



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

December 8, 2015

Tuesday, December 08, 2015

Start time 10:00 AM

AGENDA

1. **Call to Order**
2. **Minutes**
 - 2.1 **November 10, 2015 (2015/11/10)**
 - 2.2 **Special Meeting - November 17, 2015 (2015/11/17)**
3. **Bank Reconciliation**
4. **Additions to Agenda and Acceptance of Agenda**
5. **In Camera**
 - 5.1 **In Camera**
6. **Business Arising from Minutes**
 - 6.1 **Lottie Lake Outdoor Skating Rink**
7. **Delegation**
 - 7.1 **11:00 a.m. - Public Hearing - Bylaw No. 2015-24 - Amend LUB Rezone PNE 11-57-9-W4**
 - 7.2 **11:30 a.m. - Local Canola Producers**
 - 7.3 **1:00 p.m. - St. Paul Curling Club**
8. **New Business**
 - 8.1 **St. Paul Junior Curling Association**
 - 8.2 **Request for Funding for MS Walk**
 - 8.3 **Elk Point Recreation Grants**
 - 8.4 **Geomedia Training - Dec. 10, 2015**
 - 8.5 **FCM Sustainable Communities Conference - Feb 9 - 11, 2016**
 - 8.6 **2016 FCM Annual Conference and Trade Show - June 3-5, 2016**
 - 8.7 **Disaster Services Forum - May 9 - 12, 2016**
 - 8.8 **Benefits Policy HR-4**
 - 8.9 **Bereavement Leave Policy HR-5**

- 8.10. **County Functions Policy HR-12**
- 8.11. **Long Service Awards Policy HR-15**
- 8.12. **Sick Leave and Family Medical Benefits Policy HR-29**
- 8.13. **Rodeo Supper Funds Policy ADM-46**
- 8.14. **Snowplowing of Driveways Policy PW-55**
- 8.15. **Brush and Tree Removal Policy PW-58**
- 8.16. **Waste Bin Rental Policy PW-87**
- 8.17. **Elk Point Fire Department Levels of Service Policy FES-112**
- 8.18. **Leaves of Absence Policy HR-113**
- 8.19. **Regional Emergency Management Plan**
- 8.20. **Bylaw No. 2015-30 - Fee Schedule Bylaw**
- 8.21. **Bylaw No. 2015-31 - Amend LUB - Rezone PNW 13-57-6-W4**
- 8.22. **Lease with Haying in the 30s**
- 8.23. **Request for Letter of Support - Haying in the 30s**
- 8.24. **Request to Amend Land Use Bylaw re Sewage Holding Tanks**
- 8.25. **Janitorial Services**
- 8.26. **Truck Quotes**
- 8.27. **NLLS Levy Budget**
- 8.28. **County Credit Cards**
- 8.29. **2015 Summary of Donations**
- 9. **Correspondence**
- 10. **Reports**
 - 10.1. **CAO Report**
- 11. **Upcoming Meetings**
 - 11.1. **Dec. 11 - 10:00 - 3:00 - Budget**
 - 11.2. **Dec. 17 - 10:00 - 3:00 - Budget**
 - 11.3. **Dec. 18 @ 10:00 a.m. - CAO Evaluation**
 - 11.4. **Dec. 18 - Public Works to Follow**
 - 11.5. **Dec. 18 - Special Meeting to Follow**
- 12. **Financial**
 - 12.1. **Budget to Actual**
 - 12.2. **Council Fees**
 - 12.3. **Listing of Accounts Payable**
- 13. **Adjournment**

5. In Camera

5.1. IN CAMERA



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Issue Summary Report

5.1. In Camera

#20151202007

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Background

Items to be presented at the meeting.

Recommendation

Motion to go in camera as per section 25 of the FOIP Act - Land Matters and section 21 - Intergovernmental Relations.

Additional Information

Originated By : pcorbiere

6. Business Arising from Minutes

6.1. LOTTIE LAKE OUTDOOR SKATING RINK



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Issue Summary Report

6.1. Lottie Lake Outdoor Skating Rink

#20151202015

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Background

At the November Meeting, Council was presented with a request from a Lottie Lake Resident for assistance with an outdoor skating rink in their hamlet. Council tabled the request for more information. The request was also presented to the FCSS Board, however the board felt that the request did not fall within their mandate.

The Lottie Lake group has received a price of \$1,432.57 for tarps, 6x6 boards, bolts, nuts and washers. It would also cost approximately \$500 to periodically flood the rink. The children and residents will maintain the rink using their equipment to keep the ice surface clean.

Recommendation

Administration is recommending to approve the funds up to \$2,000 for the Lottie Lake Group to build an outdoor skating rink in their hamlet.

Additional Information

Originated By : pcorbiere

Coco Webber

*this is
referred to
County Council*

From: Janice Fodchuk
Sent: November-12-15 8:25 PM
To: Coco Webber
Subject: Fwd: Lottie Lake Community Project

Fyi

Sent from my iPhone

Begin forwarded message:

From: lorna conner <lorigeemama@gmail.com>
Date: November 12, 2015 at 7:45:37 PM MST
To: jfodchuk@county.stpaul.ab.ca
Subject: Lottie Lake Community Project

I am writing in hopes that you might be able to help the Hamlet of Lottie Lake with a community project. The residents are hoping to build an outdoor skating rink at our park.

We have over 50 children that reside in Lottie Lake and many have requested that an outdoor rink be made. The commitment to volunteer for this project has been very strong. It is difficult for many parents to get their children to St. Paul to go public skating and transportation is not always available. This project is the perfect way to have the community come together to build something which will benefit all.

Parents and children alike have volunteered their time, equipment, and necessary rink upkeep. We have a guarantee from at least 20 families thus far.

It is a great opportunity for the building of community pride, friendships, as well as increased physical activity within the closeness of home.

We have received a price of \$1,432.57 for tarps, 6x6 boards, bolts, nuts, and washers. In addition, we will require a sum of \$500.00 to periodically flood the rink. The children and residents will maintain the rink using their equipment to keep it clean.

\$1932.57

We appreciate any help or guidance you may be able to provide.

Thank you.

✶ Lorna Conner - Lottie Lake Resident

7. Delegation

- 7.1. 11:00 A.M. - PUBLIC HEARING - BYLAW NO. 2015-24
- AMEND LUB REZONE PNE 11-57-9-W4
- 7.2. 11:30 A.M. - LOCAL CANOLA PRODUCERS
- 7.3. 1:00 P.M. - ST. PAUL CURLING CLUB



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

7.1. 11:00 a.m. - Public Hearing - Bylaw No. 2015-24 - Amend LUB Rezone PNE 11-57-9-W4

#20151201008

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Background

At the October 13, 2015 meeting, Council gave first reading to Bylaw No. 2015-24, which is a bylaw to amend Land Use Bylaw No. 2013-50 as it relates to rezoning 10 acres in PNE 11-59-9-W4 from Agricultural to Country Residential One (CR1). The applicant wants to create an acreage on the property, however there is an existing subdivision on the property so it will exceed the maximum allowable acres for subdivision.

Bylaw No. 2015-24 was advertised in the St. Paul Journal the weeks of November 24 and December 2.

RSVPs were sent out to adjacent landowners regarding a public consultation to be held November 3, 2015 however there was no interest, so the applicant did not proceed with the public consultation.

Krystle Fedoretz will attend this Public Hearing.

Recommendation

Proceed to Public Hearing scheduled for 11:00 a.m. to discuss Bylaw No. 2015-24, which is a bylaw to amend Land use Bylaw No. 2013-50 as it relates to rezoning 10 acres in PNE 11-59-9-W4 from Agricultural to Country Residential One (CR1).

Additional Information

Originated By : pcorbiere

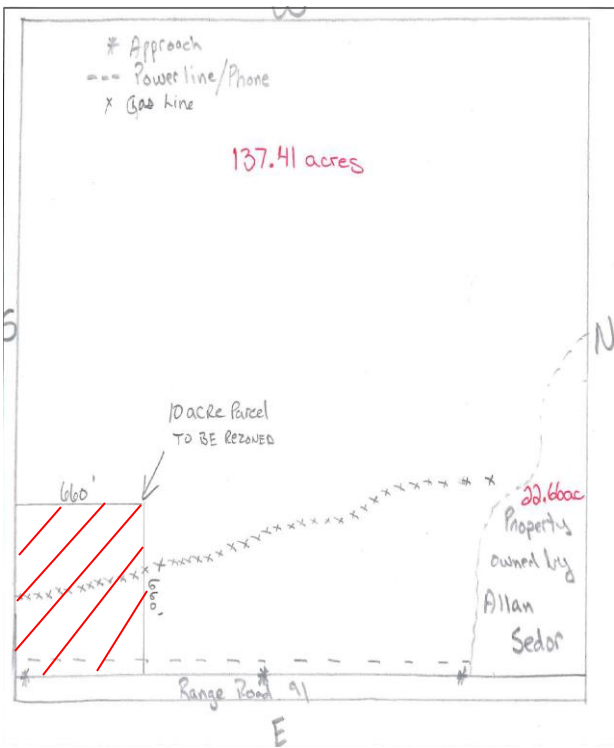
COUNTY OF ST. PAUL NO. 19
BY-LAW NO. 2015-24

A By-law of the County of St. Paul No. 19 in the Province of Alberta to amend the Land Use Bylaw No. 2013-50

WHEREAS, it is deemed expedient to amend the Land Use Bylaw of St. Paul and County of St. Paul as set out in the Municipal Government Act, 2000 as amended.

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

1. Bylaw No. 2013-50 is hereby amended as follows:
- FROM: Agricultural to Country Residential One (CR1)
- FOR: 10 acres in NE 11-57-9-W4



Read a first time in Council this 11th day of October, A.D. 2015.

Advertised the 24th day of November, A.D. 2015, and the 1st day of December, A.D. 2015 in the St. Paul Journal.

Read a second time in Council this day of , A.D. 2015.

Read a third time and duly passed in Council this day of , A.D. 2015.

Reeve

Chief Administrative Officer

COUNTY OF ST. PAUL REZONING APPLICATION

Name of Applicant: BRIAN L. KOTOWICH Email: bkfarm@mcsnet.ca

Mailing Address: Box 787 ST. PAUL AB T0A 3A0

Telephone (Home): (780) 645-4158 (Business): (780) 210-0163 cell (Fax): _____

Registered Owner (if not applicant): Brian + Shelly Kotowich

Mailing Address: Box 787 St. Paul AB T0A 3A0

Telephone (Home): _____ (Business): _____ (Fax): _____

1. LEGAL DESCRIPTION OF LAND TO BE REZONED:

- a) All part of the NE $\frac{1}{4}$ 11 section 57 township 9 range W4M
- b) Being all / parts of Lot _____ Block _____ Registered Plan _____
- c) Total area of the above parcel of land to be rezoned is 10 acres (hectares)

2. ZONING INFORMATION:

- a) Current Zoning as per the Land Use Bylaw 2013-50: Agriculture (Ag)
- b) Desired Zoning as per the Land Use Bylaw 2013-50: Country Residential One
- c) Proposed use as per the Land Use Bylaw 2013-50: Single Family Dwelling
- 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:

If balance of quarter is sold - I would like to retain the 10 acres for my kids in the future or as a possible resale. There is Power and gas on the property which would make set up for the acreage a lot easier, cost effective.

Appendix 2 for 7.1.: 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) Rolling

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

Open land

5. WATER SERVICES:

a) Existing Source of Water: CS

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 2 for 7.1.: Rezoning Application

6. SEWER SERVICES:

a) Existing sewage disposal: Ø

b) Proposed sewage disposal: open discharge

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 2 for 7.1.: Rezoning Application

REGISTERED OWNER OR PERSON ACTING ON BEHALF:

I, BRIAN L. KOTOWICH 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


Owner Signature

Sept 15/15
Date


Owner Signature

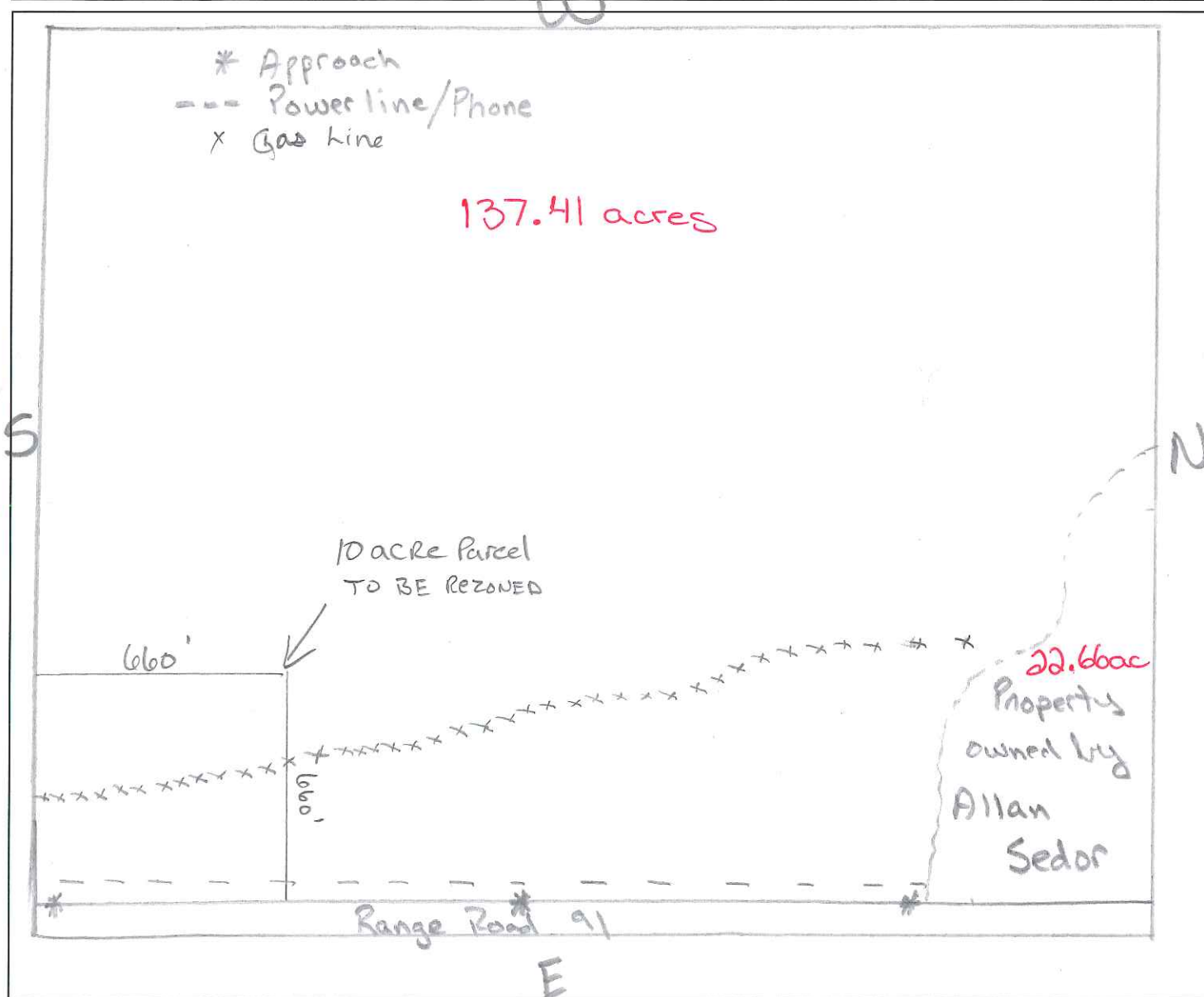
September 15/15
Date

Appendix 2 for 7.1.: Rezoning Application

Lot _____ Block _____ Plan _____ and/or Part of NE ¼ Sec 11 Twp 57 Rge 9 W4M

Proposed Sketch – please indicate/include:

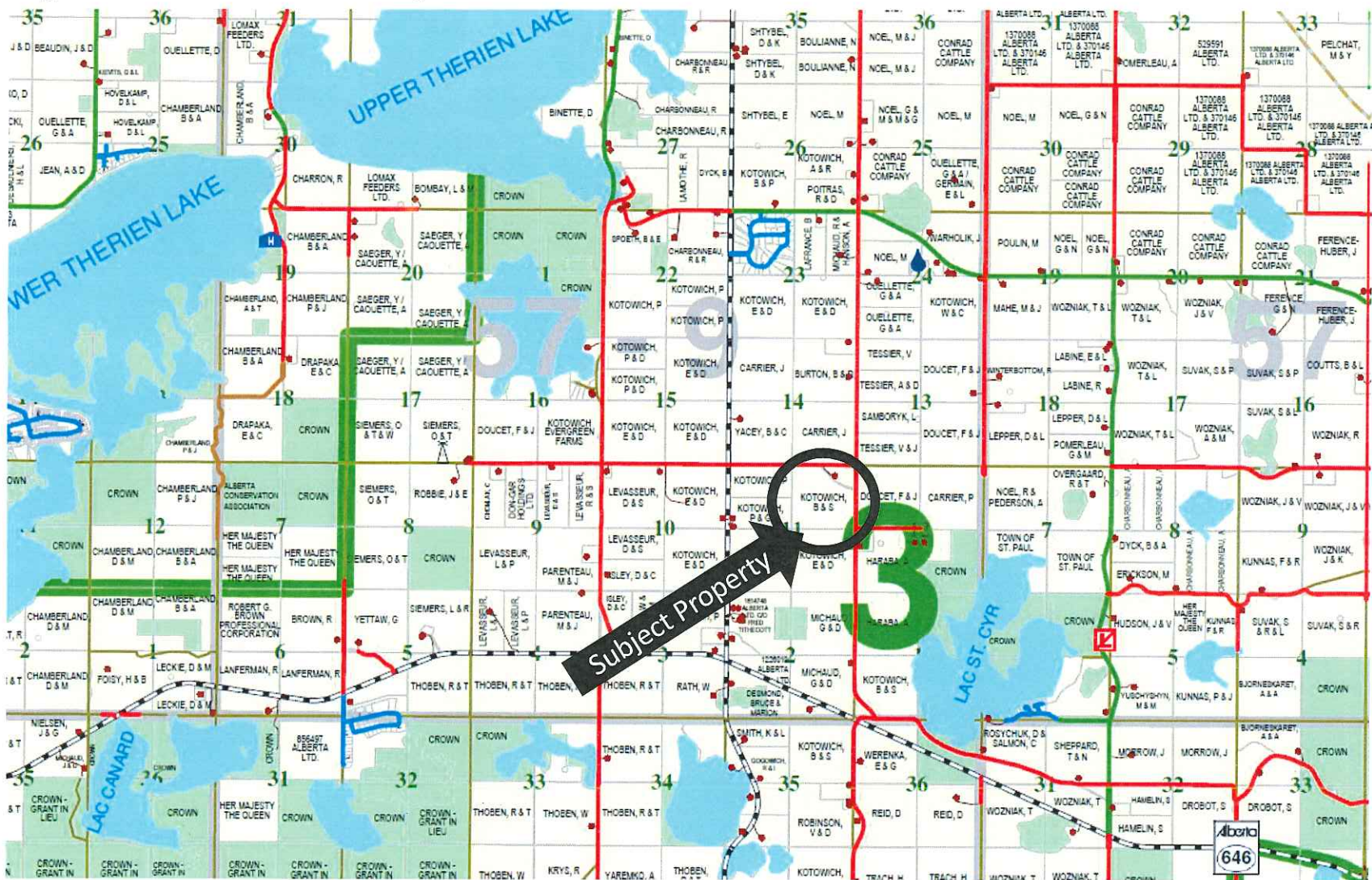
- The use, location and dimensions of buildings on the land and specify which buildings may be demolished or moved from property.
- Location of any water bodies on subject property.
- All developed and undeveloped road allowances.
- Indicate the North direction.
- Location of all right-of-way and easements within or abutting the subject property.
- Location of existing wells/ septic systems and distances from property lines to any permanent structures.
- Indicate the location, dimensions and boundaries of the land to be rezoned.
- Location of all right-of-way and easements within or abutting the subject property.
- Existing and proposed accesses on property.



Date: Sept 15 /15

Signature of Applicant: [Signature]

Figure 1 – General Location Map





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Issue Summary Report

7.2. 11:30 a.m. - Local Canola Producers

#20151201009

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Background

A group of local producers will be in to speak with Council about options for dealing with Clubroot in the farming community.

Additional Information

Originated By : pcorbiere



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Issue Summary Report

7.3. 1:00 p.m. - St. Paul Curling Club

#20151201010

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Background

Representatives from the St. Paul Curling Club will be coming in to provide an update to Council on the Club's activities and will be making a request for a letter of support and \$20,000 in funding for renovations the Club is looking to carry out in 2016. The Town of St. Paul has allotted \$20,000 for the project and will be providing a letter of support.

Additional Information

Originated By : pcorbiere

8. New Business

- 8.1. ST. PAUL JUNIOR CURLING ASSOCIATION
- 8.2. REQUEST FOR FUNDING FOR MS WALK
- 8.3. ELK POINT RECREATION GRANTS
- 8.4. GEOMEDIA TRAINING - DEC. 10, 2015
- 8.5. FCM SUSTAINABLE COMMUNITIES CONFERENCE - FEB 9 - 11, 2016
- 8.6. 2016 FCM ANNUAL CONFERENCE AND TRADE SHOW - JUNE 3-5, 2016
- 8.7. DISASTER SERVICES FORUM - MAY 9 - 12, 2016
- 8.8. BENEFITS POLICY HR-4
- 8.9. BEREAVEMENT LEAVE POLICY HR-5
- 8.10. COUNTY FUNCTIONS POLICY HR-12
- 8.11. LONG SERVICE AWARDS POLICY HR-15
- 8.12. SICK LEAVE AND FAMILY MEDICAL BENEFITS POLICY HR-29
- 8.13. RODEO SUPPER FUNDS POLICY ADM-46
- 8.14. SNOWPLOWING OF DRIVEWAYS POLICY PW-55
- 8.15. BRUSH AND TREE REMOVAL POLICY PW-58
- 8.16. WASTE BIN RENTAL POLICY PW-87
- 8.17. ELK POINT FIRE DEPARTMENT LEVELS OF SERVICE POLICY FES-112
- 8.18. LEAVES OF ABSENCE POLICY HR-113
- 8.19. REGIONAL EMERGENCY MANAGEMENT PLAN
- 8.20. BYLAW NO. 2015-30 - FEE SCHEDULE BYLAW
- 8.21. BYLAW NO. 2015-31 - AMEND LUB - REZONE PNW 13-57-6-W4
- 8.22. LEASE WITH HAYING IN THE 30S

- 8.23. REQUEST FOR LETTER OF SUPPORT - HAYING IN THE 30S
- 8.24. REQUEST TO AMEND LAND USE BYLAW RE SEWAGE HOLDING TANKS
- 8.25. JANITORIAL SERVICES
- 8.26. TRUCK QUOTES
- 8.27. NLLS LEVY BUDGET
- 8.28. COUNTY CREDIT CARDS
- 8.29. 2015 SUMMARY OF DONATIONS



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

8.1. St. Paul Junior Curling Association

#20151202009

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Background

The St. Paul Junior Curling Association will be hosting a Bonspiel on Sunday, January 31, 2016 and they are looking for monetary donations or prizes that can be awarded to the curlers. In the past, Council approved a \$300 donation for this group.

Recommendation

Administration is recommending to approve a \$300 donation for the St. Paul Junior Curling Association.

Additional Information

Originated By : pcorbiere



St. Paul Junior Curling Club

*November 19, 2015
St. Paul, Alberta*

County Council

The St. Paul Junior Curling Association consists of 64 curlers aging in range from 8-14 years of age. Each year the Junior Curlers learn the basics of curling including ice safety skills and most importantly sportsmanship. To display their newly learned skills the Junior Curling League will be hosting a Junior Curling Bonspiel on Sunday, January 31, 2016.

The bonspiel will include all the St. Paul Curlers which would make up almost 16 teams of our local youth.

We humbly ask for your support in hosting this event by a monetary donation or prizes can be donated that are age appropriate for ages 8 – 14 years. We truly appreciate your support and any contribution would be much appreciated – no matter how big or how small.

All sponsors will be acknowledged with their names prominently displayed at the Curling Rink and in the St. Paul Journal.

If you are able to help sponsor this wonderful event, please contact myself at 780-614-0567, by December 15, 2015. Thank you, in anticipation of your kind assistance.

Sincerely,

A handwritten signature in blue ink, appearing to read "Crystal St. Arnault".

Crystal St. Arnault
Box 425, St. Paul, AB T0A 3A0



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Issue Summary Report

8.2. Request for Funding for MS Walk

#20151202006

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Background

On May 9, 2016 the Lakeland MS Society will host their Annual Lakeland MS Walk and MS Run. They are requesting sponsorship for their Walk. They also requested if the County would be interested in entering a team for the walk.

Since the walk started in 2007, the County donated \$500 per year.

Recommendation

Motion to approve a donation of \$500 for the MS Walk in May, 2016.

Additional Information

Originated By : pcorbiere



A SPONSORSHIP PROPOSAL FOR

County of St. Paul

Presented to: Phyllis Corbiere

Presented by: Brenda Rosychuk

Date: October 26th, 2015

Our mission: To be a leader in finding a cure for multiple sclerosis and enabling people affected by MS to enhance their quality of life.

Thank you for taking the time to review this document. The Lakeland Jayman Built MS Walk is currently looking for 2016 sponsors for the Lakeland Jayman Built MS Walk. We would like to provide County of St. Paul this opportunity.

The Lakeland Jayman Built MS Walk is held in St. Paul on the Saturday of Mother's Day weekend each year. This annual event is the primary fundraising event of the year for the Lakeland MS Region. The funds raised through the Lakeland Jayman Built MS Walk are used for national research to find a cure to END MS and to help enhance the quality of life of those affected by multiple sclerosis in our area. The first Lakeland Jayman Built MS Walk was held in May 2008 and has raised over \$1,200,000 for multiple sclerosis over these eight years.

County of St. Paul has been a tremendous supporter of the Lakeland MS Society in the past. County of St. Paul has proven to be an integral part of this community and in turn, the relationship that has been created with the Lakeland MS Region.

The Lakeland MS Region would like to thank the County of St. Paul for this relationship and provide you with the opportunity of showing your presence at the 2016 Lakeland Jayman Built MS Walk by becoming a corporate sponsor, once again.

The following proposal has been custom designed for County of St. Paul and we look forward to the opportunity of working together to fine-tune it to fit your needs.

The Opportunity

The Lakeland Jayman Built MS Walk takes place in St. Paul on the Saturday of Mother's day weekend each year. It is a day that brings the Lakeland community together in a collective show of support in the fight against MS. Funds raised through this signature fundraising event play a critical role in fuelling MS Society programs and services across the Lakeland for individuals & families touched by MS, and also support Canadian MS research into a cause and cure, giving *hope* for a future without multiple sclerosis. The Lakeland MS Walk features 2, 5, and 10km Walk options, as well as chipped and timed 5km, 10km and half marathon options.

As **Corporate Sponsor** of the 2016 Lakeland Jayman Built MS Walk, County of St. Paul will receive the following opportunities and benefits:

1. Logo will be reflected in all MS Society produced marketing and print collateral including:
 - a. Participant t-shirts – logo will be prominently placed on the back of all Lakeland Jayman Built MS Walk t-shirts.
 - b. Tent Cards
 - c. Posters
2. County of St. Paul will be verbally thanked by emcee and recognized as a **Corporate Sponsor**.
3. County of St. Paul will have the opportunity to place a banner on our sponsor wall.
4. County of St. Paul will be recognized through social media, television and radio opportunities within the Lakeland as well as local newspapers, where appropriate.
5. Support the County of St. Paul Walk team, using dedicated Team MS staff resources.

The Investment

In exchange for the aforementioned sponsorship opportunities and benefits, County of St. Paul's investment will be as follows:

Your Investment: _____

A Tax Receipt will not be issued as this is considered a marketing investment and not a donation

All amounts to be paid in accordance with the sponsorship agreement shall be paid without deduction of any taxes, levies, duties, charges or expenses whatsoever. Specifically it is agreed that as well as the consideration provided hereunder the Sponsor shall also pay thereon GST, or such other sales tax or value added tax that may be imposed.

ADDITIONAL ELEMENTS:

This agreement may be terminated for any one or more of the following events:

- (i) if a party fails to make payments when due hereunder and such remain unpaid after ten (10) days' notice thereof; or
- (ii) if a party shall have a receiver, manager, receiver-manager or trustee appointed with respect to all of substantially all of its assets or undertakings and such appointment remains undischarged for thirty (30) days; or
- (iii) if any order is made or a resolution is passed for the winding-up of a party and such continues undismissed for thirty (30) days; or
- (iv) if a party has all or substantially all of its assets taken in enforcement or collection proceedings and such appointment remains undischarged for thirty (30) days; or
- (v) if a party makes an assignment or is petitioned into bankruptcy and such remains undismissed for a period of thirty (30) days; or
- (vi) if a party breaches this Agreement and such defaulting party fails to cure such breach within thirty (30) days of receipt of written notice of such breach, then the party who is not the defaulting party may terminate this Agreement without notice to the defaulting party; or
- (vii) in the event that the other party fails to perform any of its material obligations hereunder and such failure is not remedied as soon as possible, but no later than thirty (30) days following notice.

The parties acknowledge that this Agreement does not constitute an association for the purpose of establishing a partnership or joint venture and does not create an agency relationship between the parties.

Accepted for County of St. Paul

Date

Accepted for MS Society

Date

The Investment

In exchange for the aforementioned sponsorship opportunities and benefits, County of St. Paul's investment will be as follows:

Your Investment: _____

A Tax Receipt will not be issued as this is considered a marketing investment and not a donation

All amounts to be paid in accordance with the sponsorship agreement shall be paid without deduction of any taxes, levies, duties, charges or expenses whatsoever. Specifically it is agreed that as well as the consideration provided hereunder the Sponsor shall also pay thereon GST, or such other sales tax or value added tax that may be imposed.

ADDITIONAL ELEMENTS:

This agreement may be terminated for any one or more of the following events:

- (ix) (viii) if a party fails to make payments when due hereunder and such remain unpaid after ten (10) days' notice thereof; or if a party shall have a receiver, manager, receiver-manager or trustee appointed with respect to all of substantially all of its assets or undertakings and such appointment remains undischarged for thirty (30) days; or
- (x) if any order is made or a resolution is passed for the winding-up of a party and such continues undismissed for thirty (30) days; or
- (xi) if a party has all or substantially all of its assets taken in enforcement or collection proceedings and such appointment remains undischarged for thirty (30) days; or
- (xii) if a party makes an assignment or is petitioned into bankruptcy and such remains undismissed for a period of thirty (30) days; or
- (xiii) if a party breaches this Agreement and such defaulting party fails to cure such breach within thirty (30) days of receipt of written notice of such breach, then the party who is not the defaulting party may terminate this Agreement without notice to the defaulting party; or
- (xiv) in the event that the other party fails to perform any of its material obligations hereunder and such failure is not remedied as soon as possible, but no later than thirty (30) days following notice.

The parties acknowledge that this Agreement does not constitute an association for the purpose of establishing a partnership or joint venture and does not create an agency relationship between the parties.

Accepted for County of St. Paul

Date

Accepted for MS Society

Date

****Duplicate Copy for Lakeland Regional Office***



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5015 ~ 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

8.3. Elk Point Recreation Grants

#20151202010

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Background

During the 2015 budgeting process, Council allocated \$50,000 for Elk Point Recreation Grants. The Town of Elk Point requested that the County consider funding for the hockey arena, riding arena, curling rink and allied arts building. Administration is recommending to divide the funding between the A.G. Ross Hockey Arena to help offset the cost of their boiler that recently went down and the C.G. Baker Riding Arena to assist with renovations to their bathrooms.

In 2014 \$13,333 was allocated to the A.G. Ross Arena, the C.G. Baker Riding Arena and the Curling Rink and \$5,000 was allocated to Elk Point Minor Ball.

Since 2007, the County provided \$145,000 to the Elk Point Regional Allied Arts.

Recommendation

Administration is recommending to allocate \$20,000 to the C.G. Baker Riding Arena and \$30,000 to the A.G. Ross Arena.

Additional Information

Originated By : pcorbiere



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Issue Summary Report

8.4. Geomedia Training - Dec. 10, 2015

#20151130003

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Background

Accurate Assessment is offering a one day GIS course to help participants transition to their new GeoMedia 2015 software. The training session will be held December 10 in Sherwood Park. There will be no charge for this training as training hours have been budgeted into the County's contract with Accurate Assessment.

Recommendation

Administration is recommending to approve Linda Meger to attend the one day Geomedia Training on December 10, 2015 in Sherwood Park.

Additional Information

Originated By : pcorbiere



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

8.5. FCM Sustainable Communities Conference - Feb 9 - 11, 2016

#20151130004

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Background

The FCM Sustainable Communities Conference will be held February 9-11, 2016 in Ottawa. Costs for the conference (based on 3 nights) are as follows:

- Registration - \$870
- Flight - Approximately \$600
- Accommodations & Subsistence - \$1010
- Meeting Rate/Travel Time - \$950
- Travel to Airport & Parking/Taxi
- TOTAL \$3,430

Additional information on the conference can be viewed at

<http://www.fcm.ca/home/events/sustainable-communities-conference/program.htm> Councillor Dach has expressed interest in attending this conference.

This conference conflicts with the February Council Meeting.

Recommendation

This conference is being presented to Council for approval as it falls outside of the scope of policy HR-8.

Additional Information

Originated By : pcorbiere



COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY OBJECTIVE:

The County of St. Paul recognizes the importance of employees and Council members attending conferences applicable to the delivery of services within their specific departments and may desire to provide payment for the related fees and expenses for attending a conference or other educational course or pursuit.

POLICY STATEMENT:

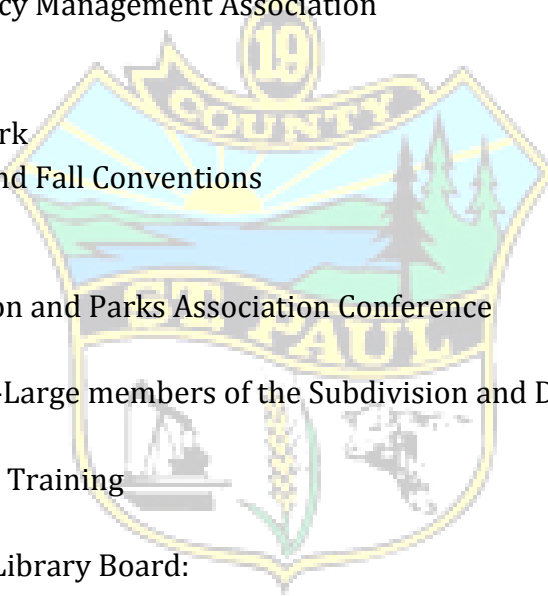
A) ANNUAL ATTENDANCE:

- 1) The Council of the County of St. Paul approves the annual attendance of employees and Council members at the following conferences and educational courses:
 - a) Reeve and County Councillors:
 - AAMD&C Spring and Fall Conventions
 - Agriculture Service Board Tour and Convention
 - Rural Utilities and Safety Association Conference
 - Community Planning Conference
 - Elected Officials Education Program (As it pertains to the EOEP, courses can only be taken once and approval will cease upon completion of the certificate.
 - b) Chief Administrative Officer:
 - Alberta Rural Municipal Administrators' Association
 - AAMD&C Spring and Fall Conventions
 - Administrator's Mountain Refresher Conference – SLGM
 - c) Assistant Chief Administrative Officer:
 - Alberta Rural Municipal Administrators' Conference
 - AAMD&C Spring and Fall Conventions

- d) Superintendent of Public Works:
AAMD&C Spring and Fall Conventions
- e) Assistant Superintendent of Public Works:
AAMD&C Spring and Fall Conventions
- f) Finance Officer:
Government Finance Officers of Alberta
- g) Assessor:
Alberta Assessors' Association
Alberta Assessors' Association Fall Education Symposium
- h) Assessment Clerks:
Assessment Review Board Conference
- i) Planning and Development Staff:
Alberta Development Officers' Association
Community Planning Conference
- j) FOIP Coordinator:
Access and Privacy Conference
- k) Director of Environmental and Emergency Services:
Alberta Association of Agricultural Fieldmen
Regional Agricultural Service Board Conference
In-Service Training
Provincial Agricultural Service Board Summer Tour Conference
Community Planning Conference
- l) Agricultural Fieldmen/Officers:
Alberta Association of Agricultural Fieldmen
Regional Agricultural Service Board Conference
In-Service Training
Provincial Agricultural Service Board Summer Tour Conference
- m) Certified Water Operators:
Alberta Chapter Western Canada Water & Wastewater Operators Association

Alberta Water and Wastewater Operators Association
Rural Utilities and Safety Association

- n) Director of Legislative and Communication Services:
Alberta Rural Municipal Administrators Assoc.
AAMD&C Spring & Fall Conventions
Alberta Municipal Clerks' Conference
- o) Director of Emergency Social Services:
Alberta Emergency Management Association
- p) Deputy Director of Emergency Management:
Alberta Emergency Management Association
- q) FCSS Director:
Director's Network
FCSSAA Spring and Fall Conventions
- r) Parks Managers:
Alberta Recreation and Parks Association Conference
- s) Secretary and At-Large members of the Subdivision and Development Appeal Board:
Municipal Affairs Training
- t) Secretary to the Library Board:
Northern Lights Library Conference
Alberta Library Conference



B) ADDITIONAL CONFERENCES AND EDUCATIONAL OPPORTUNITIES:

- 1) The Chief Administrative Officer may authorize departments heads to attend conferences, workshops, or activities related to their positions if such activities occur prior to Council having had an opportunity to consider the matter at a Council meeting. When this occurs, the Chief Administrative Officer shall report such attendances to Council at the following regular Council meeting for ratification.

- 2) The County may provide financial support for course fees to employees who wish to follow educational programs relevant to their work. The employees will be required to present a request to the Chief Administrative Officer outlining in detail the program to be followed and related costs thereof.
 - 3) The Department Head may in consultation with the Chief Administrative Officer, authorize an employee to attend a conference, seminar, or workshop relevant to their job where the professional development activity is within the County or within a radius around the County which enables the employee to travel to and from the workshop on the same day as the workshop occurs at a regular salary.
- C) CONDITIONS:**
- 1) If reasonable, County-owned vehicles shall be used for transportation to and from conferences, seminars, workshops or other educational sessions.
 - 2) Registration fees may be paid for by the County with the authorization of Council.
 - 3) Upon completion of any course funded by the County, the final grades must be submitted to the County Chief Administrative Officer.
 - 4) All employees must take the appropriate First Aid and CPR, WHMIS (Workplace Hazardous Materials Information System) and Safety Training as offered by the County.
 - 5) Any employee participating in any courses that have been paid for by the County must remain with the County after course completion for a period of twelve (12) months. If an employee terminates their employment prior to the one year period, the tuition is to be reimbursed to the County.

COUNTY OF ST. PAUL NO. 19
DEPARTMENT: HUMAN RESOURCES
COUNCIL APPROVED: SEPTEMBER 14, 2010
AMENDED: NOVEMBER 10, 2014



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Issue Summary Report

8.6. 2016 FCM Annual Conference and Trade Show - June 3-5, 2016 #20151201001

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Background

The 2016 FCM Annual Conference and Trade Show will be held June 3-5, 2015 in Winnipeg. Costs for the conference (based on 3 nights) are as follows:

- Registration - Approx \$800
- Flight - Approx \$460 **OR** Mileage (1257 km) - Approx \$1307
- Accommodations & Subsistence - \$765
- Meeting/Travel Time - \$950
- Travel to Airport & Parking/Taxi
- Total between \$2,975 - \$3,822

The conference Agenda is not available.

Recommendation

This conference is being presented to Council for approval as it falls outside the scope of policy HR-8.

Additional Information

Originated By : pcorbiere



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Issue Summary Report

8.7. Disaster Services Forum - May 9 - 12, 2016

#20151203001

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Background

Emergency Response Management Consulting will be hosting the Annual Disaster Forum Conference from May 9-12, 2016 in Banff. Registration for the Conference is typically around \$965.

The conference agenda is not out yet, however this conference fills up fast. Janice Fodchuk has expressed interest in attending.

Recommendation

Administration is recommending to approve Janice Fodchuk, ESS Director for Emergency Services, to attend the 2016 Disaster Service Forum to be held May 9-12, 2016 in Banff.

Additional Information

Originated By : pcorbiere



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

8.8. Benefits Policy HR-4

#20151124004

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Background

Policy HR-4 is being presented to Council as amended to update how the County manages its benefits program. This Policy was brought before the Policy Committee on November 24th, 2015.

Recommendation

Motion to approve Policy HR-4 as amended to update how the County manages its benefits program as per the recommendation of the Policy Committee.

Additional Information

Originated By : kattanasio



COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY OBJECTIVE:

The County of St. Paul recognizes that its employees are its most valuable resource and strives to provide employees with a competitive benefits program.

POLICY STATEMENT:

A) ELIGIBILITY:

- 1) The County of St. Paul is partnered with Groupsource Ltd. Partnership. All full – time employees working thirty (30) hours or more and elected officials are entitled to the following benefits subject to the plan’s eligibility conditions:
 - a) Full-time salaried employees must complete a one (1) month waiting period. The waiting period may be waived if transferring from another group.
 - b) Seasonal employees must complete one (1) season of work.
 - c) Elected officials will be eligible immediately upon swearing in.

B) BENEFITS PROVIDED:

- 1) The following benefits are conditions of employment:
 - a) Life Insurance; Accidental Death and Dismemberment
 - b) Long Term Disability (Full-time employees only)
 - c) Employee Assistance Program
 - d) Local Authorities Pension Plan (Mandatory for full-time salaried, optional for full-time seasonal, part-time is ineligible)
- 2) The following benefits are optional at the discretion of the employee:
 - a) Extended Health
 - b) Dental
 - c) Voluntary Life Insurance
 - d) Voluntary Critical Illness
 - e) Voluntary Accident
 - f) Health Care and Wellness Spending Accounts

- 3) The Health and Wellness Spending Accounts provide reimbursement for eligible medical, dental, and wellness expenses with pre-tax dollars. The Canadian Revenue Agency governs administration of the accounts. The County funds the Health Care Spending Accounts with credits which are not taxable to employees. Alternatively, the Wellness Spending Accounts are considered a taxable benefit to the employee and must be claimed. Eligibility criteria will be determined from time to time by the Chief Administrative Officer or their designee.

C) PENSION:

- 1) The Local Authorities Pension Plan covers eligible County employees. Membership is compulsory for full-time salaried employees. Full-time is defined as working no fewer than thirty (30) hours per week, over the period deemed by the employer to be a normal working year. **Pension contributions are optional for seasonal employees exceeding thirty (30) hours.**

D) WORKERS' COMPENSATION:

- 1) All employees are covered under Workers' Compensation Board legislation.
- 2) All employees must report all work-related injuries to their immediate supervisor and in turn to the County Office or Public Works Shop within seventy-two (72) hours of the accident or injury.

COUNTY OF ST. PAUL NO. 19
DEPARTMENT: HUMAN RESOURCES
COUNCIL APPROVAL: SEPTEMBER 14, 2010
AMENDED: AUGUST 12, 2014
AMENDED: DECEMBER 8, 2015



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Issue Summary Report

8.9. Bereavement Leave Policy HR-5

#20151124005

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Background

Policy HR-5 is being presented to Council as amended to establish standards regarding bereavement leave. This Policy was brought before the Policy Committee on November 24th, 2015.

Recommendation

Motion to approve Policy HR-5 as amended to establish standards regarding bereavement leave as per the recommendations of the Policy Committee.

Additional Information

Originated By : kattanasio



COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY OBJECTIVE:

The County of St. Paul desires to establish standards regarding bereavement leave.

POLICY STATEMENT:

- 1) **At the discretion of the employee's immediate supervisor**, temporary leave necessitated by the death of a spouse, child or step-child, sibling, parent, parents of spouse, grandparent or grandchild shall be granted with full salary for a time of up to five (5) working days.
- 2) **At the discretion of the employee's immediate supervisor**, temporary leave necessitated by the death of a brother or sister-in-law, son or daughter-in-law, or grandparent of spouse, shall be granted with full salary for a time up to three (3) working days.
- 3) **At the discretion of the employee's immediate supervisor**, temporary leave necessitated by the death of an aunt or uncle, aunt or uncle-in-law, nephew, or niece shall be granted with full salary for a time of up to one (1) working day.
- 4) The Chief Administrative Officer may approve up to two (2) additional days of paid bereavement leave for extenuating circumstances. Employees wishing to be considered for additional days must request in writing to the Chief Administrative Officer outlining their circumstance.
- 5) Any leave other than the above will be taken on a per hour basis using holiday, banked time or leave without pay as approved by the Chief Administrative Officer.

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DEPARTMENT: HUMAN RESOURCES
COUNCIL APPROVED: SEPTEMBER 14, 2010
AMENDED: DECEMBER 8, 2015



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Issue Summary Report

8.10. County Functions Policy HR-12

#20151124006

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Background

Policy HR-12 is being presented to Council as amended to administer County functions. This Policy was brought before the Policy Committee on November 24th, 2015.

Recommendation

Motion to approve Policy HR-12 as amended to administer County functions as per the recommendations of the Policy Committee.

Additional Information

Originated By : kattanasio



COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY OBJECTIVE:

The County of St. Paul desires to establish the **County of St. Paul Social Committee** to administer County functions.

POLICY STATEMENT:

- 1) A Social Committee will be appointed annually in January to administer County functions. The Committee will consist of a maximum of six (6) people from both the Administration and Public Works Staff.
- 2) The County functions to be administered include:
 - a) 4H Beef on a Bun – June
 - b) Staff Barbeque – June
 - c) Rodeo Supper – August/September
 - d) Christmas Party – November/December
- 3) Any family members other than the employee, **their spouse or partner, and children under the age of eighteen (18)** will pay a fee to be determined by the Social Committee from time to time to attend the Staff Barbeque or Christmas Party.
- 4) Retiree and long service awards will be presented annually at the Christmas Party.

COUNTY OF ST. PAUL NO. 19
DEPARTMENT: HUMAN RESOURCES
COUNCIL APPROVED: SEPTEMBER 14, 2010
AMENDED: DECEMBER 8, 2015



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Issue Summary Report

8.11. Long Service Awards Policy HR-15

#20151125001

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Background

Policy HR-15 is being presented as amended to Council to establish standards for long service awards. This Policy was presented to the Policy Committee on November 24th, 2015.

Recommendation

Motion to approve Policy HR-15 as amended to establish standards for long service awards as per the recommendation of the Policy Committee.

Additional Information

Originated By : kattanasio



COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY 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 from the County in appreciation for their service.

POLICY STATEMENT:

A) SERVICE ELIGIBILITY:

- 1) The County of St. Paul No. 19 will present awards to honour employees with five or more years of service. Employees will be honoured at the annual Christmas party held in November or December.
- 2) Service awards will be given to the following categories of employees:
 - Full-time employees
 - Part-time employees
 - Seasonal employees
 - Casual employees
 - Elected officials
- 3) 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.
- 4) The commencement date for which service awards will be based shall begin January 1st and end December 31st. An employee will qualify for a service award if their fifth or multiple-of-fifth anniversary date occurs on or before December 31st of that year.

- 5) 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.
- 6) 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.
- 7) No changes shall be made to existing service calculations that have been made prior to this policy being in effect.

B) LONG SERVICE AWARDS:

- 1) Long service awards will be awarded to eligible employees and elected officials at the completion of each five year phase of continuous employment.
- 2) 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

C) RESIGNATION AWARDS:

- ~~1) The County of St. Paul will present a gift to each full-time or part-time employee who resigns in good standing after at least three full years of employment. The gift may be presented at the annual Christmas party or at another appropriate time.~~
- ~~2) Gift values will be as follows (part-time employees will receive a prorated gift based on full-time employment.~~
 - ~~• 3-5 years – pen or plaque~~
 - ~~• 5-10 years – \$50 gift~~
 - ~~• 10-15 years – \$75 gift~~
 - ~~• 15-20 years – \$100. gift~~
 - ~~• 20+ years – \$150 gift~~

- ~~3) If an employee received a resignation award and returns to work within twelve months and becomes eligible for either a resignation or retirement award thereafter, then the value of the first award will be subtracted from the second award before honouring the employee.~~

D) RETIREMENT:

- 1) 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 an appropriate time. A cake may also be provided at the County office.
- 2) Gift values will be as follows: (part-time employees will receive a prorated gift based on full-time employment.
 - 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
- 3) If an employee receives a resignation or retirement award and returns to work within twelve months and becomes eligible for a retirement award thereafter, then the value of the first award will be subtracted from the second award before honouring the employee.
- 4) Notwithstanding the above guidelines, the Chief Administrative Officer will deal with all exceptional situations.

E) VOLUNTEER BOARDS:

- 1) Council may recognize, at its discretion, staff, groups, or individuals for their extra-curricular or other outstanding contributions.



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Issue Summary Report

8.12. Sick Leave and Family Medical Benefits Policy HR-29

#20151124007

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Background

Policy HR-29 is being presented to Council as amended to provide employees with sick leave and family medical benefits. This Policy was brought before the Policy Committee on November 24th, 2015.

Recommendation

Motion to approve Policy HR-29 as amended to provide employees with sick leave and family medical benefits as per the recommendation of the Policy Committee.

Additional Information

Originated By : kattanasio



COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

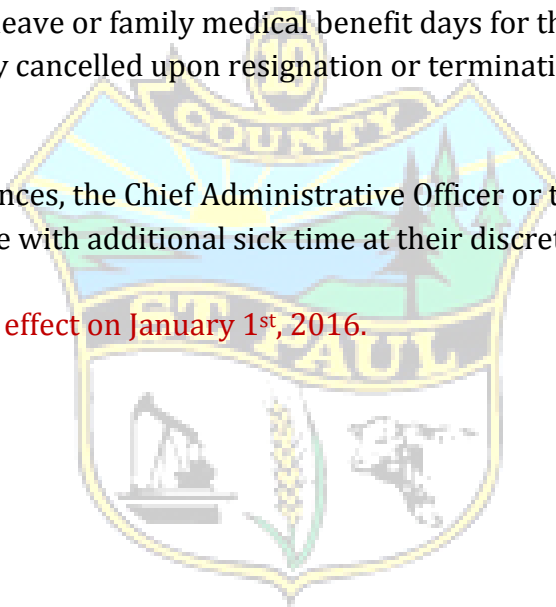
POLICY OBJECTIVE:

The County of St. Paul recognizes that its employees are its most valuable resource and wishes to provide employees with sick leave and family medical day benefits.

POLICY STATEMENT:

- 1) Sick leave allotments will be allocated on January 1st of each year and any remaining days at the end of the calendar year cannot be carried forward.
- 2) Employees must notify their immediate supervisor of any illness or family medical day as soon as possible. **Employees using sick time for appointments will be deducted on an hourly basis.**
- 3) Full-time employees shall be provided with twelve (12) flexible days per year that can be used for sick leave or for family medical care.
- 4) Seasonal employees shall be provided with six (6) flexible days per year that can be used for sick leave or for family medical care. If a seasonal employee works more than six months, they will be provided with one (1) additional sick day for each additional month worked.
- 5) Summer students will be provided with four (4) flexible days per year that can be used for sick leave or family medical care. If a summer student works more than four months, they will be provided with one (1) additional sick day for each additional month worked.
- 6) Landfill operators and librarians will be provided with three (3) flexible days per year that can be used for sick leave or family medical care.
- 7) Part-time employees will be provided with flexible days based on the prorated amount of hours the employee is estimated to work.

- 8) Any new hires will be provided with flexible sick leave and family medical days based on the number of months the employee is estimated to work during their first partial year of employment.
- 9) Any sick leave is based on an eight (8) hour day for salary and hourly Public Works employees and is based on a seven (7) hour day for administration staff. Any sick related leave for landfill and library employees is based on their normal work day.
- 10) Absences exceeding two (2) consecutive working days and including medical leaves of absence may require a medical certificate at management's discretion.
- 11) Any remaining sick leave or family medical benefit days for the calendar year will be automatically cancelled upon resignation or termination from employment.
- 12) In certain circumstances, the Chief Administrative Officer or their designee may provide an employee with additional sick time at their discretion.
- 13) This Policy will take effect on January 1st, 2016.





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Issue Summary Report

8.13. Rodeo Supper Funds Policy ADM-46

#20151124008

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Background

Policy ADM-46 is being presented to Council as amended to establish standards for the distribution of Rodeo Supper funds. This Policy was brought before the Policy Committee on November 24th, 2015.

Recommendation

Motion to approve Policy ADM-46 as amended to establish standards for the distribution of Rodeo Supper funds as per the recommendations of the Policy Committee.

Additional Information

Originated By : kattanasio



COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY OBJECTIVE:

The County of St. Paul desires to assist community groups by providing unique funding opportunities through the St. Paul Rodeo.

POLICY STATEMENT:

- 1) A community group **may** apply for funding once every three (3) years.
- 2) Applications will only be considered after January 1st and before August 1st of the year for which the funds will be allocated. **The successful group will be determined by Council annually.**
- 3) **The successful group will be required to clean up after the annual rodeo performances in conjunction with a group selected by the Town of St. Paul and the community groups will be paid at a rate approved by the St. Paul Recreation Board.**
- 4) **In the following year, the group chosen by the County in Section 2 will hand out plates and collect money at the County's rodeo supper and will receive the proceeds collected at the door. The group will also assist the St. Paul Agricultural Society with cleaning up the eating area after supper, under the Society's direction.**



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Issue Summary Report

8.14. Snowplowing of Driveways Policy PW-55

#20151124009

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Background

Policy PW-55 is being presented to Council as amended to establish standards for the removal of snow from resident driveways. This Policy was brought before the Policy Committee on November 24th, 2015.

Recommendation

Motion to approve Policy PW-55 as amended to establish standards for the removal of snow from resident driveways as per the recommendation of the Policy Committee.

Additional Information

Originated By : kattanasio



COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY OBJECTIVE:

The County of St. Paul desires to arrange for the removal of snow from residents driveways during winter months.

POLICY STATEMENT:

1. Residents wishing to have snow removed from their driveway by County forces will be required to sign a Snowplow Agreement (attached).
2. Each time a resident wishes to have their driveway cleared they must clearly post a Snowplow Flag (Orange) at the driveway entrance. Snowplow Flags can be purchased from the County at a cost of \$20.00 each. Residents are advised to purchase multiple flags for each winter season.
3. Flags may be purchased at the County Administration Office, County Public Works, or the Town of Elk Point Administration Office.
4. Residents who live at the end of a school bus route where the school bus must enter the yard to turn around will have their driveway cleared at no charge. This request must be confirmed by St. Paul Education Regional Division No. 1. Residents must sign a Snowplow Agreement.
5. Seniors (age 65+) in the County can sign a Snowplow Agreement and pick up a Snowplow Flag (Yellow) at no charge. This is a lifelong flag as long as the senior resides at that land location. This applies to widowed persons who were married to a senior but is not a senior themselves. This does not apply to seasonal residents.
6. Handicapped/Disabled persons can sign a Snowplow Agreement and pick up a Snowplow Flag (Yellow) at no charge. They must submit a letter outlining why they are requesting the service and Administration will then decide if the letter is sufficient or whether they require a Doctor's letter for verification.

7. The cost of the flag will be based on one (1) driveway clearing if the equipment is near the ratepayers location. If travel is required due to the equipment not being operational or in the vicinity, a travel charge **may** be levied and invoiced as a per hour charge in addition to the cost of the flag.
8. The resident shall place the flag at the point of entrance for the work to be performed and may contact the Public Works Department to inform them they require snow clearing services.
9. If a resident's driveway is too narrow ~~to allow~~ for County equipment ~~to clear it, then the resident will need to make other arrangements for snow removal.~~ the County retains the right to refuse to grade the ~~driveway any area that in the opinion of the equipment operator, will be hazardous or difficult to clear.~~





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Issue Summary Report

8.15. Brush and Tree Removal Policy PW-58

#20151124010

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Background

Policy PW-58 is being presented to Council as amended to establish standards for brushing and tree removal. This Policy was brought before the Policy Committee on November 24th, 2015.

Recommendation

Motion to approve Policy PW-58 as amended to establish standards for brushing and tree removal as per the recommendations of the Policy Committee.

Additional Information

Originated By : kattanasio



COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY OBJECTIVE:

The County of St. Paul desires to engage in brush and tree removal to improve safety and allow for easier maintenance of **developed** County roads and County-owned property.

POLICY STATEMENT:

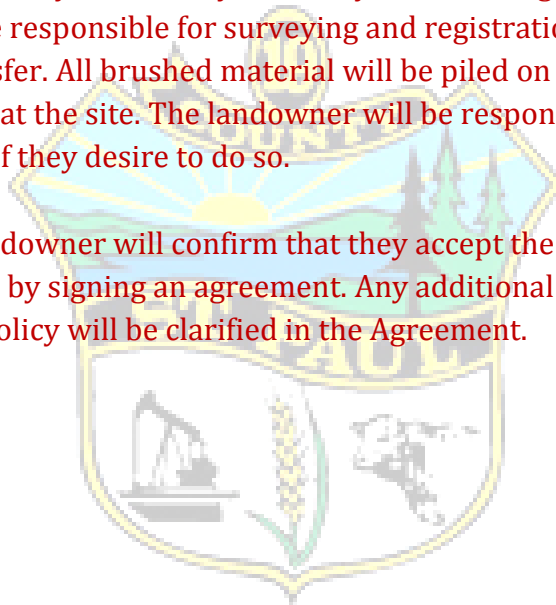
A) GUIDELINES:

- 1) The County will **consider removing** trees and brush from roadsides, rights-of-way, and County-owned property **and will initiate brushing activities** as necessary in a manner consistent with environmental regulations.
- 2) County staff will inspect areas that are difficult to maintain and are known to have limited visibility due to an overabundance of brush and/or tree growth. Staff will then create a priority list based on the inspection. County crews will be deployed to correct any deficiencies and make the area safe and maintainable.
- 3) Problem areas will be prioritized within divisions. Corrections will be carried out division-by-division as to optimize the efficiency of the crews. The **Agricultural Fieldman or their designee in conjunction with the Superintendent of Public Works** will determine where brushing crews will be deployed based on priority and efficiency.
- 4) Brush and tree removal will cease only when, the hazard is removed, the ability for maintenance is improved or private property lines have been reached. If it is determined that more brush is required to be removed due to a safety issue, and the brush is on private land, Public Works must obtain the necessary easement prior to removal of any brush on private land.

- 5) All brush and tree removal will be performed based on budgetary, equipment, staffing, weather constraints, and at the discretion of the **Agricultural Fieldman and Superintendent of Public Works** or their designees.

B) OPTIONS:

- 1) If a landowner wishes to carry out the brush and tree removal on their own, the County will pay a rate per 0.5 miles to the landowner in accordance with ASB-82 Backsloping Assistance Policy and the County Fee Schedule Bylaw.
- 2) If the landowner agrees to sell the County five (5) metres of land adjacent to the County right-of-way, the County will carry out brushing free of charge. The County will also be responsible for surveying and registration costs associated with the land transfer. All brushed material will be piled on the landowner's land and/or burnt at the site. The landowner will be responsible for erecting their own fencing if they desire to do so.
- 3) In all cases, the landowner will confirm that they accept the terms and level of payment indicated by signing an agreement. Any additional terms not discussed in this Policy will be clarified in the Agreement.



COUNTY OF ST. PAUL NO. 19
DEPARTMENT: PUBLIC WORKS
APPROVED: JULY 8, 2011
AMENDED: DECEMBER 8, 2015



County of St Paul No 19
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

8.16. Waste Bin Rental Policy PW-87

#20151124011

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Background

Policy PW-87 is being presented as amended to establish standards for waste bin rentals. This Policy was brought before the Policy Committee on November 24th, 2015.

Recommendation

Motion to approve Policy PW-87 as amended to establish standards for waste bin rentals as per the recommendations of the Policy Committee.

Additional Information

Originated By : kattanasio



COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY OBJECTIVE:

The County of St. Paul desires to provide residents and businesses with the opportunity to rent waste bins and/or roll off bins in the County for a set fee.

POLICY STATEMENT:

A. WASTE BIN RENTALS

1. Applicants must be a County resident or company that is utilizing the bin at a location in the County of St. Paul. Some exceptions shall be made for businesses that are affiliated with the County of St. Paul such as the MD Foundation, or special events in either the Town of St. Paul or Town of Elk Point put on by non-profit groups. Any other exceptions must be requested in writing and approved by resolution of County Council.
2. Applicants must sign a Bin Rental Agreement. Agreements must be signed by the registered landowner.
3. **The County will collect a charge for delivering the bin as set out in the County's Fee Schedule Bylaw as amended from time to time.**

B. ROLL-OFF BIN RENTALS

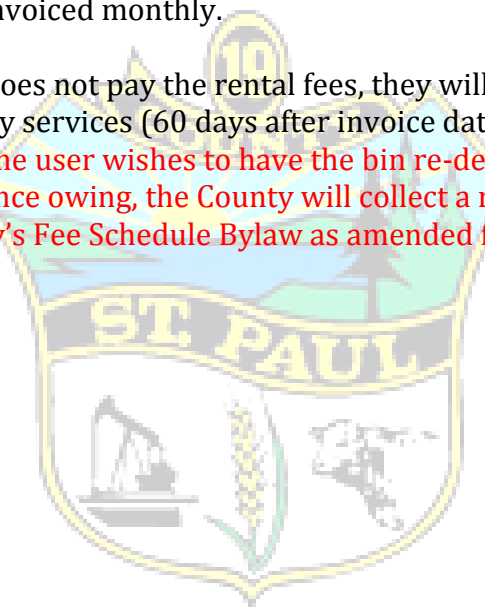
1. Residents or Companies interested in renting a roll off bin must complete a Roll Off Bin Rental Agreement. These bins can only be for a location in the County of St. Paul. Exception to this is businesses that are affiliated with the County of St. Paul, i.e. MD Foundation, or special events in either the Town of St. Paul or Town of Elk Point put on by non-profit groups. Any other exceptions must be requested in writing and approved by resolution of County Council.

C. BIN PICK-UP

1. Bins will be picked up on a regular schedule; however the schedule will be adjusted as new bins are added. There is no guarantee to the bin pickup schedule.

D. PAYMENT OF FEES

1. The schedule of fees and charges to be charged for services rendered pursuant to this Policy shall be set out in the County's Fee Schedule Bylaw. The fees and charges set out in the Fee Schedule Bylaw are determined from time to time by resolution by Council.
2. Rental fees will be invoiced monthly.
3. In the event a user does not pay the rental fees, they will be subject to a suspension of County services (60 days after invoice date) and the rental bin will be removed. **If the user wishes to have the bin re-delivered once they have paid their balance owing, the County will collect a re-delivery charge as set out in the County's Fee Schedule Bylaw as amended from time to time.**



COUNTY OF ST. PAUL NO. 19
DEPARTMENT: PUBLIC WORKS
COUNCIL APPROVAL: DECEMBER 11, 2012
AMENDED: DECEMBER 8, 2015



County of St Paul No 19
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

8.17. Elk Point Fire Department Levels of Service Policy FES-112 #20151124012

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Background

Policy FES-112 is being presented to Council to establish levels of service for the Elk Point Fire Department. This Policy was brought before the Policy Committee on November 24th, 2015.

Recommendation

Motion to approve Policy FES-112 as it establishes levels of service for the Elk Point Fire Department as per the recommendation of the Policy Committee.

Additional Information

Originated By : kattanasio



COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY OBJECTIVE:

The County of St. Paul recognizes that within the municipal boundaries of the County, residents and visitors can be exposed to a variety of emergency events whether natural or man-made. The County also recognizes that when a response is provided, the level of service for that response may differ in various areas of the County for various reasons. The County wishes to provide and establish a clear level of service standard for each fire department within its borders.

POLICY STATEMENT:

A) Fire Services:

- 1) The Elk Point Fire Department will provide fire protection and emergency response services according to the provisions of this policy statement.
- 2) The County's Fire Departments were created to assist those persons within the County in protecting the overall public safety whenever possible when the emergencies listed arise. County Council and Administration recognize however that emergency response cannot be guaranteed for each and every emergency incident that arises due to the limited resources. Council can expend on emergency services and the difficulty in ensuring staff will be available in sufficient numbers and with sufficient training on a 24 hour basis, to respond to every call for assistance received in a timely and safe manner.
- 3) Council recognizes that when a response is provided the level of service of that response may be different in various areas of the County or in Mutual Aid Districts. A response may differ for the following reasons:
 - The geographical size and layout of the County;
 - The difficulty in accessing the remote areas of the County;
 - Adverse weather conditions;

- The location, staffing, and training levels of the emergency response members, and other agencies providing emergency services in the region;
- The differing availability of water for fire suppression purposes within the County;
- Multiple or simultaneous emergency events;
- Reliance on contract emergency support services; and
- The limited resources that the County can expend on training emergency personnel and on the purchase of equipment when compared to different types of emergencies for which training and equipment are available.

B) Definitions:

- 1) **Awareness Level:** Responders will recognize risks and hazards, secure the area and call for trained assistance.
- 2) **Operations Level:** Responders will take defensive action to contain and control the incident and seek assistance from outside agencies equipped to mitigate the incident.
- 3) **Priority Dispatch System:** A unified system used by dispatch centres to assign the appropriate aid to emergencies, including a systemized caller integration, pre-arrival instructions, standardized protocols and total quality management system.
- 4) **Technician Level:** Responders will initiate offensive action to bring the incident under control and to an end.

C) Levels of Service:

- 1) County Council establishes the following levels of service contained in this Policy and such further levels of service or changes amended by Council from time to time:

Emergency Responses:

- 2) Fire and emergency service equipment shall be deployed for all emergencies as where it is deemed that they are required and practical to do so.
- 3) When possible, the fire departments shall respond to all structure fires, motor vehicle collisions, rescue calls, dangerous goods incidents, and wild land fires.
- 4) Fire department members that drive any fire apparatus, must hold a valid Alberta Drivers License with the proper Class for that unit.
- 5) At no time will any fire department member respond to a call, or operate any fire apparatus under the influence of drugs or alcohol.

Structural and Wildland Fires:

- 6) The fire department will provide structural and wildland firefighting at the Technician Level.

Rescue Calls:

- 7) The fire department will provide extrications for all motor vehicle collisions and rescues at the Operations level.
- 8) The fire department will provide rope rescue at the Operations Level such as Low Slope (Enbankment) and High Angle Rescue.
- 9) The fire department will provide surface water and surface ice rescue at the Operations Level.
- 10) The fire department will provide any other rescue services at the Awareness Level and where possible, the Operations Level.

Dangerous Goods:

- 11) The fire department shall provide dangerous goods response at the Awareness Level.

Medical Emergencies:

- 12) When a Priority Dispatch System identifies the need for a fire service response to a medical emergency, the fire department shall provide assistance to the Emergency Medical Service agencies.
- 13) At a medical emergency, the fire department shall operate at the Medical First Responder (MFR) Level. Only members trained with a higher level of Emergency Medical training can provide that additional medical aid as long as it's within their scope. Those said members must be registered through the Alberta College of Paramedics.
- 14) A fire department member maybe asked to drive an ambulance on behalf of the Emergency Medical Services agency to the health care facility. That said member must hold a valid Alberta Class 4 Drivers License.
- 15) The fire department will not transfer patients under any circumstances in any fire department apparatus, unless directed to do so by Emergency Medical Services.

Disaster Services Response:

- 16) In the event that there has been a declaration of a state of local emergency or a disaster, the fire department will operate in accordance with the Regional Emergency Management Plan and under the direction of the St. Paul Regional Director of Emergency Management.

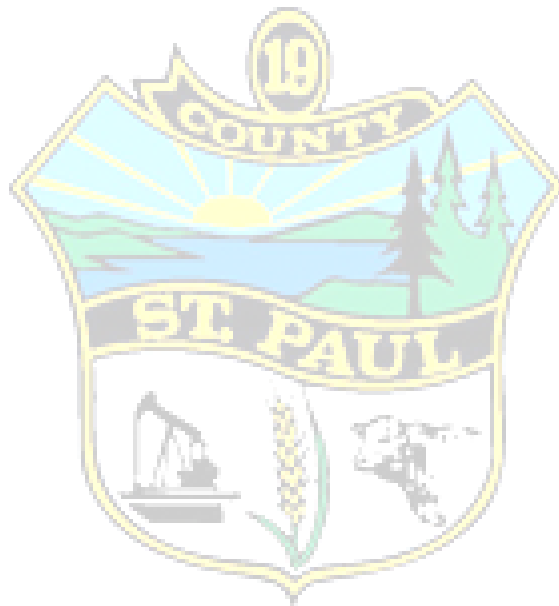
D) Mutual Aid Agreements:

- 1) The County of St. Paul encourages the Fire Chief to recommend a signed mutual aid agreement with neighbouring municipalities.
- 2) In the event of a mutual aid response, a staffing of firefighters will be retained in sufficient quantity to provide the initial fire protection within the County of St. Paul.
- 3) Fire and emergency services may be made available at the request of the RCMP, the Chief Administrative Officer, another fire department or emergency

management agency. All requests and confirmation of response should be relayed through a Priority Dispatch System.

E) Services Where Mutual Aid Agreements Do Not Exist:

- 1) In the event that a fire department is required to respond to an incident in an area that a mutual aid agreement is not in existence, the County in which the event occurs will be invoiced by the County of St. Paul for the equipment and staffing as per the County's Fee Schedule Bylaw.





County of St Paul No 19
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

8.18. Leaves of Absence Policy HR-113

#20151124013

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Background

Policy HR-113 is being presented to Council to establish standards for granting unpaid leaves of absence. This Policy was brought before the Policy Committee on November 24th, 2015.

Recommendation

Motion to approve Policy HR-113 as it establishes standards for granting unpaid leaves of absence.

Additional Information

Originated By : kattanasio



COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY OBJECTIVE:

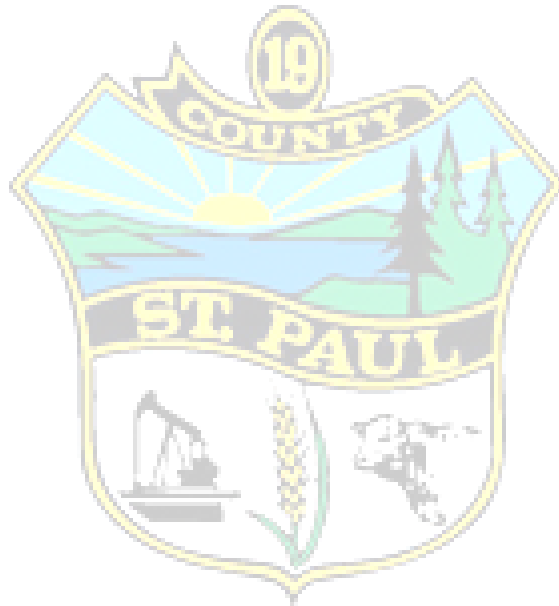
The County of St. Paul desires to establish standards for granting unpaid leaves of absence and options for benefit coverage during such leave.

POLICY STATEMENT:

- 1) This Policy covers unpaid leaves of absence excluding military leave, emergency leave, leave of absence to run for public office, maternity leave, parental leave or jury duty.
- 2) An employee may be granted an unpaid leave of absence at the discretion of the Chief Administrative Officer or their designee.
- 3) A request for an unpaid leave of absence must be addressed in writing to the Chief Administrative Officer or their designee.
- 4) An employee must exhaust all time off credits including but not limited to earned vacation time, overtime, time in lieu or any other paid leaves prior to the commencement of an unpaid leave of absence. That said, the Chief Administrative Officer or their designee will retain the discretion to vary from this section as they determine.
- 5) Employees will be given the option of continuing benefit coverage for those benefits they remain eligible for at their own expense by paying the full premium costs on a monthly basis.
- 6) An employee must return to work on the date mutually agreed upon in writing prior to the commencement of the leave of absence. Failure to return to work on the agreed upon date without notice will be treated as a voluntary resignation from the County.
- 7) An employee may be reinstated to their former position and salary when returning to the County's employ, where possible and practical subject to any

layoffs or restructuring undertaken during the unpaid leave of absence. Employees must be willing to undergo re-training upon their return to work.

- 8) An employee on an unpaid leave of absence will not accrue paid vacation time, sick leave or family medical benefits for the duration of the leave period.



COUNTY OF ST. PAUL NO. 19
DEPARTMENT: HUMAN RESOURCES
COUNCIL APPROVAL: DECEMBER 8, 2015



County of St Paul No 19
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

8.19. Regional Emergency Management Plan

#20151203002

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Background

The Regional Emergency Management Plan was forwarded to Council for review on November 5 (under 5 separate emails). We are looking for a motion to approve the plan.

Recommendation

Motion to approve the Regional Emergency Management Plan with the Town of St. Paul, Town of Elk Point and Summer Village of Horseshoe Bay.

Additional Information

Originated By : pcorbiere



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

8.20. Bylaw No. 2015-30 - Fee Schedule Bylaw

#20151201004

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Background

Bylaw No. 2015-30, Fee Schedule Bylaw, is being presented to Council to update the current fee Schedule Bylaw to reflect any rate changes that were approved over the course of the year and to include proposed changes. The proposed changes are in red.

When this bylaw is approved, Bylaw No. 2014-39 will be repealed.

The bylaw will be forwarded to Council on Monday.

Recommendation

Motion to give first reading to Bylaw No. 2015-30, Fee Schedule Bylaw.

Motion to give second reading to Bylaw No. 2015-30.

Motion to present Bylaw No. 2015-30 at this meeting for third and final reading.

Motion to give Bylaw No. 2015-30 third reading.

Additional Information

Originated By : pcorbiere



County of St Paul No 19
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

8.21. Bylaw No. 2015-31 - Amend LUB - Rezone PNW 13-57-6-W4

#20151201003

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Background

Bylaw No. 2015-31 is being presented to Council to amend Land Use Bylaw No. 2013-50 as it relates to rezoning 10 acres in PNW 13-57-6-W4 from Agricultural to Country Residential One. The landowner wishes to create an acreage.

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 will also be required to hold a public consultation prior to the public hearing being held.

Recommendation

Motion to give first reading to Bylaw No. 2015-31, as it relates to rezoning 10 acres in PNW 13-57-6-W4 from Agricultural to Country Residential One (CR1).

Additional Information

Originated By : pcorbiere

Appendix 1 for 8.21.: Rezoning Application

COUNTY OF ST. PAUL REZONING APPLICATIONName of Applicant: JOHN A. HOLLEY Email: pholy @ Shaw.caMailing Address: 5514-56ST BARRHEAD AB, T7N1C6Telephone (Home): 780 674 3464 (Business): 780 674 1529 (Fax): Registered Owner (If not applicant): N/AMailing Address: N/ATelephone (Home): N/A (Business): N/A (Fax): **1. LEGAL DESCRIPTION OF LAND TO BE REZONED:**

- a) All / part of the NW ¼ 13 section 57 township 6 range W4M
- b) Being all / parts of Lot N/A Block Registered Plan
- c) Total area of the above parcel of land to be rezoned is 10 acres 4.05 (hectares)

2. ZONING INFORMATION:

- a) Current Zoning as per the Land Use Bylaw 2013-50: farm land
- b) Desired Zoning as per the Land Use Bylaw 2013-50: country residential #1
- c) Proposed use as per the Land Use Bylaw 2013-50: Single family dwelling.
- 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:

Wish to have in place another ~~cont~~ country Residential Lot.

This lot is located only 7 miles from Elk Point and lends itself well to someone who wishes to place on it a beautiful home with out buildings and still have enough space for hobby or business endeavors.

The County would gain thru increased tax revenue.

Appendix 1 for 8.21.: Rezoning Application

3. LOCATION OF LAND TO BE REZONED:

a) Is the land situated immediately adjacent to the municipal boundary?

Yes

9/8

No

✓

If "yes", the adjoining municipality is N/A

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. N/A

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?

N/A

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)

Mixed

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

grassland with some bush.

5. WATER SERVICES:

a) Existing Source of Water:

no 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 8.21.: Rezoning Application

6. SEWER SERVICES:

- a) Existing sewage disposal: Nothing on property - vacant land
- b) Proposed sewage disposal: ~~to H/A~~ open discharge

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 Rezoning 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 8.21.: Rezoning Application

REGISTERED OWNER OR PERSON ACTING ON BEHALF:

I, JOHN A. HOLLEY 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


Owner Signature

Nov 6 / 15
Date

Owner Signature

Date

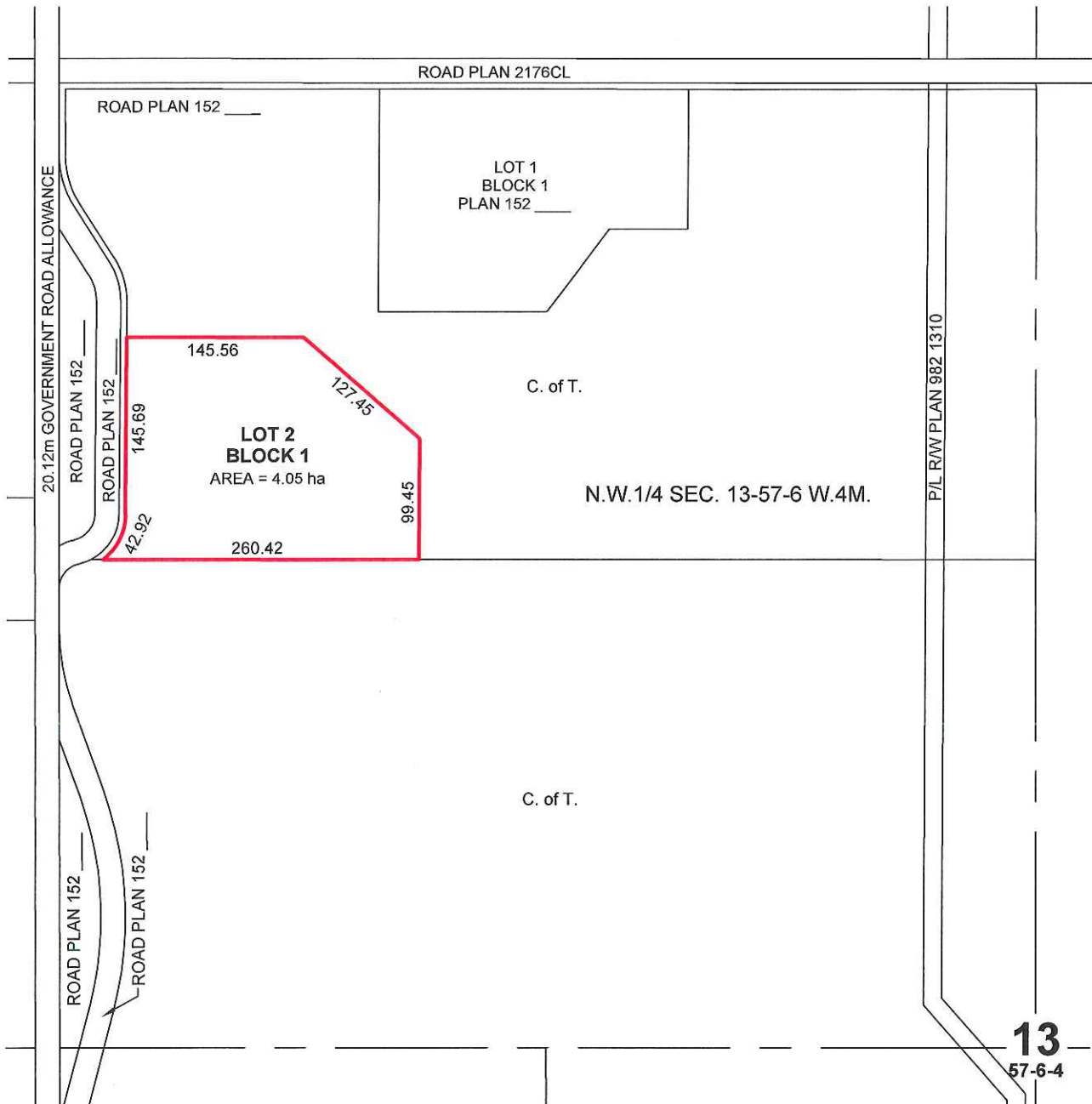
PAGE 1 OF 2

TENTATIVE PLAN

SHOWING PROPOSED SUBDIVISION WITHIN

N.W.1/4 Sec.13 Twp.57 Rge.6 W.4M.

COUNTY OF ST. PAUL NO. 19

**LEGEND:**

Proposed Parcel shown as:

Distances are in metres and decimals thereof.

EXPLORE
SURVEYS INC.

 Plan Prepared by:
Explore Surveys Inc.
Edmonton, Alberta
Toll Free 1-866-936-1805
Fax No. 780-800-1927


REV. NO.	DESCRIPTION	DATE
0	PLAN ISSUED	NOV. 5, 2015

Job X107715

Rev. 0

SURVEYED BY: J.O.

CALC'D BY: J.O.

DRAWN BY: J.O.

PAGE 2 OF 2

TENTATIVE PLAN

SHOWING PROPOSED SUBDIVISION WITHIN

N.W.1/4 Sec.13 Twp.57 Rge.6 W.4M.

COUNTY OF ST. PAUL NO. 19

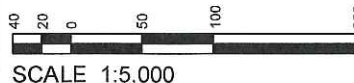


Imagery: ©2015 Abacus Datagraphics Ltd., all rights reserved.

Date of Photography: SEPTEMBER 18, 2011

Distances are in metres and decimals thereof.

LEGEND:Proposed Parcel shown as: ———
EXPLORE
SURVEYS INC.

 Plan Prepared by:
 Explore Surveys Inc.
 Edmonton, Alberta
 Toll Free 1-866-936-1805
 Fax No. 780-800-1927


REV. NO.	DESCRIPTION	DATE
0	PLAN ISSUED	NOV. 5, 2015

Job X107715

Rev. 0

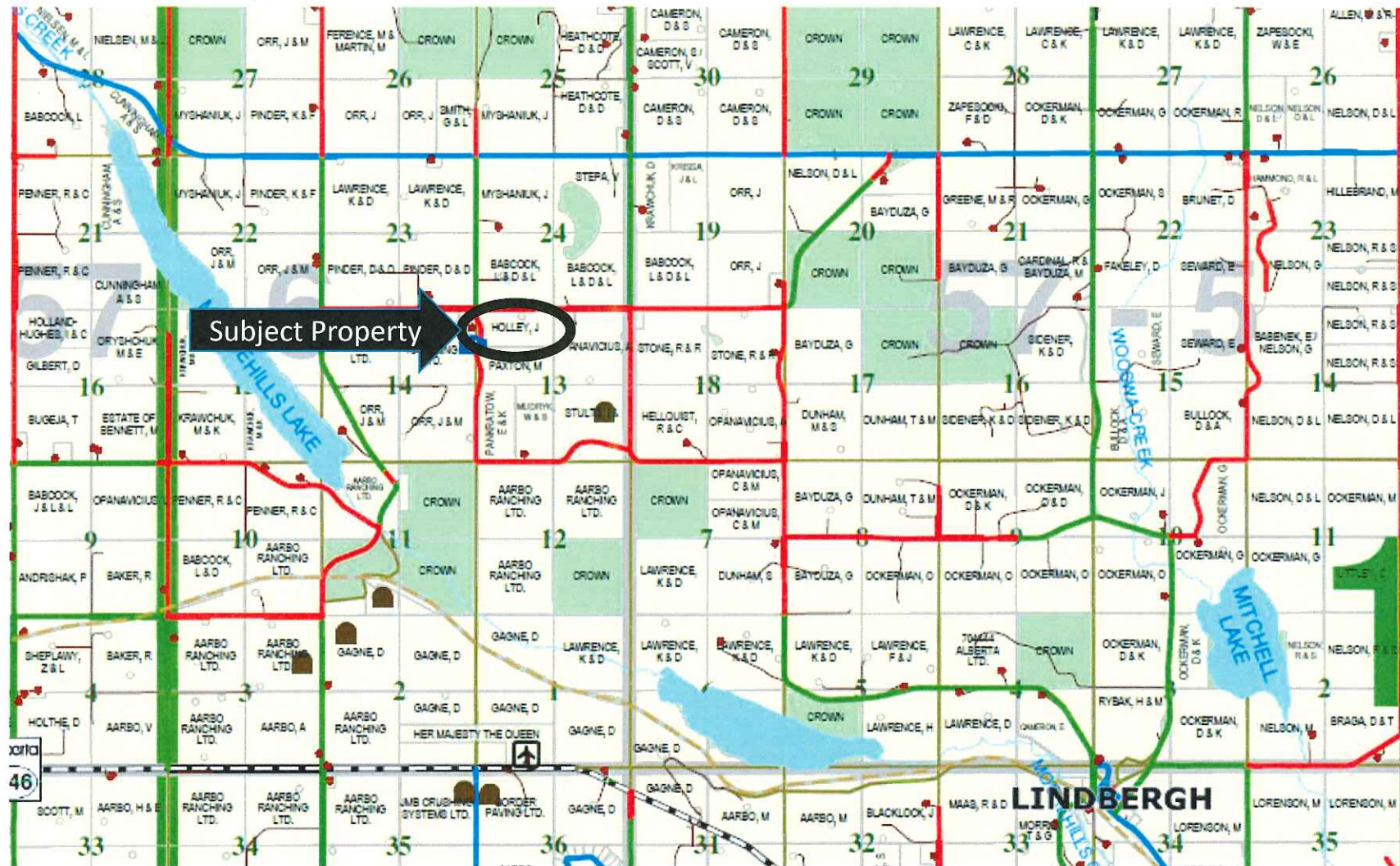
SURVEYED BY: --

CALC'D BY: J.O.

DRAWN BY: J.O.

Appendix 1 for 8.21.: Rezoning Application

Figure 1. General Location Map



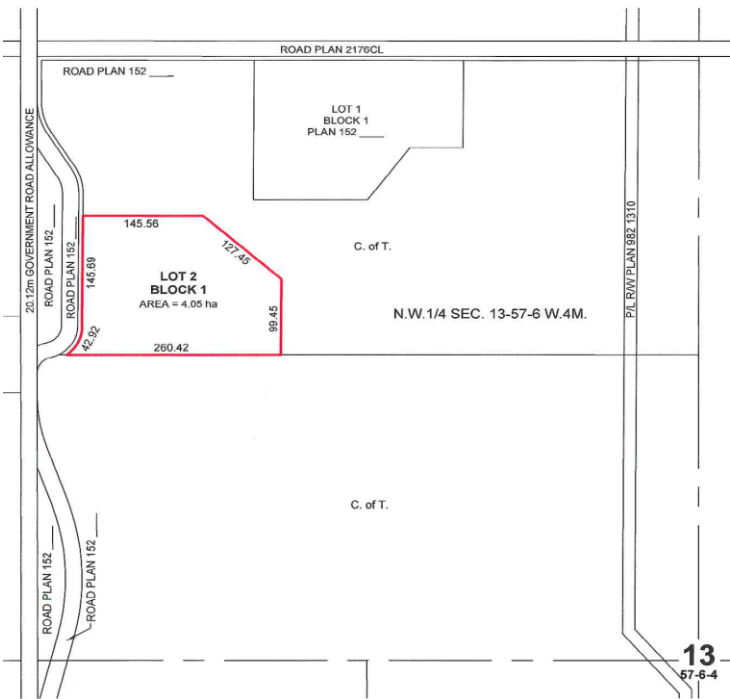
COUNTY OF ST. PAUL NO. 19
BY-LAW NO. 2015-31

A By-law of the County of St. Paul No. 19 in the Province of Alberta to amend the Land Use Bylaw No. 2013-50

WHEREAS, it is deemed expedient to amend the Land Use Bylaw of St. Paul and County of St. Paul as set out in the Municipal Government Act, 2000 as amended.

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

1. Bylaw No. 2013-50 is hereby amended as follows:
- FROM: Agricultural to Country Residential One (CR1)
- FOR: 10 acres in PNW 13-57-6-W4



Read a first time in Council this 8th day of December, A.D. 2015.

Advertised the day of , A.D. 2015, and the day of , A.D. 2015 in the St. Paul Journal and Elk Point Review.

Read a second time in Council this day of , A.D. 2015.

Read a third time and duly passed in Council this day of , A.D. 2015.

Reeve

Chief Administrative Officer



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

8.22. Lease with Haying in the 30s

#20151201007

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Background

Attached are two Agreements between the County of St. Paul and Haying in the 30s. The lease includes additional land as requested by Haying in the 30s (see attached map).

Item No. 10 is the difference in the two agreements.

- The first agreement gives Haying in the 30s the ROFR if the County decides to sell the land.
- The second agreement states that the County will not sell the lands under any circumstances, during the term of the lease, unless the lessee agrees to terminate the lease or Haying in the 30s ceases to exist.

Recommendation

Administration is recommending to approve the Lease with Haying in the 30s which states that the County will not sell the land during the term of the lease.

Additional Information

Originated By : pcorbiere

THIS INDENTURE made in duplicate this ____ day of December A.D., 2015.

Between:

THE COUNTY OF ST. PAUL NO. 19

St. Paul, Alberta
(hereinafter called the "Lessor")

- and -

HAYING IN THE 30s CANCER SUPPORT SOCIETY

BOX 1444

ST. PAUL, ALBERTA T0A 3A0

(hereinafter called the "Lessee")

THE LESSOR, pursuant to, by virtue of, and subject to the provision of the Municipal Government Act, being Chapter M-26, of the Revised Statutes of Alberta, 2000, and amendments thereto, HEREBY LEASES to the Lessee the following lands, namely:

SE 24-60-10-4 – 80.00 acres

NE 24-60-10-4 – 44.24 acres

containing **124.24** acres, more or less, reserving unto her Majesty, all mines and minerals (the "Lands"), for a period of **twenty five years**, commencing the first day of January, 2016, and expiring on the thirty-first day of December, 2040 at a yearly rental fee of **no charge (\$0)**.

THE LESSEE covenants and agrees with the Lessor as follows:

1. That the Lessee will not without written consent or approval of the Lessor assign or sublease any part of the Lands or premises.
2. That the Lessee agrees to utilize the Lands for agricultural purposes only:
____ Grazing Lease; ____ Cultivation Lease; X Other (Specify)

Haying in the 30s will use the property for their annual agricultural festival that raises money in support of cancer victims' expenses for treatment.

3. That this Lease is granted subject to the right of sale of the Lands by the Lessor or cancellation of the Lease by the Lessor at any time during the term hereby granted, provided:
 - a) that all compensation and payment paid by an oil or gas or exploration or utility company whatever, or similar company, for compensation or payment of or for right of way rights, usage rights, easement rights, damage claims, damages in lieu of crop damage or any other or other similar compensation for payment for claim whatever small belong to the Lessor absolutely without recourse or indemnity by the Lessor to the Lessee herein. The Lessor further reserves the right to reduce the number of acres being rented herein to accommodate or complete any agreements with any of

the said companies for the above purposes without reduction of the rental herein.

- b) that the Lessee will indemnify and save harmless the Lessor from and against all actions and claims for damage arising from use of the Lands under this Lease and from any improvements made by him on the Lands.
 - c) shall maintain the Lands in good condition and repair and shall be responsible to control weeds on and control excessive dust from the Lands.
 - d) shall at all times during the continuance of the Term hereby demised, keep, and at the expiry or termination thereof, yield the Lands, in a good and clean condition.
 - e) shall use the Lands for the permitted use and for no other use whatsoever.
4. The Lessee shall have the right from time to time at its own expense to make such changes, additions and improvements (including brushing) to the Lands as the Lessee may think necessary, subject to the following conditions:
- a) The Lessee shall submit to the Lessor a plan for any permanent changes to the landscape or grade of the land.
5. The Lessee shall have the right to post the Lands to prohibit trespassing.
6. The Lessee shall, at its own expense, provide and maintain in force during the Term hereof comprehensive general public liability insurance (the "Liability Insurance") covering personal and bodily injury, death, and property damage on an occurrence basis with respect to the activities of the Lessee or its employees, invitees, or patrons carried on, in or from the Lands of not less than \$2 MILLION (\$2,000,000.00) or for such greater amount as the Lessor may reasonably require. The Lessee shall, within thirty (30) days of the date of such request, provide to the Lessor a certified copy of the required insurance policy.
7. The Liability Insurance shall:
- a) name the Lessor as an insured;
 - b) be in a form satisfactory to the Lessor; and
 - c) waive any right to make claims against the Lessor to recover any amounts paid by the insurer.
8. The Lessee shall immediately advise the Lessor, and promptly thereafter by written notice confirm such advice to the Lessor, of any accident to or defect of or any damage or injury which has occurred to or on the Lands, or any part thereof, or howsoever caused, provided that nothing herein shall be construed so as to require repairs to be made to the Lands by the Lessor, except as expressly provided in this Lease.
9. The Lessor covenants and agrees with the Lessee as follows:
- a) The Lessee, so long as not in default under this Lease, shall have quiet enjoyment of

the said Lands and premises; and

- b) The Lessee may, if not in default hereunder, remove all improvements made or placed on the Lands at any time within two (2) years after the expiry, sale or cancellation of the lease as aforesaid. The Lessee shall in such removal do no damage to the Lands or shall promptly make good any damage which may be caused by the removal and restore them to their condition prior to such removal.
10. Provided the Lessee is at all times during the term in good standing under the terms of the Lease, the Lessor grants to the Lessee a first right of refusal to buy (the "ROFR") as follows:
- (a) The ROFR will only apply during the term hereof.
 - (b) If, during the term of the lease the Lessor receives an acceptable written offer from a third party to purchase the Lands, then the Lessor will notify the Lessee in writing, of the terms of such acceptable written offer to purchase. The Lessee shall have sixty (60) days from receipt of such written notice to exercise its ROFR, in writing, delivered to the Lessor, to purchase the Lands on the same terms and conditions as are contained in the acceptable written offer to purchase. Should the Lessee not exercise its ROFR within the said sixty (60) day period as aforesaid, then the Lessor may proceed with acceptance and closing of the third party offer to purchase. If the third party does not complete the purchase, the Lessee's ROFR shall remain in full force and effect.
 - (c) If the Lessee does not exercise its ROFR and the Lessor proceeds with the closing of the offer accepted, the Lessee's ROFR shall thereafter be void.
11. This Lease may be terminated in the following manner:
- a) In writing upon mutual agreement of the parties;
 - b) By the Lessee upon giving not less than two (2) years' notice to the Lessor, which may be waived, in whole or in part;
 - c) By the Lessor upon giving not less than two (2) years' notice to the Lessee; or
 - d) Immediately by the Lessor, in its sole discretion, without notice and without limiting any of its other rights and remedies if the Lessee at any time fails to comply with the terms, conditions or provisions of this Agreement.
12. This Lease and all the covenants herein contained shall enure to the benefit of and be binding upon the parties thereto, their heirs, executors, administrators, and assigns, respectively.
13. The Lessee hereby confirms that it has had the opportunity to obtain independent legal advice with respect to the terms of this Lease and confirms that this Lease has been executed freely, voluntarily, without duress, and with the full understanding of its contents and its final binding effect.
14. The Lessee does hereby accept this Lease of the Lands, to be held by him as tenant and

subject to the conditions, restrictions and covenants implied and set forth above.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and affixed their seals the day and year thereon first above written.

SIGNED, SEALED AND DELIVERED

COUNTY OF ST. PAUL NO. 19

in the presence of:

Reeve

County Chief Administrative Officer

Witness

Lessee

THIS INDENTURE made in duplicate this ____ day of December A.D., 2015.

Between:

THE COUNTY OF ST. PAUL NO. 19

St. Paul, Alberta
(hereinafter called the "Lessor")

- and -

HAYING IN THE 30s CANCER SUPPORT SOCIETY

BOX 1444

ST. PAUL, ALBERTA T0A 3A0

(hereinafter called the "Lessee")

THE LESSOR, pursuant to, by virtue of, and subject to the provision of the Municipal Government Act, being Chapter M-26, of the Revised Statutes of Alberta, 2000, and amendments thereto, HEREBY LEASES to the Lessee the following lands, namely:

SE 24-60-10-4 – 80.00 acres

NE 24-60-10-4 – 44.24 acres

containing **124.24** acres, more or less, reserving unto her Majesty, all mines and minerals (the "Lands"), for a period of **twenty five years**, commencing the first day of January, 2016, and expiring on the thirty-first day of December, 2040 at a yearly rental fee of **no charge (\$0)**.

THE LESSEE covenants and agrees with the Lessor as follows:

1. That the Lessee will not without written consent or approval of the Lessor assign or sublease any part of the Lands or premises.
2. That the Lessee agrees to utilize the Lands for agricultural purposes only:
____ Grazing Lease; ____ Cultivation Lease; X Other (Specify)

Haying in the 30s will use the property for their annual agricultural festival that raises money in support of cancer victims' expenses for treatment.

3. That this Lease is granted subject to the cancellation of the Lease by the Lessor at any time during the term hereby granted, provided:
 - a) that all compensation and payment paid by an oil or gas or exploration or utility company whatever, or similar company, for compensation or payment of or for right of way rights, usage rights, easement rights, damage claims, damages in lieu of crop damage or any other or other similar compensation for payment for claim whatever small belong to the Lessor absolutely without recourse or indemnity by the Lessor to the Lessee herein. The Lessor further reserves the right to reduce the number of acres being rented herein to accommodate or complete any agreements with any of the said companies for the above purposes without reduction of the rental herein.

- b) that the Lessee will indemnify and save harmless the Lessor from and against all actions and claims for damage arising from use of the Lands under this Lease and from any improvements made by him on the Lands.
 - c) shall maintain the Lands in good condition and repair and shall be responsible to control weeds on and control excessive dust from the Lands.
 - d) shall at all times during the continuance of the Term hereby demised, keep, and at the expiry or termination thereof, yield the Lands, in a good and clean condition.
 - e) shall use the Lands for the permitted use and for no other use whatsoever.
4. The Lessee shall have the right from time to time at its own expense to make such changes, additions and improvements (including brushing) to the Lands as the Lessee may think necessary, subject to the following conditions:
- a) The Lessee shall submit to the Lessor a plan for any permanent changes to the landscape or grade of the land.
5. The Lessee shall have the right to post the Lands to prohibit trespassing.
6. The Lessee shall, at its own expense, provide and maintain in force during the Term hereof comprehensive general public liability insurance (the "Liability Insurance") covering personal and bodily injury, death, and property damage on an occurrence basis with respect to the activities of the Lessee or its employees, invitees, or patrons carried on, in or from the Lands of not less than \$2 MILLION (\$2,000,000.00) or for such greater amount as the Lessor may reasonably require. The Lessee shall, within thirty (30) days of the date of such request, provide to the Lessor a certified copy of the required insurance policy.
7. The Liability Insurance shall:
- a) name the Lessor as an insured;
 - b) be in a form satisfactory to the Lessor; and
 - c) waive any right to make claims against the Lessor to recover any amounts paid by the insurer.
8. The Lessee shall immediately advise the Lessor, and promptly thereafter by written notice confirm such advice to the Lessor, of any accident to or defect of or any damage or injury which has occurred to or on the Lands, or any part thereof, or howsoever caused, provided that nothing herein shall be construed so as to require repairs to be made to the Lands by the Lessor, except as expressly provided in this Lease.
9. The Lessor covenants and agrees with the Lessee as follows:
- a) The Lessee, so long as not in default under this Lease, shall have quiet enjoyment of the said Lands and premises; and

- b) The Lessee may, if not in default hereunder, remove all improvements made or placed on the Lands at any time within two (2) years after the expiry, sale or cancellation of the lease as aforesaid. The Lessee shall in such removal do no damage to the Lands or shall promptly make good any damage which may be caused by the removal and restore them to their condition prior to such removal.
- 10. Provided the Lessee is at all times during the term in good standing under the terms of the Lease, the Lessor will not, under any circumstances, sell the lands SE 24-60-10-4 (80.00 acres) and NE 24-60-10-4 (44.24 acres) during the term of this lease, unless the Lessee agrees to terminate this lease or the Lessee's organization ceases to exist.
- 11. This Lease may be terminated in the following manner:
 - a) In writing upon mutual agreement of the parties;
 - b) By the Lessee upon giving not less than two (2) years' notice to the Lessor, which may be waived, in whole or in part;
 - c) By the Lessor upon giving not less than two (2) years' notice to the Lessee; or
 - d) Immediately by the Lessor, in its sole discretion, without notice and without limiting any of its other rights and remedies if the Lessee at any time fails to comply with the terms, conditions or provisions of this Agreement.
- 12. This Lease and all the covenants herein contained shall enure to the benefit of and be binding upon the parties thereto, their heirs, executors, administrators, and assigns, respectively.
- 13. The Lessee hereby confirms that it has had the opportunity to obtain independent legal advice with respect to the terms of this Lease and confirms that this Lease has been executed freely, voluntarily, without duress, and with the full understanding of its contents and its final binding effect.
- 14. The Lessee does hereby accept this Lease of the Lands, to be held by him as tenant and subject to the conditions, restrictions and covenants implied and set forth above.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and affixed their seals the day and year thereon first above written.

SIGNED, SEALED AND DELIVERED

COUNTY OF ST. PAUL NO. 19

in the presence of:

Reeve

County Chief Administrative Officer

Witness

Lessee

HAYING IN THE 30's LEASE – TOTAL - 124.24 ACRES (APPROXIMATELY)

SE-24-60-10-4- 80.00 ACRES

N.E. 24-60-10-4- 44.24 ACRES (APPROXIMATELY)





County of St Paul No 19
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

8.23. Request for Letter of Support - Haying in the 30s

#20151130001

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Background

Haying in the 30s will be applying for a grant through the Community Facility Enhancement Program for funding to make improvements to their existing attractions, add attractions, create and improve trails and build a rail fence. They are requesting a letter of support to accompany their grant application.

Recommendation

Motion to approve a letter of support for Haying in the 30s to accompany their grant application for funding through the Community Facility Enhancement Program to do improvements on their existing attractions, add attractions, create and improve trails and add a rail fence on their property.

Additional Information

Originated By : pcorbiere

Appendix 1 for 8.23.: Request for Letter of Support

Haying in the 30's Cancer Support Society
PO Box 35
Mallaig AB
TOA 2K0
Via email: linda62richter@gmail.com

November 19, 2015

County of St Paul #19
5015 49Ave
St Paul AB
TOA 3A0
Via email pcorbriere@county.stpaul.ab.ca

Dear Council

Our group Haying in the 30's cancer support society is looking for a letter of support for our grant application through Community Facility Enhancement Program.

We are wanting to submit a grant application to complete the following:

- Improvements to our existing attractions
- Adding additional attractions. (Moving buildings and cement work)
- Create and improve trails
- Add rail fence to create barrier between visitors and horse drawn demonstrations

Should you require additional information on this matter you can contact anyone of the following:

President Lorne Buryn 780-210-0126
Director Henri Gratton 780-210-0449
Past President Norm Theroux 780-210-0533
Treasurer Linda Richter 780-614-1934

Thank you for your time

Yours truly



Linda Richter
Treasurer



Issue Summary Report

8.24. Request to Amend Land Use Bylaw re Sewage Holding Tanks #20151201002

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Background

Planning and Development has received a request from Pure Country Backhoe to amend the Land Use Bylaw to allow fiberglass tanks to be installed instead of precast reinforced concrete on lake front properties or to give him permission to install fiberglass tanks on lake front properties in the future. In his letter, he states that he has had many customers requesting something other than concrete so that is why he is now installing fiberglass tanks. He also stated that 75% of the concrete tanks he has installed needed to be repaired at least once.

Currently the Land Use Bylaw reads:

7.30 SEWAGE HOLDING TANKS

(1) On all parcels fronting onto lakes, only self-contained sewage systems will be permitted to be installed or replaced. Self-contained Sewage Systems include, connection to a municipal system, municipal/private co-op systems and private sewage holding tanks that are constructed of reinforced pre-cast concrete and meet applicable/relevant CAN/CSA standards, but do not include non-concrete self contained sewage holding tanks, disposal fields, treatment mounds, pit privies, or any other approved system for the disposal of sewage or waste water on a parcel of land which results in the disposal of sewage and/or waste water into the ground.

- a. Notwithstanding the above, Lot 10, Block 1, Plan 8122184 (contained within SW 25-57-10-W4M) shall be permitted to install and operate a disposal field or treatment mound as soils dictate. The private sewage disposal system shall meet the requirements of the Alberta Private Sewage Systems Standard of Practice Regulation (2009) as amended from time to time.
- b. Notwithstanding the above, SE 24-59-10-W4M (Westcove Municipal Park) shall be permitted to install and operate a disposal field or treatment mound as soils dictate. The private sewage disposal system shall meet the requirements of the Alberta Private Sewage Systems Standard of Practice Regulation (2009) as amended from time to time.
- c. Notwithstanding the above, Lot OT, Plan 5183JY (Floating Stone Municipal Park) shall be permitted to install and operate a disposal field or treatment mound as soils dictate. The private sewage disposal system shall meet the requirements of the Alberta Private Sewage Systems Standard of Practice Regulation (2009) as amended from time to time.

Alternatives

Amend Section 7.30(1) of the LUB to include fiberglass tanks.

Amend Section 7.30(1) of the Land Use Bylaw to include a notwithstanding clause on a case by case basis as requested.

Deny the request to amend Section 7.30(1) of Land Use Bylaw No. 2015-30 to include fiberglass tanks. They were originally not included in the Land Use Bylaw as they are easier to puncture than concrete tanks.

Recommendation

Administration is recommending to uphold Land Use Bylaw No. 2015-30 and deny the request to amend the Land Use Bylaw to allow fiberglass tanks to be installed on lake front properties.

Additional Information

Originated By : pcorbiere

Pure Country Backhoe



780-210-8042



ATTN: Council
LSD: Lakefront Properties
Re: Fiberglass tanks
Date: November 20 2015

I have recently received notification that fiberglass tanks were not allowed on lakefront properties! To my understanding precast is the preferred tank to use as there is a concern of leaching into the soil and migrating to the lake.

I have used precast tanks in the past from ALL manufacturers and in 75% of the cases the tank manufacture must come out at least once to repair the leak. Yes the repairs are done to cisterns only as no one cares if the holding tank leaks. Both tanks are the same for water or sewage the only difference is one outlet is blocked off.

We have had a great amount of costumers wanting something other than concrete this is why I am now installing fiberglass tanks.

Fiberglass is used in many different industries for the reason they last longer and don't leak. The tanks I use are 100% seamless tanks they are not bolted or joined in any way.

It is the main reason for my company to use fiberglass tanks. I am requesting that the bylaw be amended to allow fiberglass tanks be to be installed on lake front properties or that I can go forward with installing these tanks on lake front properties in the future.

Yours Truly
Ray Suvak



County of St Paul No 19
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

8.25. Janitorial Services

#20151201005

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Background

Administration has received RFPs for Janitorial Services for the Public Works Shop and the Administration building from the following companies:

- Skyblue Janitorial Inc
- Klean Freak
- TCM Cleaning Services

Each company broke down their bid by office and the shop and the number of hours spent in each building. After meeting with the prospective companies and reviewing the RFPs, administration decided to award the contract to Skyblue Janitorial Inc.

Recommendation

Motion to enter into a contract with Skyblue Janitorial Inc. for janitorial services for the County of St. Paul Administration Office and Public Works Shop for a one year term commencing January 4, 2016.

Additional Information

Originated By : pcorbiere



Issue Summary Report

8.26. Truck Quotes

#20151201006

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Background

At the October 28 Public Works Meeting, Council made a motion that administration get quotes to replace 4 trucks:

Plow Truck (with Sander from Fort Gary - \$109,000)

Peterbuilt (500hp)	\$273,900
Rear End PTO	
Western Star (550hp) *	\$277,000
Front End PTO	
Kenworth (500hp)	\$277,586
Rear End PTO	

Gravel Truck (with Box from Fort Garry - \$31,000)

Peterbuilt (500hp) *	\$193,900
Western Star (600hp)	\$194,500
Kenworth (550hp)	\$193,992

4 Wheel Drive Plow Truck (with Sander from Fort Gary - \$109,000)

Peterbuilt (330hp)	\$258,480
Western Star (330hp) *	\$252,000
Kenworth (350hp)	\$261,606

Recommendation

Administration is recommending to approve the following purchases to be paid from the 2016 budget:

- 1 - Western Star Plow Truck with Sander at \$277,000
- 2 - Peter Built Gravel Trucks at \$193,900 each
- 1 - Western Star 4 Wheel Drive Plow Truck with Sander at \$252,000

Additional Information

Originated By : pcorbiere



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

8.27. NLLS Levy Budget

#20151202001

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Background

The Northern Lights Library System Board approved their 2016 budget, with the per capita levy to remain the same as 2015. The budget now requires ratification by municipalities in order for it to pass.

Northern Lights is requesting a letter from Council in support of the proposed budget.

Recommendation

Motion to send a letter to the Northern Lights Library System in support of the proposed budget for 2016.

Additional Information

Originated By : pcorbiere

	A	B	C	D	E	F	G	H
1	Northern Lights Library System 2016 - 2018 Proposed Operating Budget							
2								
3			BUDGET 2014	BUDGET 2015	BUDGET 2016	BUDGET 2017	BUDGET 2018	
4								
5	REVENUE							
6								
7	Municipal and Library Board Levies	<i>Levies are based on official Municipal Affairs 2014 population with an estimated increase of 2% each year for 2016 and 2017; also includes the Town of Lamont.</i>						
8		Municipalities	\$ 974,235	\$1,053,242	\$1,132,871	\$1,132,871	\$1,132,871	2014 pop = 175,950
9		Library Boards	\$ 521,569	\$573,113	\$651,262	\$651,262	\$651,262	2014 pop @\$5.07 per capita
10	Total		\$ 1,495,804	\$1,626,355	\$1,784,133	\$1,784,133	\$1,784,133	
11								
12	Provincial Grants	<i>Based on 2014 Official Population; does not include Village Of Andrew and S.V of West Baptiste</i>						
13		Library System Board Operating Grant	\$ 719,739	\$737,795	\$826,965	\$826,965	\$826,965	
14		Rural Library Services Grant	\$ 258,058	\$258,058	\$263,602	\$263,602	\$263,602	\$5.55 per resident; 2014 pop =
15		Provincial Establishment Grant	\$ -	\$0	\$0	\$0	\$0	Village Of Andrew. S.V of West Baptiste, Town of Legal? Village of Glendon?
16	Total		\$ 977,797	\$995,853	\$1,090,567	\$1,090,567	\$1,090,567	
17								
18		Donations/Grants		\$29,250	\$3,500	\$3,500	\$3,500	Summer and Winter Reading program donation. Server and Conference donations
19		Non-resident Fees	\$ 5,850	\$5,450	\$5,450	\$5,450	\$5,450	St Paul ED First Nations, Cold Lake, Lac La Biche FN and Metis Settlements
20		Conference	\$ 12,000	\$14,800	\$0	\$12,000	\$0	Offset every other year with training will generate no income in the training years
21		Office Sales	\$ 10,100	\$14,300	\$14,300	\$14,300	\$14,300	Rental,Admin Revenue,Barcodes, Photocopies,S/WRP
22		Interest	\$ 16,500	\$15,000	\$16,500	\$16,500	\$16,500	Bank Interest?
23	Total		\$ 44,450	\$78,800	\$39,750	\$51,750	\$39,750	

	A	B	C	D	E	F	G	H
1	Northern Lights Library System 2016 - 2018 Proposed Operating Budget							
2								
3			BUDGET 2014	BUDGET 2015	BUDGET 2016	BUDGET 2017	BUDGET 2018	
24								
25	Reimbursement s	Travel Grants	\$ 3,000	\$3,000	\$3,000	\$3,000	\$3,000	TAL, TRAC, PLSB
26		Office sales to libraries	\$ 190,000	\$100,000	\$50,000	\$50,000	\$50,000	Computers, furniture, office supplies
27		Revenue for outlets	\$ 39,156	\$34,457	\$34,457	\$34,457	\$34,457	Garrison and Myrnam offset in line: 120 and 121
28	Total		\$ 232,156	\$137,457	\$87,457	\$87,457	\$87,457	
29								
30	Residual	Allotment Carry Over	\$ 44,000	<u>\$38,000</u>	<u>\$38,000</u>	<u>\$38,000</u>	<u>\$38,000</u>	
31								
32	TOTAL OPERATING REVENUE		<u>\$ 2,794,207</u>	<u>\$2,879,465</u>	<u>\$3,039,907</u>	<u>\$3,054,907</u>	<u>\$3,039,907</u>	
33								

	A	B	C	D	E	F	G	H
1	Northern Lights Library System 2016 - 2018 Proposed Operating Budget							
2								
3			BUDGET 2014	BUDGET 2015	BUDGET 2016	BUDGET 2017	BUDGET 2018	
34	Expenses							
35								
36	Admin Finance 4 staff members	Equipment/software	\$ 7,500	\$7,500	\$7,500	\$7,500	\$7,500	Repairs, rentals, software, small equipment purchases
37		Photocopier	\$ 12,000	\$13,000	\$13,000	\$15,000	\$15,000	Rental, maintenance, toners
38		Marketing	\$ 7,000	\$7,000	\$9,000	\$7,000	\$7,000	Publiciity,trade shows, newsletter, supplies, promo
39		Telecommunications	\$ 18,500	\$22,000	\$22,000	\$22,000	\$22,000	NLLS phones, fax, vehicle cell phones
40		Audit	\$ 9,000	\$9,000	\$12,000	\$9,000	\$9,000	Cost goes up for extra charges
41		Office supplies	\$ 7,500	\$7,500	\$7,500	\$7,500	\$7,500	General office supplies, Simply accounting software
42		Staff recruitment	\$ 3,000	\$3,000	\$9,000	\$5,000	\$3,000	Increased for 2016 for 3-4 new positions. Also includes 4 burseries 1@\$1000 and 3@\$250
43		Newspaper Subscription	\$ 1,000	\$1,000	\$1,000	\$1,000	\$1,000	Local newspapers
44		Special Events	\$ 2,500	\$3,600	\$3,600	\$3,600	\$3,600	Staff and Board Long Service Awards.
45		Memberships	\$ 1,500	\$1,500	\$1,500	\$1,500	\$1,500	AUMA, AAMD&C, ALTA, ALA, CLA, APLAC, CoC
46		PD	\$ 17,684	\$17,650	\$17,650	\$17,650	\$17,650	Conferences, webinars, courses and training sessions
47		HR Tools	\$ 1,500	\$1,500	\$1,500	\$1,500	\$1,500	Reference and HR Advisory
48		Charges (Bank)	\$ 258	\$500	\$350	\$350	\$350	Bank charges; VISA charges; US foreign exchange
49		Postage - Admin	\$ 1,000	\$1,000	\$1,000	\$1,000	\$1,000	
50	Admin/Finance Total		\$ 89,942	\$95,750	\$106,600	\$99,600	\$97,600	
51								
52	Bibliographic Services 5F/T staff members 1 P/T Staff member	Allotment Carry over	\$ 44,000	\$38,000	\$38,000	\$38,000	\$38,000	Monies unspent by libraries
53		Book Allotment	\$ 336,400	\$344,838	\$378,292	\$378,292	\$378,292	Materials Allotment @2.15 per cap
54		Cataloguing/Processing supplies	\$ 11,500	\$11,500	\$11,500	\$11,500	\$11,500	Laminating, macktac, barcodes spine lables
55		Memberships	\$ 600	\$600	\$600	\$600	\$600	ALA, OLA, LAA, AALT
56		PD	\$ 8,429	\$10,100	\$12,500	\$12,500	\$12,500	Conferences, courses, webinars and training sessions

	A	B	C	D	E	F	G	H
1	Northern Lights Library System 2016 - 2018 Proposed Operating Budget							
2								
3			BUDGET 2014	BUDGET 2015	BUDGET 2016	BUDGET 2017	BUDGET 2018	
57		Subscriptions	\$ 2,100	\$2,700	\$2,700	\$2,700	\$2,700	Web dewey, bookwhere, cataloguers desktop
58	Bibliographic Services Total		\$ 403,029	\$407,738	\$443,592	\$443,592	\$443,592	
59								
60	Board	Committees Meetings	\$ 24,000	\$21,000	\$31,000	\$31,000	\$31,000	Mileage, per diem for Board committees
61		Professional Fees	\$ -	\$0	\$8,000	\$5,000	\$0	Strategic planning; legal contingency, strategy professional
62		Conferences	\$ 8,500	\$9,200	\$9,958	\$10,779	\$10,779	4 Exec Board members attendance at conferences; Jasper ALC costs increasing for 2015. travel
63		Memberships	\$ 600	\$600	\$600	\$600	\$600	Institutional membership for ALTA
64		Protocol	\$ -	\$0	\$5,000	\$5,000	\$5,000	Board and exec meetings meals.
65		Mileage	\$ 13,117	\$15,000	\$20,000	\$20,000	\$20,000	Regular Board Meetings
66		Hospitality	\$ 4,350	\$6,000	\$6,000	\$6,000	\$6,000	Meals and hotels and parking
67	Board Total		\$ 50,567	\$51,800	\$80,558	\$78,379	\$73,379	
68								
69	Building	Caretaking and Landscaping	\$ 39,300	\$36,800	\$36,800	\$36,800	\$36,800	Caretaking Contract, landscaping, snow removal, janitorial supplies.
70		Insurance	\$ 10,300	\$10,300	\$10,300	\$10,300	\$10,300	Includes Central Site IT and videoconferencing equipment
71		Maintenance	\$ 7,800	\$6,000	\$6,000	\$6,500	\$6,500	Upkeep and emergency repairs
72		Health & Safety	\$ -	\$10,000	\$10,000	\$5,000	\$5,000	Security system, safety workshops,
73		Utilities	\$ 38,000	\$32,500	\$32,500	\$32,500	\$32,500	Water, hydro, garbage, shredder, gas
74		Furniture & Equipment		\$0	\$0	\$0	\$10,000	Replacements
75	Building Total		\$ 95,400	\$95,600	\$95,600	\$91,100	\$101,100	
76								

	A	B	C	D	E	F	G	H
1	Northern Lights Library System 2016 - 2018 Proposed Operating Budget							
2								
3			BUDGET 2014	BUDGET 2015	BUDGET 2016	BUDGET 2017	BUDGET 2018	
77	IT Department 3 F/T Staff Members	Internet Service Fees	\$ 21,000	\$27,720	\$15,523	\$15,523	\$15,523	
78		Web Hosting	\$ -	\$0	\$16,059	\$16,059	\$16,059	47 Website and 133 email accounts hosted by Townlife
79		Network Protection	\$ 7,500	\$9,700	\$24,935	\$24,935	\$24,935	Anti Virus, Malware, Deep Freeze, FixMeStick, Keeran Hosting
80		Network Assistance	\$ -	\$0	\$4,750	\$4,750	\$4,750	HelpDesk, Engineering Hosting GoToAssist
81		Server software renew	\$ -		\$5,000	\$5,000	\$5,000	Vmware, Veeam, Dell Desktop, etc.
82		Email Exchange	\$ -	\$0	\$5,000	\$5,000	\$5,000	Each TRAC member pays for server exchange hosted @YRL
83		Service Exploration	\$ -	\$0	\$5,000	\$5,000		2 X Windows 10 and 1 Mac Pro each year to for explorations with new technology
84		Laptops	\$ -	\$0	\$15,000	\$15,000		Lab computers are used extensively and need replacing over the next two years
85		Membership	\$ 400	\$400	\$400	\$400	\$400	PUG, ALA, LAA
86		PD	\$ 8,429	\$10,100	\$17,620	\$13,500	\$13,500	2XNetwork Analysts will have extensive training for the new virtual server over the next 2 1/2 years. Also includes conference, webinars and training for the IT consultant
87		Staff computers						
88	Computers Total		\$ 37,329	\$47,920	\$109,287	\$105,167	\$85,167	
89								
90	Public Services Department 3 staff members	System collection	\$27,650	\$27,670	\$27,670	\$27,679	\$27,670	Large Print, Professional collection, Ref, Audio, Kits and Blocks Makerspace
91		Online databases	\$30,000	\$46,300	\$56,800	\$56,800	\$70,000	Databases need to be evaluated and new ones added
92		e-resources	\$10,000	\$20,000	\$25,000	\$30,000	\$35,000	Overdrive, 3M, Hoopla
93		Memberships	\$ 630	\$630	\$630	\$630	\$630	ALA, OLA, LAA, CLA AALT
94		PD	\$ 8,429	\$10,150	\$11,000	\$11,000	\$11,000	Conference, webinars, courses, training sessions

	A	B	C	D	E	F	G	H
1	Northern Lights Library System 2016 - 2018 Proposed Operating Budget							
2								
3			BUDGET 2014	BUDGET 2015	BUDGET 2016	BUDGET 2017	BUDGET 2018	
95		Programming	\$ 22,000	\$26,300	\$28,000	\$28,000	\$28,000	SRP WRP, entertainer, prizes, story teller, author talks
96		NLLS Conference	\$ 15,000	\$19,500	\$0	\$19,500	\$0	Conference every other year. Money for offset years to go to more library workshops...see line 83
97	Public Services Total		\$ 113,709	\$150,550	\$149,100	\$173,609	\$172,300	
98								
99	Contracts & Vendor Services	ACSI Services	\$ 33,300	\$48,000	\$48,000	\$111,000	\$48,000	Customer edge devices maintenance and 3 year contract. New three year contract in 2017 price is \$ US
100		TRAC	\$ 67,000	\$88,235	\$97,276	\$94,864	\$96,735	Cost of operations and maintenance of catalogue and Server at YRL
101		The Alberta Library	\$ 7,500	\$7,500	\$8,500	\$8,500	\$8,500	Membership fee for The Alberta Library; increase depends on population adjustment
102	Contracts & Vendor Services Total		\$ 107,800	\$143,735	\$153,776	\$214,364	\$153,235	
103								
104	Delivery/ILL 3 staff members	ILL Shipping cost	\$ 3,500	\$2,000	\$2,000	\$2,000	\$2,000	Postage, (other than government courier an van run) @\$1.25 per item
105		Custom Shipping and Freight	\$ 1,400	\$1,000	\$1,000	\$1,000	\$1,000	Oversized items, banners etc.
106		ILL Supplies cost	\$ 8,800	\$9,640	\$9,640	\$10,600	\$10,600	Library Cards, Stickers, Disc repair supplies, Canvas bags and DVD cases
107		Vehicle expenses	\$ 28,500	\$28,500	\$28,500	\$28,500	\$28,500	Maintenance, fuel, insurance for traportation of materials to the libraries.
108		PD	\$ 4,189	\$2,100	\$2,100	\$2,100	\$2,100	Conferences, webinars, courses, training
109	Delivery Total		\$ 46,389	\$43,240	\$43,240	\$44,200	\$44,200	
110								
111	Library	LMAC	\$ 17,500	\$31,500	\$31,500	\$31,500	\$31,500	3 LMAC meetings a year, travel and meals

	A	B	C	D	E	F	G	H
1	Northern Lights Library System 2016 - 2018 Proposed Operating Budget							
2								
3			BUDGET 2014	BUDGET 2015	BUDGET 2016	BUDGET 2017	BUDGET 2018	
112	Managers. Meetings, workshops and site visits	Workshops	\$ -		\$19,500		\$19,500	Offset with biannual conference. Training sessions given to managers on essential needs such as simply reports, acquisitions, and Polaris.
113		Site Visits	\$ 5,440	\$6,900	\$6,900	\$6,900	\$6,900	fuel and insurance for 2 vehicles
114	Total		\$ 22,940	\$38,400	\$57,900	\$38,400	\$57,900	
115								
116	Staff 19 F/T staff members and 4 summer students	Salaries	\$ 1,133,640	\$1,133,640	\$1,176,449	\$1,176,449	\$1,176,449	3% COLA and step increments for 19 F/T staff members and 4 summer students
117		Benefits	\$ 228,828	\$228,828	\$235,693	\$235,693	\$235,693	Dental, vision, health
118	Staff Total		\$ 1,362,468	\$1,362,468	\$1,412,142	\$1,412,142	\$1,412,142	
119								
120	NLLS Outlets	Edmonton Garrison	\$ 22,175	\$17,023	\$17,023	\$17,023	\$17,023	Operating expenses
121		Myrnam	\$ 16,981	\$17,434	\$17,434	\$18,500	\$19,750	Operating expenses, salary, programming
122	Total		\$ 39,156	\$34,457	\$34,457	\$35,523	\$36,773	
123								
124	Transfer Payments	Board of Record Payments (provincial Rural services grant)	\$ 258,058	\$258,058	\$258,058	\$258,058	\$258,058	Transfer payments to 6 counties, 1 MD, 7 Summer villages and 2 villages @5.55 per cap. Offset in line 14
125	Transfer Payments Total		\$ 258,058	\$258,058	\$258,058	\$258,058	\$258,058	
126								
127	Reimburse ment	NLLS pays for expenses that will be reimbursed by other organizations; equivalent \$ amount under Revenue line 28						
128		Library Supplies	\$ 190,000	\$100,000	\$50,000	\$50,000	\$50,000	Furniture, computers and office supplies
129		Travel	\$ 3,000	\$5,000	\$5,500	\$5,500	\$5,500	Traveling expenses reimbursed by Municipal Affairs, TAL and other organizations

	A	B	C	D	E	F	G	H
1	Northern Lights Library System 2016 - 2018 Proposed Operating Budget							
2								
3			BUDGET 2014	BUDGET 2015	BUDGET 2016	BUDGET 2017	BUDGET 2018	
130	Reimburse ment Total		\$ 193,000	\$105,000	\$55,500	\$55,500	\$55,500	
131								
132	TOTAL OPERATING EXPENDITURES		\$ 2,747,564	\$2,764,459	\$2,999,810	\$3,049,634	\$2,990,946	

Summary

Revenue

Line 8,9,10 : Levies have been increased due to the increase in population. 2014 population is now 174,950 compared to 2010 numbers 168, 500

Line 15 : Provincial Establishment Grants. Increase in revenue is expected with the Village of Andrew and the Summer Village of West Baptiste joining the system in 2016. Based on last year with the Town Lamont joining it would be safe to say that at least \$5,000 can be put toward these two libraries joining the system.

Expenditures

Admin Finance

Line 37 Photocopier: There is an increase in 2017/18 for the photocopier use. We are hoping in the future to utilize this equipment more and move away from desktop printers. Hence the drop in line 36 (equipment and software) and in line 41 (office supplies) for 2017/18

Line 38 Marketing: NLLS will need new promotional material, a different design to capture an audience. Promotional banners for libraries to use for different programming and events. New pamphlets for services that NLLS has to offer and advertisement of the Rise Video Conferencing and rental of the Meeting Rooms.

Line 40 Auditor: Auditor expenses are expected to slightly increase for 2016. NLLS is using JMD for extra services until NLLS is able to employ a full time employee in the financial department.

Line 42 Staff Recruitment: 2016 will see an increase in the area of staff recruitment. Four, possibly five, new employees will be needed to reach full NLLS staffing. However, due to demographics, and to get the right person, expense may have to include helping with flights and hotels.

Bibliographic Services

Line 53 Book Allotment: Due to the increase in population the book allotment will increase, however the same @2.15 per cap will stay the same (reason why the \$2.15 will stay the same is because major upgrade in the IT department is needed to support the libraries infrastructure)

Line 56 PD: Slight increase in PD to include more training for staff, technical service meetings and HR training for the Bib Services consultant/manager.

Board

Major increase in board specific events.

Appendix 1 for 8.27.: 2016 NLLS Proposed Budget

Line 60 Committee Meetings: Expenditure will increase due to new committees being reintroduced such as budget, infrastructure, policies, grievance, etc. To include regular board members, members of the executive and staff members.

Line 61 Professional Fees: 2016 will see an increase in Professional fees to cover recruitment of the new Executive Director. NLLS has currently not got goals or projections as part of their strategic plan, therefore this will need to be addressed within the next two years.

Line 62 Conferences: It is expected for the ALC conference to increase.

Line 65 Mileage: Board meetings have increased from 3 to 4 meetings a year as per regulations.

Building

Building will pretty much stay status quo except for line 72 Health, safety and security. Money has been placed in this line to include the development of OH&S webinars/workshop and courses designed around the employees such as the work alone program, work related injuries, health and safety management, ergonomics.

Line 74 Furniture: Furniture will need to start to be replaced in 2018. This needs to be looked at more next year. Ergonomic desks will be needed.

IT Department

Like the new server upgrade at YRL was needed to support the systems (see Contracts and Vendor Services Line 100 TRAC,) NLLS has also had to upgrade their servers to support the libraries for today's demands.

Line 77 Internet Service Fees: 2014 and 2015, everything was lumped together. 2016 and on there is a drop in this line because internet service fees has been further broken down (Lines 77-81.)

Line 82 YRL Exchange: This may change in the future as we have the option to either host our own exchange or stay with YRL. This line will stay the same until further exploration. Either way expect this line to increase.

Line 83 Service Exploration: In order to serve ever changing technology, NLLS proposes to buy 2 windows 10 and 1 mac pro laptops so as to be able to trouble shoot potential problems that libraries may have. Libraries have enquired in the past for support in new technology. Therefore NLLS has to keep ahead of the game to support these needs.

Line 84 Laptops: We have 2 laptop labs that are extensively used by the libraries. All the laptops are coming to the end of their warranty and need replacing in order to be able to continue this service to our libraries.

Appendix 1 for 8.27.: 2016 NLLS Proposed Budget

Line 86 PD: The IT department has been sadly lacking in professional development for many years, The 2 network analysts are currently on a fast track training for the development and upkeep of the virtual servers. IT is constantly changing and the need for training is imperative to the security and maintenance of the servers.

Public Services

2016 will be a year of explorations into what the libraries want to see in NLLS.

Line 91 Online databases: Evaluations of online databases will be required by the libraries to see what is not being utilized and then adding subscriptions that the libraries think will be widely used by their patrons. There is also an increase in this area due to TAL dropping the Universal Core subscription back to system level with the extra cost being \$10,500.

Contract and Vendor Services

Line 99 ACSI: In 2017 our contract for ACSI will have to be renewed, the price is in \$US and reflects today' prices.

Line 100 TRAC: In order to sustain the growth demand of TRAC, YRL have had to replace the HQ servers. The original budgeted line for 2015 was \$68,500, however, with the upgrade of YRL servers this ended up being \$88,235. As with the cost of NLLS virtual servers have had to increase in the next couple of years, so has TRAC. The cost does go down slightly in 2017-2018 due to some subscriptions that are not paid yearly.

Line 101 TAL: Membership are expected to increase in 2016.

Delivery and ILL

Line 106 Supplies Cost: 2017-2018 with the possibilities of new libraries joining the system.

This department may have to be reviewed in the future due to the impact of changing ILL delivery province wide, print is making a comeback! May have to increase the van run for some libraries to 2 a week due to the decline of using courier. This will mean another driver and possibly a new van. However, negotiations with PLSB will need to be in order to get funding for this project!

Library Managers

Line 112 Workshops: instead of a conference, NLLS is proposing specific training workshops for library managers and board members. Would be nice to see library managers AND board members together for some of these workshops!!!

Line 113 Site Visits: Evaluation of Public Service's site visits may see an increase in the future. However, for the moment this line is status quo.

Staff

Line 116 Salaries: Salaries for staff 2016 will be as if the original 19 staff of 2014/15 were employed. Once full staff are in place for 2016 then this line can be properly related to the budget line. It can be predicted, however, that this line will not be higher than what has been predicted for 2016.

NLLS Outlets

Line 120/121 Edmonton Garrison and Myrnam Outlets: No changes in these line items. Refection will be shown in population growth, Revenue Line 27 Revenue for Revenue for Outlets.

Transfer Payments

Line 124 Transfer payments: Transfer payments to 6 counties, 1 MD, 7 Summer villages and 2 villages @5.55 per cap. Offset in line 14.

Reimbursements

NLLS pays for expenses that will be reimbursed by other organizations; PLSB, TRAC etc offset in Revenue line 25 Travel Grants.

Appendix 1 for 8.27.: 2016 NLLS Proposed Budget

Appendix A

NORTHERN LIGHTS LIBRARY SYSTEM					
2016 Budgeted Levy per Capita					
			REVENUE		
MUNICIPAL LEVIES	POP. (2014)		LEVY	MUNICIPAL	BOARD
Athabasca	2990	Municipal	\$5.07	\$15,159.30	
		Library Board	\$5.07		\$15,159.30
Athabasca, County of	7662	Municipal	\$5.07	\$38,846.34	
		Library Board	\$5.07		\$38,846.34
Beaver County	5689	Municipal	\$10.14	\$57,686.46	
Bon Accord	1488	Municipal	\$5.07	\$7,544.16	
		Library Board	\$5.07		\$7,544.16
Bondiss, S.V. of	106	Municipal	\$10.14	\$1,074.84	
Bonnyville	6921	Municipal	\$5.07	\$35,089.47	
		Library Board	\$5.07		\$35,089.47
Bonnyville, M.D. of	13233	Municipal	\$5.07	\$67,091.31	
		Library Board	\$5.07		\$67,091.31
Boyle	948	Municipal	\$5.07	\$4,806.36	
		Library Board	\$5.07		\$4,806.36
Bruderheim	1348	Municipal	\$5.07	\$6,834.36	
		Library Board	\$5.07		\$6,834.36
Chauvin	340	Municipal	\$5.07	\$1,723.80	
		Library Board	\$5.07		\$1,723.80
Cold Lake	15736	Municipal	\$5.07	\$79,781.52	
		Library Board	\$5.07		\$79,781.52
Edgerton	401	Municipal	\$5.07	\$2,033.07	
		Library Board	\$5.07		\$2,033.07
Elk Point	1571	Municipal	\$5.07	\$7,964.97	
		Library Board	\$5.07		\$7,964.97
Gibbons	3030	Municipal	\$5.07	\$15,362.10	
		Library Board	\$5.07		\$15,362.10
Holden	381	Municipal	\$5.07	\$1,931.67	
		Library Board	\$5.07		\$1,931.67
Innisfree	220	Municipal	\$5.07	\$1,115.40	
		Library Board	\$5.07		\$1,115.40
Irma	457	Municipal	\$5.07	\$2,316.99	
		Library Board	\$5.07		\$2,316.99
Kitscoty	967	Municipal	\$5.07	\$4,902.69	
		Library Board	\$5.07		\$4,902.69
Island Lake, S.V. of	243	Municipal	\$10.14	\$2,464.02	
Lac La Biche County	12220	Municipal	\$5.07	\$61,955.40	
		Library Board	\$5.07		\$61,955.40
Lamont County	3872	Municipal	\$5.07	\$19,631.04	
		Library Board	\$5.07		\$19,631.04
Lamont	1753	Municipal	\$5.07	\$8,887.71	
		Library Board	\$5.07		\$8,887.71
Mannville	803	Municipal	\$5.07	\$4,071.21	
		Library Board	\$5.07		\$4,071.21
Marwayne	667	Municipal	\$5.07	\$3,381.69	
		Library Board	\$5.07		\$3,381.69
Mewatha Beach, S.V. of	79	Municipal	\$10.14	\$801.06	
Minburn, County of	3278	Municipal	\$10.14	\$33,238.92	
Minburn, Village of	105	Municipal	\$10.14	\$1,064.70	
Morinville	9402	Municipal	\$5.07	\$47,668.14	
		Library Board	\$5.07		\$47,668.14
Mundare	855	Municipal	\$5.07	\$4,334.85	
		Library Board	\$5.07		\$4,334.85
Myrnam	370	Municipal	\$10.14	\$3,751.80	
Paradise Valley	174	Municipal	\$5.07	\$882.18	
		Library Board	\$5.07		\$882.18
Pelican Narrows, S.V. of	162	Municipal	\$10.14	\$1,642.68	
Redwater	2116	Municipal	\$5.07	\$10,728.12	
		Library Board	\$5.07		\$10,728.12
Ryley	497	Municipal	\$5.07	\$2,519.79	
		Library Board	\$5.07		\$2,519.79

Appendix 1 for 8.27.: 2016 NLLS Proposed Budget

Appendix A

NORTHERN LIGHTS LIBRARY SYSTEM					
2016 Budgeted Levy per Capita					
			REVENUE		
MUNICIPAL LEVIES	POP. (2014)		LEVY	MUNICIPAL	BOARD
St. Paul	6004	Municipal	\$5.07	\$30,440.28	
		Library Board	\$5.07		\$30,440.28
St. Paul, County of	6168	Municipal	\$5.07	\$31,271.76	
		Library Board	\$5.07		\$31,271.76
Smoky Lake	1022	Municipal	\$5.07	\$5,181.54	
		Library Board	\$5.07		\$5,181.54
Smoky Lake County	2459	Municipal	\$10.14	\$24,934.26	
Sturgeon County	19578	Municipal	\$10.14	\$198,520.92	
Sunset Beach, S.V. of	44	Municipal	\$10.14	\$446.16	
Thorhild, County of	3417	Municipal	\$5.07	\$17,324.19	
		Library Board	\$5.07		\$17,324.19
Tofield	2182	Municipal	\$5.07	\$11,062.74	
		Library Board	\$5.07		\$11,062.74
Two Hills	1431	Municipal	\$5.07	\$7,255.17	
		Library Board	\$5.07		\$7,255.17
Two Hills, County	3160	Municipal	\$10.14	\$32,042.40	
Vegreville	5758	Municipal	\$5.07	\$29,193.06	
		Library Board	\$5.07		\$29,193.06
Vermilion	4545	Municipal	\$5.07	\$23,043.15	
		Library Board	\$5.07		\$23,043.15
Vermilion, County of	7905	Municipal	\$10.14	\$80,156.70	
Vilna	290	Municipal	\$5.07	\$1,470.30	
		Library Board	\$5.07		\$1,470.30
Viking	1041	Municipal	\$5.07	\$5,277.87	
		Library Board	\$5.07		\$5,277.87
Wainwright	6289	Municipal	\$5.07	\$31,885.23	
		Library Board	\$5.07		\$31,885.23
Wainwright, M.D. of	4138	Municipal	\$10.14	\$41,959.32	
Waskatenau	255	Municipal	\$5.07	\$1,292.85	
		Library Board	\$5.07		\$1,292.85
Whispering Hills S.V. of	108	Municipal	\$10.14	\$1,095.12	
S.V. Island Lake South	72	Municipal	\$10.14	\$730.08	
	175,950			\$1,132,871.22	\$651,261.78
Total Population Based Revenue:					
SUMMARY					
Municipal Levies	\$1,132,871.22				
Library Board Levies	\$651,261.78				
Provincial Operating Grant	\$826,965.00				
Provincial Rural Grant	\$263,602.80				
	\$2,874,700.80				

Appendix 1 for 8.27.: 2016 NLLS Proposed Budget

NORTHERN LIGHTS LIBRARY SYSTEM

Appendix B

2016 Book Allotment @\$2.15				
MUNICIPAL LEVIES	POPULATION (2014)	FUNDS @ \$2.15		APPLICATIONS
Athabasca	2,990	\$6,428.50		
Athabasca, County of	7,662	\$16,473.30		Athabasca
				Boyle
				Grassland
				Rochester
				Wandering River
Beaver County	5,689	\$12,231.35		Holden
				Ryley
				Tofield
				Viking
Bon Accord	1,488	\$3,199.20		
Bonnyville	6,921	\$14,880.15		
Bonnyville, M.D. of	13,233	\$28,450.95		Bonnyville
				Cold Lake
Boyle	948	\$2,038.20		
Bondiss, S.V. of	106	\$227.90		Boyle
Bruderheim	1,348	\$2,898.20		
Chauvin	340	\$731.00		
Cold Lake	15,736	\$33,832.40		
Edgerton	401	\$862.15		
Elk Point	1,571	\$3,377.65		
Gibbons	3,030	\$6,514.50		
Holden	381	\$819.15		
Innisfree	220	\$473.00		
Irma	457	\$982.55		
Kitscoty	967	\$2,079.05		
Island Lake, S.V. of	243	\$522.45		Athabasca
Lac La Biche County	12,220	\$26,273.00		Lac La Biche
Lamont County	3,872	\$8,324.80		Bruderhiem
				Lamont
				Mundare
Lamont	1,753	\$3,768.95		
Mannville	803	\$1,726.45		
Marwayne	667	\$1,434.05		
Mewatha Beach, S.V. of	79	\$169.85		Boyle
Minburn, County of	3,278	\$7,047.70		Mannville
				Innisfree
				Vegreville
Minburn Village of	105	\$225.75		Mannville
Morinville	9,402	\$20,214.30		
Mundare	855	\$1,838.25		
Myrnam	370	\$795.50		
Paradise Valley	174	\$374.10		
Pelican Narrows, S.V. of	162	\$348.30		Bonnyville
Redwater	2,116	\$4,549.40		
Ryley	497	\$1,068.55		
St. Paul	6,004	\$12,908.60		
St. Paul, County of	6,168	\$13,261.20		Ashmont
				Mallaig
Smoky Lake	1,022	\$2,197.30		
Smoky Lake, County of	2,459	\$5,286.85		Smoky Lake
				Waskatenau
				Vilna
Sturgeon County	19,578	\$42,092.70		Edmonton Garrison
				Gibbons
				Morinville
				Bon Accord
				Redwater

Appendix 1 for 8.27.: 2016 NLLS Proposed Budget

NORTHERN LIGHTS LIBRARY SYSTEM

Appendix B

2016 Book Allotment @\$2.15				
MUNICIPAL LEVIES	POPULATION (2014)	FUNDS @ \$2.15		APPLICATIONS
Sunset Beach, S.V. of	44	\$94.60		Athabasca
Thorhild, County of	3,417	\$7,346.55		Thorhild
				Newbrook
				Radway
Tofield	2,182	\$4,691.30		
Two Hills	1,431	\$3,076.65		
Two Hills, County of	3,160	\$6,794.00		Myrnam
				Two Hills
Vegreville	5,758	\$12,379.70		
Vermilion	4,545	\$9,771.75		
Vermilion River, County of	7,905	\$16,995.75		Marwayne
				Paradise Valley
				Vermilion
				Kitscoty
Viking	1,041	\$2,238.15		
Vilna	290	\$623.50		
Wainwright	6,289	\$13,521.35		
Wainwright, M.D. of	4,138	\$8,896.70		Wainwright
				Irma
				Edgerton
				Chauvin
Waskatenau	255	\$548.25		
Whispering Hills	108	\$232.20		Athabasca
S.V. of Island Lake South	72	\$154.80		Athabasca
	175,950	\$378,292.50		

Appendix 1 for 8.27.: 2016 NLLS Proposed Budget

Appendix C

NORTHERN LIGHTS LIBRARY SYSTEM		BOARD OF RECORD DISBURSEMENTS @ \$5.55			
2016 Board of Record Disbursments					
MUNICIPALITY	POPULATION	LIBRARIES	ALLOTMENT	OPERATING	
				Members	Non Members
Beaver County	5,689	Holden	\$2,447.13	\$7,315.86	Includes Bruce
		Riley	\$2,447.13	\$6,065.86	
		Tofield	\$4,889.96	\$12,126.38	
		Viking	\$2,447.13	\$6,065.86	
Bondiss, S.V. of	106	Boyle	\$227.90	\$588.30	
Island Lake, S.V. of	243	Athabasca	\$522.45	\$1,348.65	
Mewatha Beach, S.V. of	79	Boyle	\$169.85	\$438.45	
Minburn, County of	3,278	Mannville	\$2,395.10	\$6,182.70	
		Innisfree	\$707.35	\$1,825.95	
		Vegreville	\$3,945.25	\$10,184.25	
Minburn Village of	105	Mannville	\$225.75	\$582.75	
Myrnam Village of	370	Myrnam	\$795.50	\$2,053.50	
Pelican Narrows, S.V. of	162	Bonnyville	\$348.30	\$899.10	
Smoky Lake, County of	2,459	Smoky Lake	\$2,642.35	\$6,820.95	
		Vilna	\$1,322.25	\$3,413.25	
		Waskatenau	\$1,322.25	\$3,413.25	
Sturgeon County	19,578	Bon Accord	\$6,811.83	\$17,157.74	
		Edm. Garrison	\$6,948.57	\$17,547.00	
		Gibbons	\$6,897.29	\$17,401.03	
		Morinville	\$14,999.23	\$40,464.87	
		Redwater	\$6,435.79	\$16,087.26	
Sunset Beach, S.V. of	44	Athabasca	\$94.60	\$244.20	
Two Hills, County of	3,160	Two Hills	\$4,347.30	\$11,222.10	
		Myrnam	\$2,446.70	\$6,315.90	
Vermilion River, County of	7,905	Vermillion	\$6,798.30	\$17,549.10	
		Paradise Valley	\$3,399.15	\$8,774.55	
		Marwayne	\$3,399.15	\$8,774.55	
		Kitscoty	\$3,399.15	\$8,774.55	
Wainwright, M.D. of	4,138	Wainwright	\$4,448.59	\$11,482.95	
		Edgerton	\$1,334.76	\$3,446.55	
		Irma	\$1,777.75	\$4,589.85	
		Chauvin	\$1,335.60	\$3,446.55	
Whispering Hills, S.V. of	108	Athabasca	\$232.20	\$599.40	
S.V. of Island lake South	72	Athabasca	\$154.80	\$399.60	
TOTALS	47,496		\$ 102,116.41	\$ 263,602.81	

Total operating funds sent to Board of Record libraries

\$263,602.81

Operating funds may change per library due to funding formula given to NLLS by the municipality.



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

8.28. County Credit Cards

#20151202011

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Background

As per Credit Card policy ADM-77, we require a motion to authorize staff to have a County credit card with their name on it. See policy attached.

Recommendation

Motion to approve Dennis Bergheim, Phyllis Corbiere, Janice Fodchuk, Leo deMoissac and DD Skawronski for a County Credit Card for the 2016 calendar year, as per policy ADM-77.

Additional Information

Originated By : pcorbiere



COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY OBJECTIVE:

The County of St. Paul desires to streamline processes and improve efficiency in relation to the receipt of goods and services, payment to suppliers and to support staff who travel on behalf of the County. In addition, to establish conditions of use for those individuals in the County who have been authorized by Council to carry a County of St. Paul Credit Card.

POLICY STATEMENT:

A) ELIGIBILITY

- 1) The Reeve and Chief Administrative Officer shall be authorized to carry a County credit card.
- 2) All other staff as determined by Council resolution annually shall be authorized to carry a County credit card.

B) LIMITS

- 1) The total credit limit of all cards shall be approved by Council by Bylaw each year. Credit limits on individual credit cards should be determined by the anticipated monthly expenditure required by the position held within the County. Individual credit limits will be determined by the Chief Administrative Officer or designate, but the total limits will not exceed the approval determined by Bylaw.

C) CONDITIONS OF USE

- 1) Cards are only to be used by the person whose name appears on the credit card.

- 2) The issue of a corporate credit card gives the cardholder authority to incur expenditure on a County Credit Card up to the limit of the card. All expenses incurred must be accompanied by transactional evidence to support all charges. These expenses should be attached to an expense claim sheet outlining the expense and appropriate charge for it.
- 3) All charges must be approved by the appropriate department head or the Chief Administrative Officer.
- 4) Under no circumstances should a corporate credit card be used for non-business expenditures. The County reserves the right to limit certain cardholders types of purchases.
- 5) Lost or stolen cards must be reported and cancelled immediately. Notification must be to the Chief Administrative Officer or designate and the Finance Officer.
- 6) Misuse of a corporate credit card may result in disciplinary action, reimbursement of ineligible expenses, the surrendering of the card and/or legal proceedings being initiated by the County.

D) USAGE GUIDELINES

- 1) The Cardholder may place an order with a supplier:
 - a. in person;
 - b. by phone or fax;
 - c. by mail; or
 - d. via the internet only when the site has been confirmed secure.
 - i. The most common security symbol is the presence of a padlock usually located at the bottom of the screen.
 - ii. A valid security certificate showing a current end date can usually be accessed by double clicking on the padlock symbol.

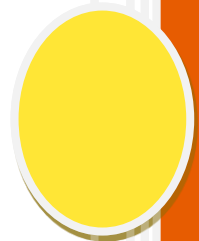
- iii. Another example may be the web address that commences with https. In this case the "s" suggests it is a secure site.
 - iv. If the site cannot be confirmed as secure the order/purchase must not proceed.
- 2) Corporate Credit Cards should only be used for business expenditures. Examples of appropriate uses for Corporate Credit Card would include:
- a. payment for goods/services
 - b. deposits
 - c. subscriptions for the County
 - d. conference fees
 - e. travel expenses where the staff member does not receive reimbursement of expenses
 - f. general consumables
 - g. official entertainment.
- 3) Inappropriate uses for credit card would include:
- a. private expenses;
 - b. travel costs where the staff member has elected to receive reimbursement for actual costs or has elected to receive a per diem or specified travel advance;
 - c. withdrawal of cash /cash advances;
 - d. fuel purchases with the exception of County vehicles where the use of fuel cards is not available.

E) AUDIT

- 1) Audits of the cardholder purchases will occur on a monthly basis by Accounts Payable personnel to ensure all documentation and conditions of use are complied with. These cards will also be subject to external audit annually.

F) TERMINATION OF EMPLOYMENT

- 1) Prior to departure or termination of duties with the County of St. Paul, the Cardholder must reconcile all expenditures on his/her card account since the last Statement.
- 2) The card must be surrendered upon termination of employment to their immediate supervisor or to the Chief Administrative Officer or designate.





County of St Paul No 19
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Issue Summary Report

8.29. 2015 Summary of Donations

#20151202013

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Background

County Pins/Promotional Items - The County of St. Paul, on request may provide County Pins and/or Promotional items to individuals, teams and various organizations, at the discretion of Administration. Administration will provide a quarterly report to Council regarding distribution of these items.

Attached is a list of the donations that were distributed during the 2015 calendar year as per policy. Items donated outside of policy and approved by Council are not included on the list.

Recommendation

Motion to file the 2015 Summary of donations as information.

Additional Information

Originated By : pcorbiere

Appendix 1 for 8.29.: Donations 2015

2015				
<u>Date</u>	<u>Function</u>	<u>Group</u>	<u>Item</u>	
Dec. 18, 2014	Family Benefit Dance	St. Paul Fam. Benefit	Tote Bag, Water Bottle / Binoculars	Phyllis
Feb. 20	Ladies Curling Bonspiel	Mallaig Curling Club	Salt & Pepper Grinder	Phyllis
Feb. 20, 2015	Mixed Curling Bonspiel	Mallaig Curling Club	Water Bottle & Golf Balls	Phyllis
March 14, 2015	Provincial Hockey	Mallaig Atoms	Pins	Phyllis
March 14, 2015	Annaul Crib Tournament	Boscombe Community Centre	1st Aid Kit/Hat/Toque	Tim
June 6, 2015	Beaver River Trestle Fundraising Event	Riverland	Cooler Bag / Backpack & Water Bottle	Phyllis
April 11, 2015	Quad Rally	Ashmont Ag Society	Swiss Knives/Thermos	Phyllis
April 12, 2015	Trade Show	Fort McMurray/Sherwood Park	Tote Bag/ Carafe/Binoculars/ Tools	Sheila
May 2, 2015	Mystery Bingo	Ashmont Legion	1st Aid Kit/ Binoculars	Tim
May 25, 2015	Grazing School for Women	ASB	Pens	Phyllis
June 13, 1025	Golf Tournament	Mallaig Ag Society	Golf Balls / Salt & Pepper Grinder	Phyllis
June 27, 2015	National Bowling	St. Paul Seniors	Pins	Phyllis
July 12 & 13	Hilbilly Jam	Boscombe	Camping Chair	Phyllis
Aug. 28, 2015	Merle McConnell Fundraiser		Duffle Bag, Thermos, Safety Kit	Tim
Sept. 2, 2015	Chilli Cook Off-for Judges	FCSS	3 Thermoses	Tim
Sept. 22, 2015	TOPS Rally	St. Paul TOPS	Pins	Phyllis
Nov. 6, 2015	Sr. Games	St. Paul Seniors	Thermos/Duffle Bag/1st Aid Kit	Tim

Appendix 1 for 8.29.: Donations 2015

Nov. 6	Mixed Floor Curling Bonspiel	St. Paul Seniors	Camping chair	Sheila
Nov. 30	In Service Training	ABS	Weather Station	Dennis

10. Reports

10.1. CAO REPORT



County of St Paul No 19
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

10.1. CAO Report

#20151106001

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Additional Information

Originated By : skitz

11. Upcoming Meetings

- 11.1. DEC. 11 - 10:00 - 3:00 - BUDGET
- 11.2. DEC. 17 - 10:00 - 3:00 - BUDGET
- 11.3. DEC. 18 @ 10:00 A.M. - CAO EVALUATION
- 11.4. DEC. 18 - PUBLIC WORKS TO FOLLOW
- 11.5. DEC. 18 - SPECIAL MEETING TO FOLLOW



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Issue Summary Report

11.1. Dec. 11 - 10:00 - 3:00 - Budget

#20151202019

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Additional Information

Originated By : pcorbiere



County of St Paul No 19
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Issue Summary Report

11.2. Dec. 17 - 10:00 - 3:00 - Budget

#20151202020

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Additional Information

Originated By : pcorbiere



County of St Paul No 19
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Issue Summary Report

11.3. Dec. 18 @ 10:00 a.m. - CAO Evaluation

#20151202021

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Additional Information

Originated By : pcorbiere



County of St Paul No 19
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Issue Summary Report

11.4. Dec. 18 - Public Works to Follow

#20151104005

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Additional Information

Originated By : pcorbiere



County of St Paul No 19
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Issue Summary Report

11.5. Dec. 18 - Special Meeting to Follow

#20151202023

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Additional Information

Originated By : pcorbiere

12. Financial

- 12.1. BUDGET TO ACTUAL
- 12.2. COUNCIL FEES
- 12.3. LISTING OF ACCOUNTS PAYABLE



County of St Paul No 19
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

12.1. Budget to Actual

#20151106002

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Recommendation

Motion to approve the budget to actual as of November 30, 2015.

Additional Information

Originated By : skitz



County of St Paul No 19
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Issue Summary Report

12.2. Council Fees

#20151106003

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Recommendation

Motion to approve the Council Fees for the Month of November, 2015 as circulated.

Additional Information

Originated By : tmahdiuk



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

12.3. Listing of Accounts Payable

#20151106004

Meeting : December 8, 2015

Meeting Date : 2015/12/08 10:00

Meeting Type : Council Meeting

Recommendation

Motion to file the listing of Accounts Payable as circulated:

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

Originated By : pcorbiere