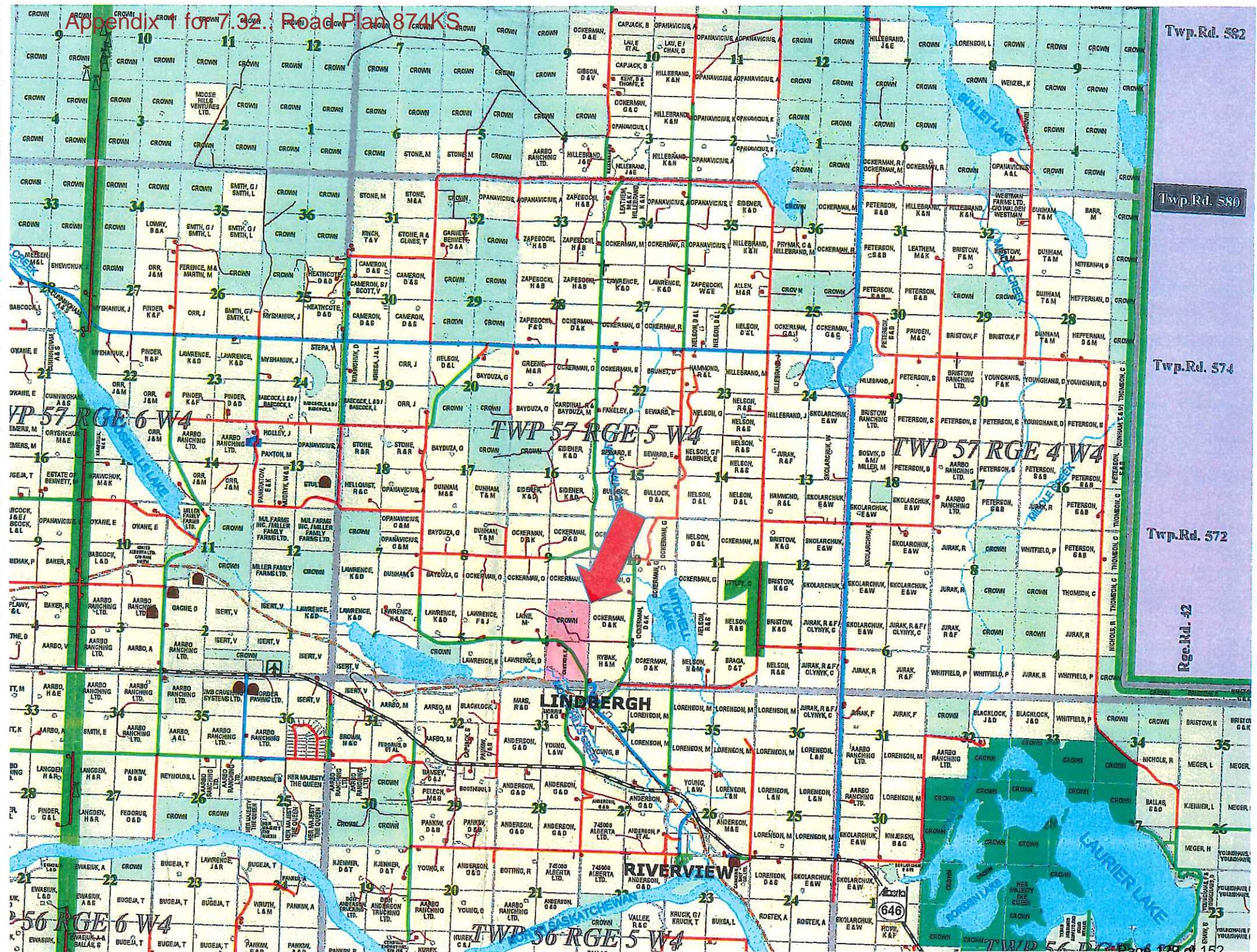
Twp. Rd. 582

Twp. Rd. 580

Twp. Rd. 574

Twp. Rd. 572

Reg. Id. 42



VP 57 RGE 6 W4

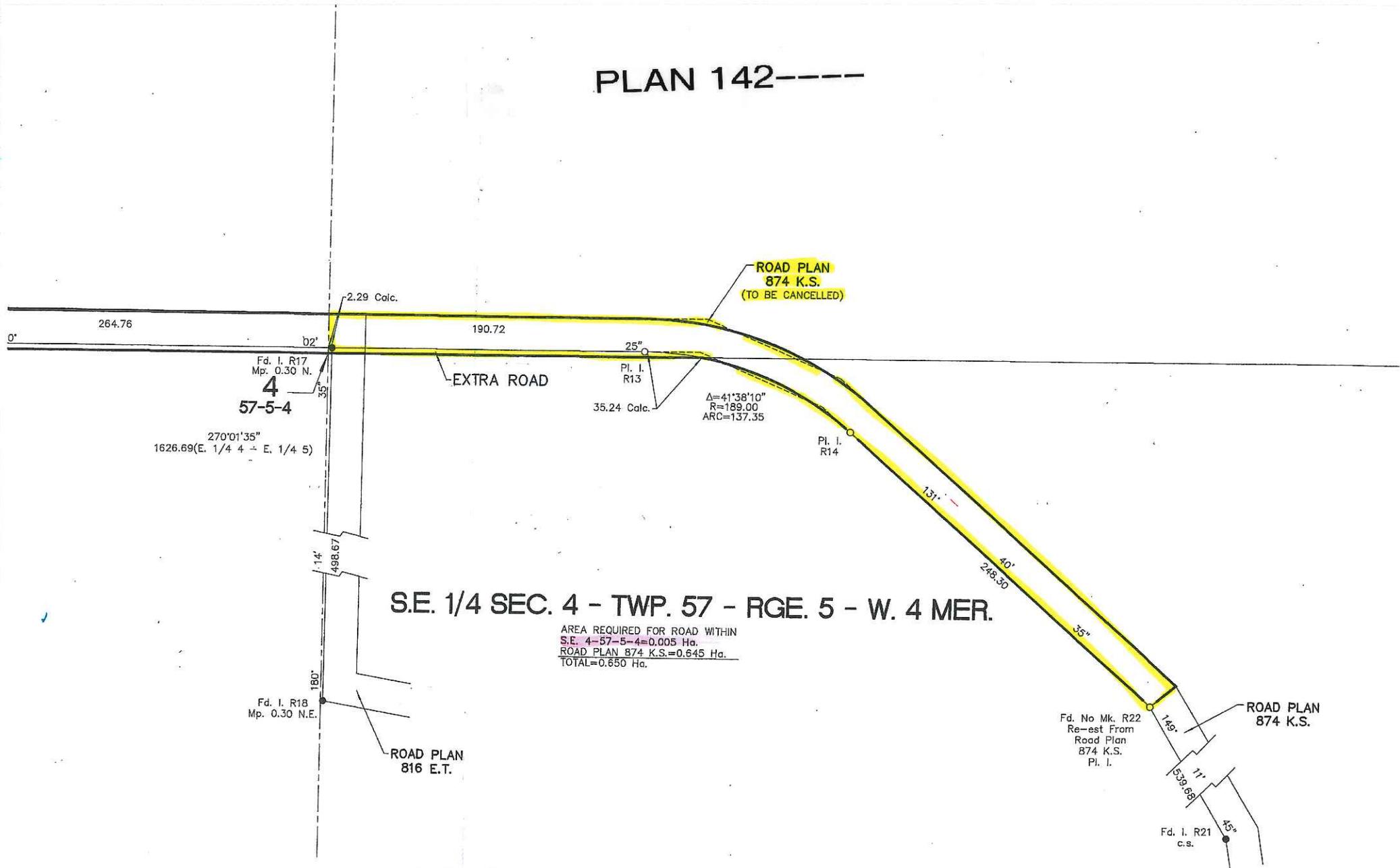
TWP 57 RGE 5 W4

TWP 57 RGE 4 W4

56 RGE 6 W4

TWP 56 RGE 5 W4

PLAN 142-----



# Appendix 1 for 7.32.: Road Plan 874KS

Albertha This plan may not be commercially re-distributed, transferred or manipulated in any form without the specific written consent of Alberta Land Titles

36762-C

## PLAN SHOWING SURVEY OF ROAD DIVERSION IN E. 1/2 Sec. 4 - TP57 - R5 W4<sup>th</sup>M M.D. of ST. PAUL

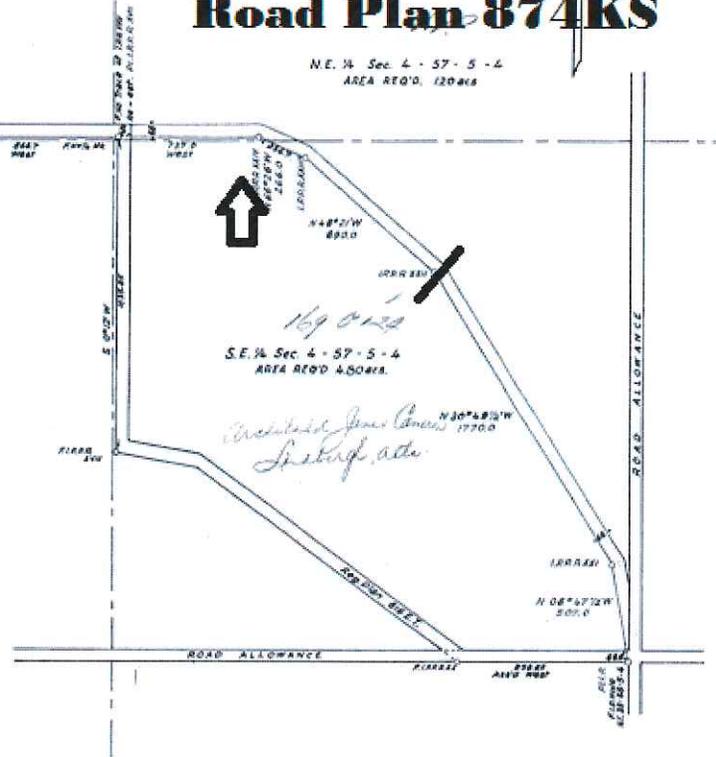
Scale: 1" = 400' 1954 J.B. UNDERWOOD A.L.S.  
Distances in blue are computed

I certify that the within instrument is duly entered and registered in the Land Titles Office for the North Alberta Land Registration District at Edmonton, in the Province of Alberta at 2:32 o'clock P.M. on the 26 day of September A.D. 1954, number 874  
Book 105, Page 20  
J.B. Underwood  
A.L.S.

APPROVED  
*[Signature]*  
Director of Surveys  
EDMONTON, ALTA.

### Road Plan 874KS

N.E. 1/4 Sec. 4 - 57 - 5 - 4  
AREA ACQ'D. 120 acs



J. B. Underwood, of the City of Edmonton, Alberta, Alberta Land Surveyor, make oath and say:  
That the survey represented by this plan has been made by me or appointed with the assistance of the distance surveyor and  
That this survey was performed between the dates of Sept. 23<sup>rd</sup> and 24<sup>th</sup> A.D. 1954 and that said plan is correct and true and is correct in accordance with the provisions of the Land Titles Act passed before me at the City of Edmonton in the Province of Alberta this 19<sup>th</sup> day of October 1954  
*[Signature]*  
Alberta Land Surveyor

I hereby certify that the survey represented by this plan has been made in accordance with the provisions of the Land Titles Act of the Province of Alberta, District of St. Paul, No. 86 and the provisions of the Municipal District Act.  
*[Signature]*  
Secretary-Treasurer



## Issue Summary Report

### 7.33. Road Easements

#20140401009

Meeting : April 8, 2014

Meeting Date : 2014/04/08 10:00

#### Background

---

Listed below are easements which are required to purchase property to register existing roads that were never registered:

***Range Road 61 in SW & NW 13-57-6-W4 - Holley Road***

W 1/2 SW 13-57-4-W4	Edward & Karen Pankratow
S 1/2 NW 13-57-6-W4	Malcolm John Paxton

***Range Road 80 in SW & NW 19-56-7-W4***

SW 19-56-7-W4	Shane and Jodi Smith
NW 19-56-7-W4	Raymond Danyluk

#### Recommendation

---

Motion to approve the following easements required to purchase property to correctly register an existing road:

***Range Road 61 in SW & NW 13-57-6-W4 - Holley Road***

W 1/2 SW 13-57-4-W4	Edward & Karen Pankratow
S 1/2 NW 13-57-6-W4	Malcolm John Paxton

***Range Road 80 in SW & NW 19-56-7-W4***

SW 19-56-7-W4	Shane and Jodi Smith
NW 19-56-7-W4	Raymond Danyluk

#### Additional Information

---

Originated By : pcorbiere



## Issue Summary Report

### 7.34. Owlseye Road

#20140403001

Meeting : April 8, 2014

Meeting Date : 2014/04/08 10:00

#### Background

---

Following the decision of the Minister of AESRD to reverse the approval of the permit the County received to cross a wetland on RR 104, Council has been presented with 3 options to proceed:

- Do nothing - therefore not proceed with the building of the road
- Reapply for a permit to cross a wetland - outlining the reasons that the County cannot avoid the wetland
- Pursue Judicial review of the Minister's decision

Doing nothing and not proceeding with the road does not meet Council's strategic direction. Nor does it deal with the complaints of volumes of traffic and safety concerns in the hamlet of Owlseye.

Reapplying for a permit and including in the application why avoidance of the wetland is not an option allows Council to work towards their strategic goals and reduce the safety concerns in the hamlet of Owlseye. Indications from AESRD is that they are willing to receive another application regarding the crossing of this wetland, as long as it includes the avoidance issues. This option, should the County again receive a permit to cross the wetland, may be appealed by the public and the County could experience the same types of costs associated with the mediation and appeal hearings held regarding the last permit. These costs were approximately \$25,000.

Judicial Review of the Minister's Decision would incur additional legal costs estimated up to \$12,500. In order to succeed before the Court, the County would have to establish not only that the Board's decision was incorrect but that it was unreasonable. While the County may have some good arguments to support a Judicial Review, the Court would likely show some deference to the Board. If a Judicial Review is unsuccessful, and the County is still interested in pursuing the building of this road to meet our strategic direction, we would need to reapply for a permit as outlined above.

#### Recommendation

---

Council to provide direction to Administration regarding one of the three options outlined. Administration feels that if Council is still interesting in building a through road on RR 104, then submitting a new application for approval including avoidance issues is the appropriate course of action.

#### Additional Information

---

Originated By : skitz



*County of St Paul No 19*  
5015 - 49 Avenue, St. Paul, AB T0A 3A4  
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## Issue Summary Report

### 7.35. Regional Emergency Management Plan

#20140402008

Meeting : April 8, 2014

Meeting Date : 2014/04/08 10:00

#### Background

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We will receive notice in May about whether or not we will receive grant funding to develop the Regional Emergency Management Plan with the Towns of St. Paul and Elk Point and the Summer Village of Horseshoe Bay. Regardless of whether we receive the funding, we will proceed with the plan, therefore we should appoint one member of Council and one alternate member to the committee. The CAO, Director of Emergency Management, Deputy Director, and Director of FCSS will also be part of the committee.

#### Recommendation

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Motion to appoint one councillor and one alternate Council member to the committee to develop a Regional Emergency Management Plan.

#### Additional Information

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Originated By : dbergheim



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## Issue Summary Report

### 7.36. St. Paul Airport Crackfilling

#20140402011

Meeting : April 8, 2014

Meeting Date : 2014/04/08 10:00

#### Background

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Attached is a proposal from Blue Sky Coatings Ltd. for crack filling at the St. Paul Airport. The total of the project is \$42,763, which appears to be a little under the St. Paul Airport Committee's proposed budget therefore Council has the option to proceed with the project in 2014. 50% of this amount was included in the County's 2014 Operating Budget. The Town of St. Paul will also have to approve this expenditure as they are responsible for 50% of the cost of the maintenance of the runway.

#### Recommendation

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Motion to accept the quote from Blue Sky Coatings Ltd. for crack filling at the St. Paul Airport for a total of \$42,763 subject to the approval of the Town of St. Paul.

#### Additional Information

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Originated By : pcorbiere



## Estimate Report

### St Paul Airport Crackfill and Patch work

Prepared For:

**Laura Missal**

Phone: 780 645-4481

Other: -

Fax: 780 645-5076

E-mail: lmissal@town.stpaul.ab.ca

Box 1480 5101-50 st

St Paul

AB.

T0A 3A0

April 1, 2014

# Appendix 1 for 7.36.: Bid for Crackfilling



Box 4789 Bonnyville Alta., T9N 0H2  
 Phone: (780) 826-7630  
 Fax: (780) 826-7665  
 Toll Free: 1-877-826-7631  
 E-mail: angela@blueskycoatings.ca

Job:	Paul Airport Crackfill and Patch work	Contact:	Laura Missal
Phone:	780 645-4481	Fax:	780 645-5076
Other:	-	E-mail:	lmissal@town.stpaul.ab.ca
Date:	April 1, 2014	Job Number:	
Address:	Box 1480 5101-50 st	St Paul	AB. TOA 3A0

Alberta 1 Call (Call Before You Dig) Inquiries: 1-800-242-3447

## Proposal:

Project Description:

### Scope of Work:

Crack fill entire area of taxi strip and landing strip with cold pore crackfiller  
 Excavate 174 sqm of failed asphalt 300mm deep and remove material from site  
 Supply place and compact 200 mm of 3/4 crush gravel  
 Supply place and compact 100 mm hot mix asphalt

Price for asphalt repair: \$24,013.46 + GST

Price for Crackfiller: \$18,750.00 + GST

Payment to be made upon completion

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above like specifications, involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, or delays beyond our control  
 Note: This proposal will be withdrawn if not accepted within 30 days.

**Respectfully submitted by Kevin Keswick**

The above prices, specifications, and conditions are satisfactory and are hereby accepted. Blue Sky Coatings Inc. is authorized to do the work

Permission to Work: \_\_\_\_\_ Date of Acceptance: \_\_\_\_\_

Printed name of company representative: \_\_\_\_\_ Position: \_\_\_\_\_



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## Issue Summary Report

### 7.37. Regional Collaboration Grant - Traffic Impact Study/Area Structure Plan

#20140402014

Meeting : April 8, 2014

Meeting Date : 2014/04/08 10:00

#### Background

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At the February 13, 2014 Joint meeting of the Town of St. Paul and County of St. Paul Council's discussion took place regarding opportunities for collaboration. The Town of St. Paul is requesting that the County participate in a Regional Collaboration Grant pertaining to a Traffic Impact Study that will assess the potential effects of traffic caused by development near Secondary Highway 881 and TWP 582 to identify roadway improvements so that the road network will operate safely and efficiently. They would also like to include an Area Structure Plan for the area south of TWP 582 from 57 Street to Secondary Highway 881 (map attached) which will provide site requirements for future development including a Biophysical Impact Assessment for the area. The Town of St. Paul would be the Managing Partner for this Regional Collaboration Grant.

#### Recommendation

---

That Council support the Regional Collaboration Grant that will undertake an Area Structure Plan and Traffic Impact Assessment of the area south of TWP 582 between 57 Street and Highway 881 - as per the attached map. Additionally that the Town of St. Paul will be the Managing Partner for this grant application.

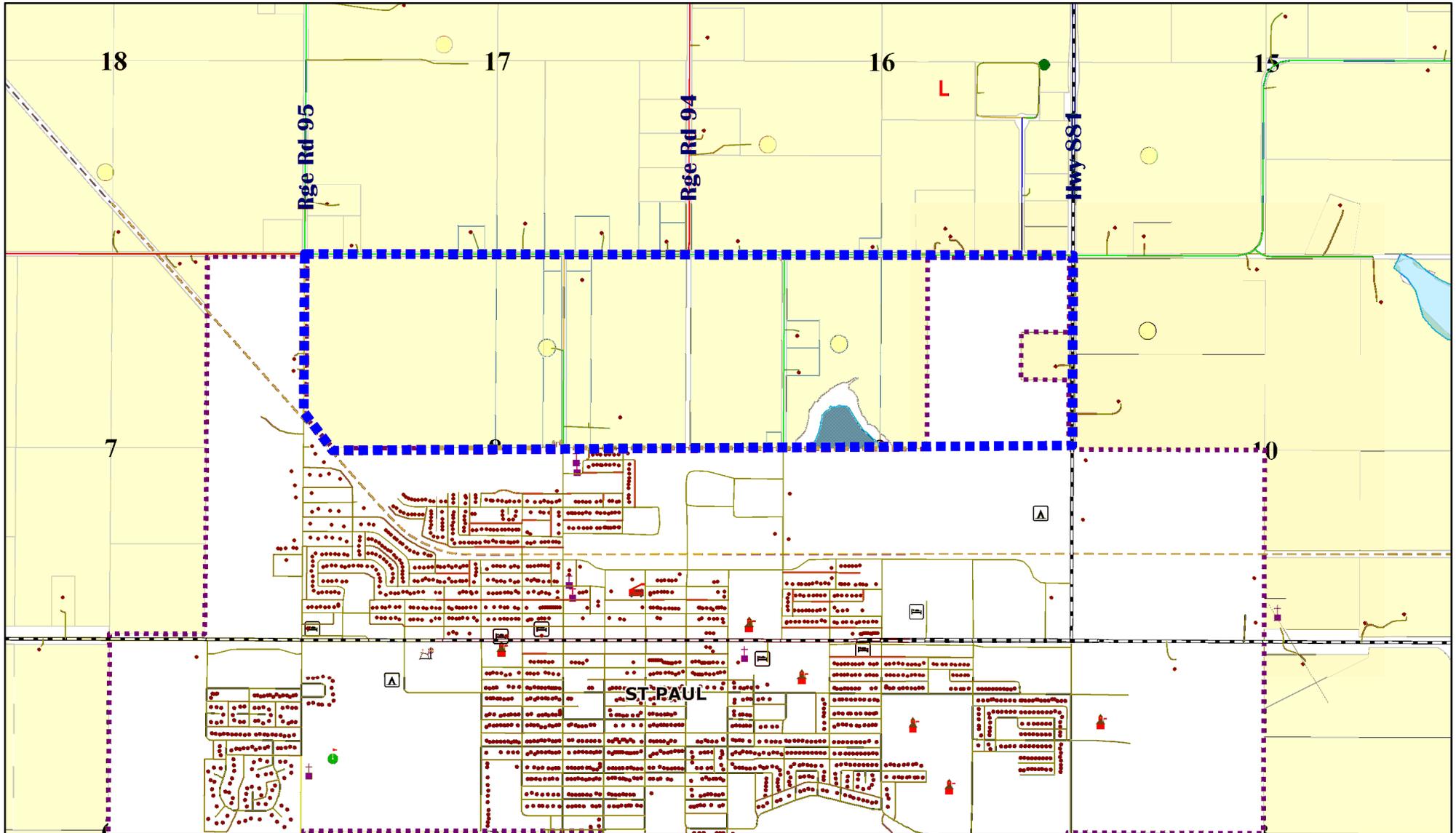
#### Additional Information

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Originated By : skitz

Appendix 1 for 7.37.: Map showing proposed ASP Area

- Legend**
- Town of St. Paul
  - County of St. Paul
  - Proposed ASP Area





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## Issue Summary Report

### 7.38. Request for Letter of Support for Year Round Farmer's Market #20140402006

Meeting : April 8, 2014

Meeting Date : 2014/04/08 10:00

#### Background

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The St. Paul Farmer's Market will be submitting an application to the Farmers' Market Specialist with Alberta Agriculture to hold year round Farmer's Markets and they are requesting a letter of support to accompany their application. The Town of St. Paul has provided them with a letter of support.

#### Recommendation

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Motion to support the St. Paul Farmer's Market in their application to Alberta Agriculture for a year round Farmer's Market.

#### Additional Information

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Originated By : pcorbiere



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## Issue Summary Report

### 7.39. Request to Transfer Land Lease to Ashmont Volunteer Fire Department Assn.

#20140404001

Meeting : April 8, 2014

Meeting Date : 2014/04/08 10:00

#### Background

---

The Ashmont Senior Citizens Club recently renewed their 25 year lease on the NE 6-60-10-W4, however, they are no longer able to maintain and upkeep the property due to their decreasing number of volunteers. There is a cabin on the property and it is used by various groups in the community. The Seniors Club is requesting that the lease be transferred over to the Ashmont Volunteer Fire Department Association. The Ashmont Volunteer Fire Department Association is willing to take the lease over and the property will continue to be available to the public.

#### Recommendation

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Motion to cancel the 25-year lease with the Ashmont Senior Citizens Club for the NE 6-60-10-4.

Motion to enter into a 25-year lease with the Ashmont Volunteer Fire Department Association for the NE 6-60-10-W4.

#### Additional Information

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Originated By : pcorbiere

## Appendix 1 for 7.39.: Ashmont Seniors

March 28, 2014

Ashmont Senior Citizens Club  
Box 255  
Ashmont, AB T0A 0C0

Dear County of St. Paul Council,

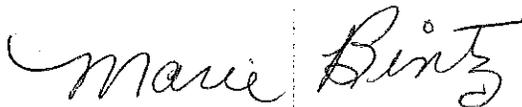
The Ashmont Senior Citizens Club is currently leasing the County owned property located on NE-6-60-10-W4 (10516 -- HWY 28). This 25 year lease was resigned with the County last year, due to expire in 2038.

The Ashmont Senior Citizens Club renewed this lease in order to have a place for community organizations to host outdoor functions in a private setting. It has served the community well and we wish this property be used for this type of activity in the future. Unfortunately, the Ashmont Senior Citizens Club is unable to maintain and upkeep this property going forward.

As this property was utilized by the community, the Ashmont Senior Citizens Club is asking the County of St. Paul to transfer the lease we currently hold to the Ashmont Volunteer Fire Department Association. Both of our groups have been in discussions with respect to the potential transfer of this property, and both parties are in favor. The Ashmont Volunteer Fire Department Association is of the same mindset as the Ashmont Senior Citizens Club in that they wish the property be used for the community, and is committed to seeing this continue. The Fire Department members are very willing to improve and maintain the property for this use. As the Ashmont Volunteer Fire Department Association is a vital part of the Ashmont community, volunteering and participating in many of the community events, we feel that the transfer of our leased property to them is in the best interest of the district surrounding Ashmont.

The Ashmont Senior Citizens Club hopes County Council looks at this as a benefit to the community and grants this transfer to the Ashmont Volunteer Fire Department Association.

Thank you,



Marie Bintz  
Ashmont Senior Citizens Club



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## Issue Summary Report

**7.40. In Camera**

**#20140401011**

**Meeting :** April 8, 2014

**Meeting Date :** 2014/04/08 10:00

### **Background**

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Motion to go in camera to discuss land and labor issues.

### **Additional Information**

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**Originated By :** pcorbiere



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## Issue Summary Report

**7.41. Request to Name Road - Kalynchuk Road**

**#20140408002**

**Meeting :** April 8, 2014

**Meeting Date :** 2014/04/08 10:00

### **Additional Information**

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**Originated By :** pcorbiere



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## Issue Summary Report

**7.42. St. Paul Education - Request for Ashmont & Mallaig Fire Halls #20140408001**

**Meeting :** April 8, 2014

**Meeting Date :** 2014/04/08 10:00

### **Additional Information**

---

**Originated By :** pcorbiere



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## Issue Summary Report

### 9.1. CAO Report

**#20140228001**

**Meeting :** April 8, 2014

**Meeting Date :** 2014/04/08 10:00

### Additional Information

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**Originated By :** skitz



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## Issue Summary Report

### 9.2. MD of St. Paul Foundation

**#20140228002**

**Meeting :** April 8, 2014

**Meeting Date :** 2014/04/08 10:00

#### **Additional Information**

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**Originated By :** pcorbiere



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## Issue Summary Report

### 9.3. Council Reports

**#20140402013**

**Meeting :** April 8, 2014

**Meeting Date :** 2014/04/08 10:00

### Additional Information

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**Originated By :** skitz



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## Issue Summary Report

**10.1. April 22 @ 9:00 a.m. - Public Works**

**#20140402012**

**Meeting :** April 8, 2014

**Meeting Date :** 2014/04/08 10:00

### **Additional Information**

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**Originated By :** pcorbiere



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## Issue Summary Report

### 11.1. Listing of Accounts Payable

#20140228003

Meeting : April 8, 2014

Meeting Date : 2014/04/08 10:00

#### Recommendation

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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

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Originated By : pcorbiere



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## Issue Summary Report

### 11.2. Council Fees

**#20140228004**

**Meeting :** April 8, 2014

**Meeting Date :** 2014/04/08 10:00

#### Recommendation

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Motion to approve the Council Fees for the Month of , 2012 as circulated.

#### Additional Information

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**Originated By :** tmahdiuk



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## Issue Summary Report

### 11.3. Budget to Actual

#20140228005

Meeting : April 8, 2014

Meeting Date : 2014/04/08 10:00

#### Executive Summary

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#### Recommendation

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

#### Additional Information

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Originated By : skitz