



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

April 12, 2016

Tuesday, April 12, 2016

Start time 10:00 AM

AGENDA

1. **Call to Order**
2. **Minutes**
 - 2.1 **March 8, 2016 (2016/03/08)**
3. **Bank Reconciliation**
4. **Additions to Agenda and Acceptance of Agenda**
5. **In Camera**
6. **Business Arising from Minutes**
7. **Delegation**
 - 7.1. **11:00 a.m. - Dan Reid, Skate Park Initiative**
 - 7.2. **11:30 a.m. - Public Hearing - Bylaw No. 2016-07-Wording Change to Land Use Bylaw**
 - 7.3. **1:00 p.m. - Public Hearing - Bylaw No. 2016-05-Amend LUB Rezone N 1/2 NW 13-57-6-W4**
 - 7.4. **1:30 p.m. - Appeal for Proposed Bin Site at Lac Sante**
 - 7.5. **2:00 p.m. - Presentation of Audited Financial Statements**
8. **New Business**
 - 8.1. **2016 Land Leases**
 - 8.2. **EOEP Course - The Good, The Bad and The Ugly**
 - 8.3. **Global Context to Explore Regional Planing in Alberta - May 4 & 5**
 - 8.4. **Funding Request - Brett Kissel Homecoming Concert**
 - 8.5. **Funding Request - Friends of Fort George Buckingham House**
 - 8.6. **Request for Funding - Lakeland Centre for FASD**
 - 8.7. **Request for Fundng - St. Lina Senior Dew Drop Inn**
 - 8.8. **St. Paul & District Chamber of Commerce - Request for Funding**
 - 8.9. **Benefits Policy HR-4**
 - 8.10. **Conference and Education Attendance Policy HR-8**
 - 8.11. **Acceptance of Tenders Policy ADM-48**

- 8.12. **Delinquent Accounts Receivable Policy ADM-70**
- 8.13. **Asset Management Policy - ADM 115**
- 8.14. **Long-Term Disability Policy - HR-116**
- 8.15. **2016 Strategic Plan - 1st Quarter**
- 8.16. **Letter to Minister Regarding Centralized Assessment**
- 8.17. **Request to Rent Whitney Lake Rodeo Grounds**
- 8.18. **Spring Cleanup - When/Where**
- 8.19. **Request to Waive Permit Fees**
- 8.20. **Refund Deposit to Delegation re: Ashmont Lagoon Expansion**
- 8.21. **Alberta Heritage Awards**
- 8.22. **Date for April Public Works Meeting**
- 9. **Correspondence**
 - 9.1. **Thank you letter from Library Board**
 - 9.2. **Request to Access County of St. Paul Water Transmission Line**
- 10. **Reports**
 - 10.1. **CAO Report**
- 11. **Upcoming Meetings**
 - 11.1. **April 19 @ 9:00 a.m. - Budget Meeting**
 - 11.2. **April 21 @ 10:00 a.m. - Special Meeting**
 - 11.3. **April 21 - Public Works to follow Special Meeting**
 - 11.4. **May 3 @ 7:00 p.m. - Annual Meeting at Ashmont Fire Hall**
- 12. **Financial**
 - 12.1. **Budget to Actual**
 - 12.2. **Council Fees**
 - 12.3. **Listing of Accounts Payable**
- 13. **Adjournment**

7. Delegation

- 7.1. 11:00 A.M. - DAN REID, SKATE PARK INITIATIVE
- 7.2. 11:30 A.M. - PUBLIC HEARING - BYLAW NO. 2016-07-WORDING CHANGE TO LAND USE BYLAW
- 7.3. 1:00 P.M. - PUBLIC HEARING - BYLAW NO. 2016-05-AMEND LUB REZONE N 1/2 NW 13-57-6-W4
- 7.4. 1:30 P.M. - APPEAL FOR PROPOSED BIN SITE AT LAC SANTE
- 7.5. 2:00 P.M. - PRESENTATION OF AUDITED FINANCIAL STATEMENTS



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Issue Summary Report

7.1. 11:00 a.m. - Dan Reid, Skate Park Initiative

#20160405001

Meeting : April 12, 2016

Meeting Date : 2016/04/12 10:00

Meeting Type : Council Meeting

Background

Dan Reid with the St. Paul BMX and Skate Park Committee will be in to provide Council with an update on the progress of the Skate Park and to request a donation for this project.

Additional Information

Originated By : pcorbiere

St. Paul BMX & Skate Park Initiative



Donation Partner Request

Dear *Sheila*

There has been recent local conversation regarding the introduction of a new BMX & Skate park to the Town of St. Paul. In the past 8 months this idea has matured to the point that we now are offering potential partners the opportunity to Donate and have their organization or business permanently attached to the new facility.

The community has stressed the need for an aesthetically pleasing, community enhancing facility that attracts members of all ages to enjoy and utilize. The trend in outdoor activities is on the rise. North America is seeing a big upward trend in both Skateboarding and BMX. Alberta is one of the premier provinces to have communities build permanent concrete skate parks in many of the cities and towns. Similar communities like Legal, Olds, Sundre, Drayton Valley, Athabasca, and Cochrane already have these world class facilities while others like Cold Lake and Gibbons are just starting to build theirs.

The desire for a new BMX & Skate park in St. Paul stems from a couple key areas:

1. It is time to upgrade: It is commonly discussed that our community upgrade our current skate park to one that is larger and more engaging. The current park is limited by its small size and lack of challenging characteristics. Furthermore, its small size forces both beginner and advanced riders to share the same small space compromising safety for the beginners and freedom for the advanced.
2. It has been proven all over the world that these facilities are conducive to a healthy active lifestyle, both physically and mentally. It is especially important mentally to the age group that needs it the most and requires an outlet to express themselves. Keep in mind not all youth do well in team sports. Skateboarding and BMX are healthy and affordable alternatives.

The fundraising goal we are required to meet is \$250K. Once met, government grants and bursaries will be obtained to match the raised monies and reach our final goal (\$500K). As of now, the initiative has raised \$9,000.

As a local business and organization, you have the chance to be part of this project and help change our community for the better. With your family or business name incorporated into the park you will be represented now and for generations to come. Together we can create a space where our children are able to develop and grow and also recognize the groups that helped make it possible. We appreciate any donation whether it is monetary or Gift in-kind (see following pages for examples of donor recognition options).

1. Bronze is \$500.00 and gets you a brick sized logo at the entrance to the skatepark
2. Silver sponsorship is \$5,000 and will have a custom inscription on one of seven stairs that form a major feature in the park.
3. Gold sponsorship is \$10,000 and will have a skateboard park feature inscribed with your family or business name.
4. Platinum - Custom skateboard benches they are \$15,000 and will bear the custom inscription of choosing by the donor.
5. The sponsor that donates \$100,000.00 will be honored with a large sculpture and gets to name the Park for the town of St Paul.

If you are interested in becoming a Donor Partner whether GIFT in Kind or Monetary please contact:

St. Paul BMX & Skatepark Initiative Committee @ stpsk8@gmail.com by phone @ 780-645-1646.

Presentation: http://prezi.com/mwp3x3okhyoe/?utm_campaign=share&utm_medium=copy&rc=ex0share

FaceBook : <http://www.facebook.com/SPSK8PARK>

Sincerely

St Paul BMX & Skate Park Committee

STPSK8@gmail.com



St. Paul Skatepark Initiative

For more information or to make a tax deductible donation, contact St. Paul BMX & Skatepark Initiative Committee @ stpsk8@gmail.com by phone @ 780-645-1646

Project Fundraising Approach – Donor Recognition Examples



Gold: Park 'Major Feature' Donor / Sponsor - \$10,000 +



Park Naming: Park 'Title' Donor/Sponsor - \$100,000



Silver: Park 'Stair' Donor / Sponsor - \$5,000 +



Bronze: Park 'Pathway to Success' single brick donor - \$500 +

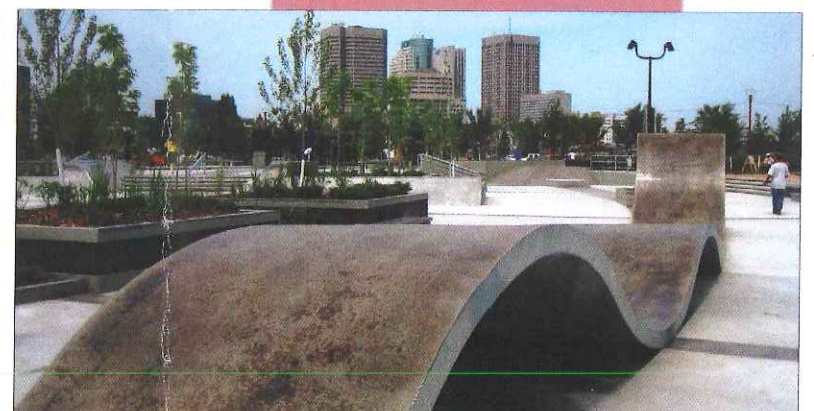


Platinum: Park Skateboard Bench Donor / Sponsor - \$15,000 +

St. Paul Skatepark Initiative

For more information or to make a tax deductible donation, contact St. Paul BMX & Skatepark Initiative Committee @ stpsk8@gmail.com by phone @ 780-645-1646

Skatepark Design Vision: Skateparks are changing. The days of the stereotypical 'grey square' have long passed as a new era of facility design responds to much more than purely function. When designed and constructed with sensitivity to the surrounding context, skateparks not only become beloved destinations for local youth, but truly celebrated spaces for everyone to enjoy. These places include world class skateboarding/BMX terrain that is complimented by locally inspired art and sculpture, inviting viewing/socializing areas, and strong connections to surrounding amenities. This is the vision for the new St. Paul Skatepark!



Functional, Aesthetic, and Artistic concrete architecture for skateboarding, BMX, inline, scooters...
Customized to our community and welcoming to all St. Paul area children, youth, families, and out of town visitors!



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Issue Summary Report

7.2. 11:30 a.m. - Public Hearing - Bylaw No. 2016-07-Wording Change to Land Use Bylaw #20160405002

Meeting : April 12, 2016

Meeting Date : 2016/04/12 10:00

Meeting Type : Council Meeting

Background

At the February 23 Public Works Meeting, Council gave first reading to Bylaw No. 2016-07, which is a bylaw to add (3)(c) to Section 7.7 Communication Towers of Land Use Bylaw No. 2013-50, as it pertains to CSA approved communication towers.

Bylaw No. 2016-07 was advertised in the St. Paul Journal and Elk Point Review on March 29 and April 5, 2016. Planning and Development has not received any responses to the advertisements.

Recommendation

Proceed to Public Hearing scheduled for 11:30 a.m. to discuss Bylaw No. 2016-07, which is a bylaw to include (3)(c) under Section 7.7 Communication Towers of Land Use Bylaw No. 2013-50.

Following the public hearing:

Motion to give second reading to Bylaw No. 2016-07.

Motion to give third reading to Bylaw No. 2016-07.

Additional Information

Originated By : pcorbiere

COUNTY OF ST. PAUL NO. 19

BY-LAW NO. 2016-07

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

WHEREAS the Municipal Government Act, R.S.A. 2000, as amended ("the Act") allows Municipal Council to establish and amend its Land Use Bylaw;

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

1. The Land Use Bylaw of the County of St. Paul No. 19, Bylaw No. 2013-50, is hereby amended as follows:

Section 7.7 Communication Towers

- (3)(c) Notwithstanding the above, towers that are constructed in accordance with Canadian Standards Association (CSA) S37 shall be setback from abutting parcels and roadways by a distance of 20 percent of the tower height or the distance between the tower base and guy wire anchors, whichever is greater.

Read a first time in Council this 23rd day of February, A.D. 2016.

Advertised the 29th day of March, A.D. 2016 and the 5th day of April, A.D. 2016 in the St. Paul Journal and Elk Point Review.

Read a second time in Council this day of , 2016

Read a third time in Council this day of , A.D. 2016.

Reeve

Chief Administrative Officer



Issue Summary Report

7.3. 1:00 p.m. - Public Hearing - Bylaw No. 2016-05-Amend LUB Rezone N 1/2 NW 13-57-6-W4

#20160405003

Meeting : April 12, 2016

Meeting Date : 2016/04/12 10:00

Meeting Type : Council Meeting

Background

At the February 9, 2016 meeting, Council gave first reading to Bylaw No. 2016-05, which is a bylaw to amend Land Use Bylaw No. 2013-50 as it relates to rezoning 10 acres in N 1/2 NW 13-57-6-W4 from Agricultural to Country Residential One (CR1).

Bylaw No. 2016-05 was advertised in the St. Paul Journal and Elk Point Review the weeks of March 29 and April 5.

RSVPs were sent out to adjacent landowners regarding a public consultation which was held on March 10, 2016. 10 people were in attendance. Discussion points at the meeting included:

1. Area residents raised concerns over the parcel being further subdivided after it is rezoned to County Residential One.
2. Area residents do not wish to see further segregation of agricultural lands.
3. Concerns regarding dogs from acreages bothering cattle. While farmers and ranchers have means of dealing with nuisance animals, the group determined that those means usually result in negative neighbour relationships and repercussions.
4. Rural/urban conflict: livestock, pesticide (herbicide/insecticide) drift, noise, dust and ATV's.
5. Concerns regarding the loss of rural way of life and protecting the ability to farm.
6. Loss of rural characteristic of the area.
7. A multi-lot subdivision already exists in the area and are not being developed. There is no demand for lots within that existing subdivision. The existing subdivision on this parcel has also not been developed.
8. This development will affect sight lines of existing residents.
9. This will set a precedent for other rural residential subdivisions on agricultural land.
10. This subdivision is part of the developers estate planning.
11. Cost of servicing acreages and demand for increased levels of service by acreage owners will result in St. Paul County spending more taxpayer money to service these lots. That money could be used to benefit the whole area instead of just the acreage owners.

Krystle Fedoretz will attend this Public Hearing.

Recommendation

Proceed to Public Hearing scheduled for 1:00 p.m. to discuss Bylaw No. 2016-05, which is a bylaw to amend Land Use Bylaw No. 2013-50 as it relates to rezoning 10 acres in N 1/2 NW 13-57-6-W4 from Agricultural to Country Residential One.

Following the Public Hearing - Motion to give 2nd reading to Bylaw No. 2016-05.

Motion to give 3rd reading to Bylaw No. 2016-05.

Additional Information

Originated By : pcorbiere

COUNTY OF ST. PAUL NO. 19

BY-LAW NO. 2016-05

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

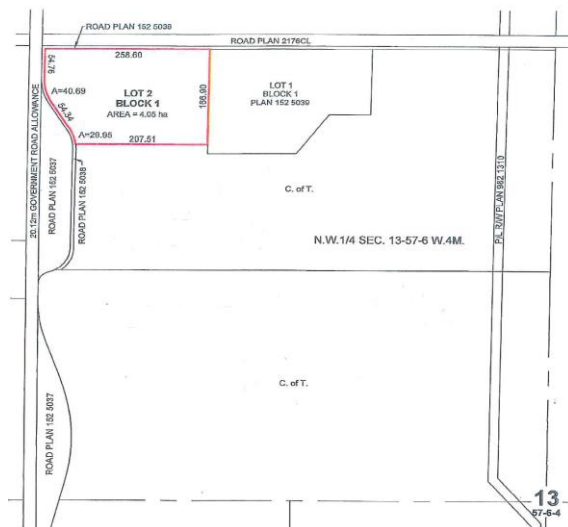
WHEREAS, it is deemed expedient to amend the Land Use Bylaw of St. Paul and County of St. Paul as set out in the Municipal Government Act, 2000 as amended.

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 N ½ NW 13-57-6-W4



Read a first time in Council February 8, 2016.

Advertised the 29th day of March, A.D. 2016, and the 5th day of April, A.D. 2016 in the Elk Point Review and St. Paul Journal.

Read a second time in Council , 2016.

Read a third time and duly passed in Council , 2016.

Reeve

Chief Administrative Officer

COUNTY OF ST. PAUL REZONING APPLICATIONName of Applicant: JOHN A HOLLEY Email: jholy@shaw.caMailing Address: 5514-56ST BARRHEAD AB T7N1C6Telephone (Home): 7806743464 (Business): 7806741529 (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 ^{N $\frac{1}{2}$} NW $\frac{1}{4}$ 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 ~~10.82~~ ¹⁰ acres ~~4.38~~ ^{4.05} (hectares)

2. ZONING INFORMATION:

- a) Current Zoning as per the Land Use Bylaw 2013-50: farmland
- 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 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 three increased tax revenue.

Appendix 2 for 7.3.: 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 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

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 2 for 7.3.: Rezoning Application

6. SEWER SERVICES:

- a) Existing sewage disposal: Nothing on property - vacant land
- b) Proposed sewage disposal: open discharge or field

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 2 for 7.3.: 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

John A. Holley
Owner Signature

JAN 12/16
Date

Owner Signature

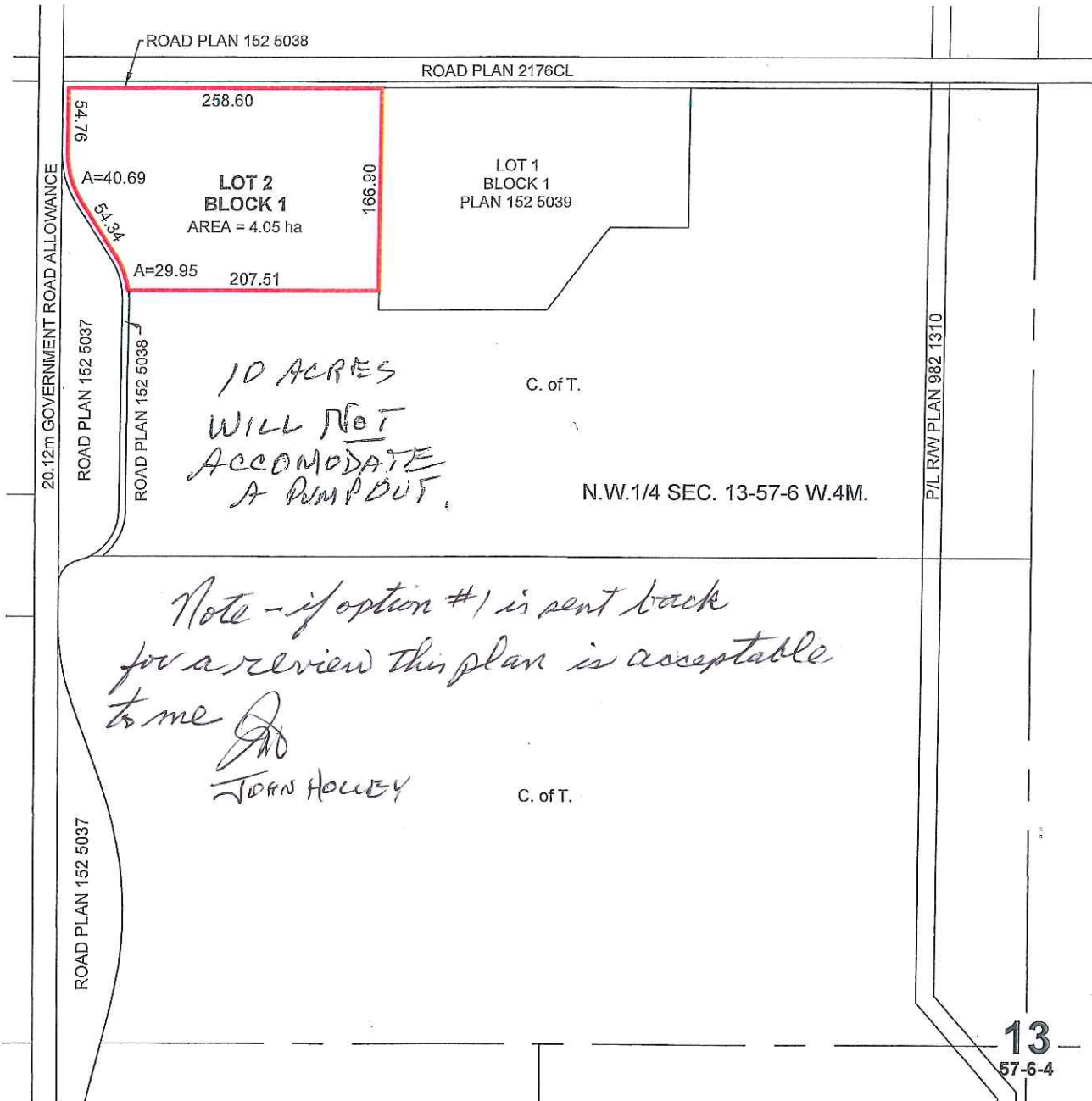
Date

option #2

PAGE 1 OF 2

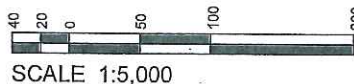
TENTATIVE PLAN

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: --

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



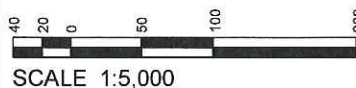
Imagery: ©2015 Abacus Datagraphics Ltd., all rights reserved.
 Date of Photography: SEPTEMBER 18, 2011
 Distances are in metres and decimals thereof.

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

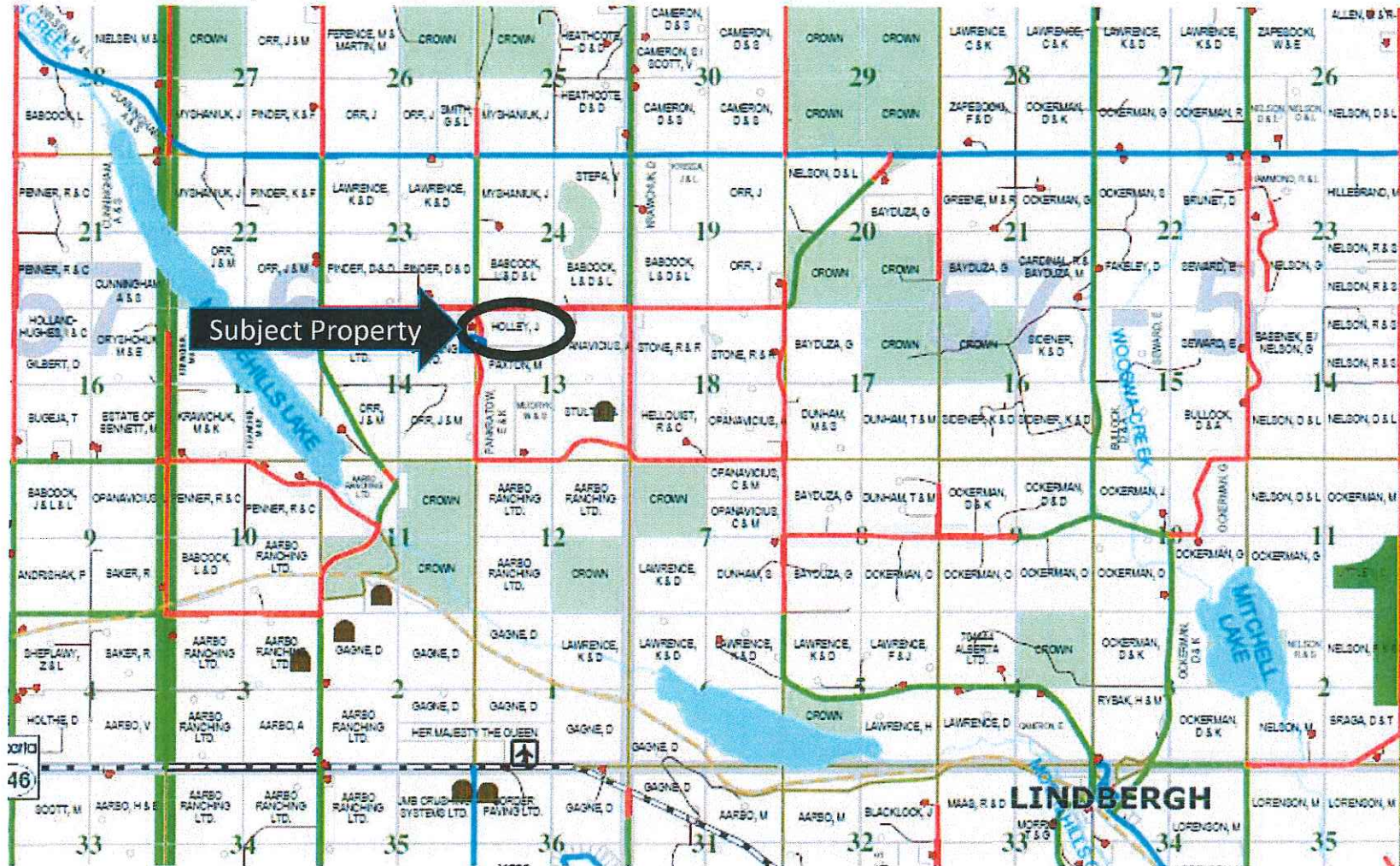
SURVEYED BY: --

CALC'D BY: J.O.

DRAWN BY: J.O.

Appendix 2 for 7.3.: Rezoning Application

Figure 1. General Location Map





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

Issue Summary Report

7.4. 1:30 p.m. - Appeal for Proposed Bin Site at Lac Sante

#20160406013

Meeting : April 12, 2016

Meeting Date : 2016/04/12 10:00

Meeting Type : Council Meeting

Background

The Planning and Development Department received a request from a summer resident at the north end of Lac Sante, inquiring about relocating two of the four garbage bins located on Anchor Bleu Drive, to the end of Pete and Josie Lane, for use by the residents on the east side of Lac Sante. The resident has indicated that there is a significant amount of ATV, golf cart and vehicle traffic at the current location because everyone goes to this corner of the subdivision.

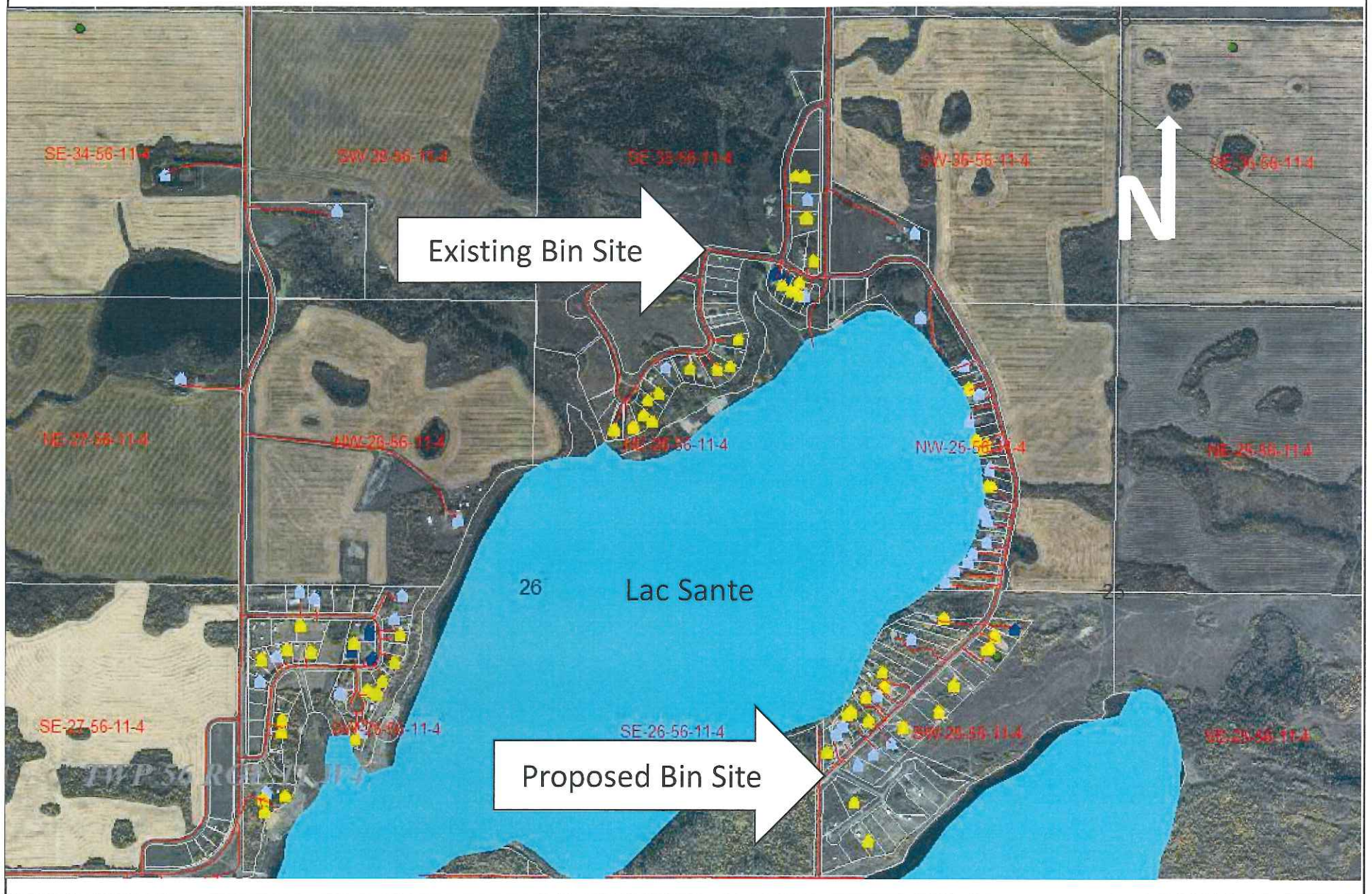
As per policy Dev-56, County-Owned Structures not Requiring a Permit Policy, the adjacent landowners were notified of the proposed development and we have received letters both supporting and in opposition to moving the bins.

Council will hear from a delegation regarding the bin sites.

Additional Information

Originated By : pcorbiere







County of St Paul No 19
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Issue Summary Report

7.5. 2:00 p.m. - Presentation of Audited Financial Statements

#20160406009

Meeting : April 12, 2016

Meeting Date : 2016/04/12 10:00

Meeting Type : Council Meeting

Background

Shawn Warrington, auditor with Synergy Chartered Accountants will be in to present the County's financial statements for the period ending December 31, 2015.

Recommendation

Motion to approve the 2015 Audited Financial Statements for the County of St. Paul.

Additional Information

Originated By : pcorbiere

8. New Business

- 8.1. 2016 LAND LEASES
- 8.2. EOEP COURSE - THE GOOD, THE BAD AND THE UGLY
- 8.3. GLOBAL CONTEXT TO EXPLORE REGIONAL PLANING IN ALBERTA - MAY 4 & 5
- 8.4. FUNDING REQUEST - BRETT KISSEL HOMECOMING CONCERT
- 8.5. FUNDING REQUEST - FRIENDS OF FORT GEORGE BUCKINGHAM HOUSE
- 8.6. REQUEST FOR FUNDING - LAKELAND CENTRE FOR FASD
- 8.7. REQUEST FOR FUNDNG - ST. LINA SENIOR DEW DROP INN
- 8.8. ST. PAUL & DISTRICT CHAMBER OF COMMERCE - REQUEST FOR FUNDING
- 8.9. BENEFITS POLICY HR-4
- 8.10. CONFERENCE AND EDUCATION ATTENDANCE POLICY HR-8
- 8.11. ACCEPTANCE OF TENDERS POLICY ADM-48
- 8.12. DELINQUENT ACCOUNTS RECEIVABLE POLICY ADM-70
- 8.13. ASSET MANAGEMENT POLICY - ADM 115
- 8.14. LONG-TERM DISABILITY POLICY - HR-116
- 8.15. 2016 STRAGETIC PLAN - 1ST QUARTER
- 8.16. LETTER TO MINISTER REGARDING CENTRALIZED ASSESSMENT
- 8.17. REQUEST TO RENT WHITNEY LAKE RODEO GROUNDS
- 8.18. SPRING CLEANUP - WHEN/WHERE
- 8.19. REQUEST TO WAIVE PERMIT FEES
- 8.20. REFUND DEPOSIT TO DELEGATION RE: ASHMONT LAGOON EXPANSION

- 8.21. ALBERTA HERITAGE AWARDS
- 8.22. DATE FOR APRIL PUBLIC WORKS MEETING



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Issue Summary Report

8.1. 2016 Land Leases

#20160405005

Meeting : April 12, 2016

Meeting Date : 2016/04/12 10:00

Meeting Type : Council Meeting

Background

The following land lease is being presented for renewal for the year 2016:

PNW 34-56-5-W4

Lionel Romanchuk

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

Recommendation

Motion to approve the following land leases for renewal for 2016, as per section 61 of the M.G.A.:

PNW 34-56-5-W4

Lionel Romanchuk

Additional Information

Originated By : pcorbiere



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

8.2. EOEP Course - The Good, The Bad and The Ugly

#20160405004

Meeting : April 12, 2016

Meeting Date : 2016/04/12 10:00

Meeting Type : Council Meeting

Background

The EOEP Course, The Good, The Bad and The Ugly was held on Monday March 14, prior to the Spring Convention. Councillor Dach attended the Course, however it falls outside of Policy HR-8, which states that EOEP Courses can only be taken once and approval will cease upon completion of the certificate - Councillor Dach has completed his certificate.

This was missed on the March Council Agenda for approval, so we are now bringing it forward for ratification.

Recommendation

to ratify Councillor Dach's attendance at the EOEP Course, The Good, The Bad and The Ugly which he attended on March 14, 2016 in conjunction with the AAMD&C Spring Convention.

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

8.3. Global Context to Explore Regional Planning in Alberta - May 4 & 5 #20160408002

Meeting : April 12, 2016

Meeting Date : 2016/04/12 10:00

Meeting Type : Council Meeting

Background

U of A, Alberta Land Institute and Alberta Innovates Bio Solutions will be holding a conference on Global context to explore Regional Planning in Alberta, Western Canada's Premier Forum on Land Use Research, Planning and Policy on May 4 & 5 in Edmonton. The conference will bring together decision makers and researchers from Alberta and around the world to explore the theme of Regional Planning - how it influences the provision of ecosystem services, the use of agricultural land and governance. Registration for the conference is \$450 (CPA registration was the same).

The Planning and Development Department has reviewed the agenda for this conference as well as the CPA Conference and have decided that it would be more beneficial to attend this conference.

Recommendation

Motion to approve Dennis Bergheim, Krystle Fedoretz and Crystal St. Arnault to attend the LandUse 2016 in Edmonton on May 4 & 5.

Additional Information

Originated By : pcorbiere



May 4-5, 2016 | The Westin Edmonton



A GLOBAL CONTEXT to explore **REGIONAL PLANNING** **IN ALBERTA**

**Western Canada's Premier Forum on
Land Use Research, Planning & Policy.**



**A GLOBAL
CONTEXT
to explore
REGIONAL PLANNING
IN ALBERTA**

Practical Insights. Best Practices. Policy & Planning Lessons.
BE A PART OF THE CONVERSATION.

**Presented in partnership by the Alberta Land
Institute and Alberta Innovates Bio Solutions**

Land Use 2016 will bring together decision makers and researchers from Alberta and around the world to explore the theme of Regional Planning – how it influences the provision of ecosystem services, the use of agricultural land, and governance. The conference will also showcase research funded by the Alberta Land Institute over the past two years.



**Regional Planning for
Ecosystem Goods & Services**



**Land Use and Alberta's Agricultural
Industries in a Changing Context**



**Governance and Regional
Planning for Sustainability**

REGISTER NOW: www.albertalandinstitute.ca/land-use-2016/registration

A GLOBAL CONTEXT TO EXPLORE REGIONAL PLANNING IN ALBERTA

Land Use 2016 brings together international experts to share global perspectives on regional planning, then examines **key Alberta issues** in that international context.

This conference will provide **practical insights** to decision-makers about international **best practices**, and the **policy and planning lessons** learned in other jurisdictions.

IN AUSTRALIA, ENVIRONMENTAL OBJECTIVES ARE ADDRESSED THROUGH MARKETS OF ECOSYSTEM SERVICES. HOW DOES THE SYSTEM WORK?

How can ecosystem services be used to achieve **environmental objectives in Alberta**, like flood mitigation, carbon sequestration, and biodiversity?

IN THE UNITED STATES, URBAN POPULATION GROWTH PUTS PRESSURE ON AGRICULTURAL LAND USE. HOW DO GOVERNMENTS SET PRIORITIES?

What are the pressures on **land use in Alberta**, and how do they influence the fragmentation of agricultural land, and water demands related to irrigation?

IN THE UNITED KINGDOM, THE NATIONAL ECOSYSTEM ASSESSMENT ESTABLISHED A FRAMEWORK FOR ECOSYSTEM SERVICES PLANNING. WHY WAS IT DONE, HOW WAS IT COMPLETED, AND HOW WELL DID IT WORK?

What does the future hold for ecosystem services **planning in Alberta**?



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

8.4. Funding Request - Brett Kissel Homecoming Concert

#20160406012

Meeting : April 12, 2016

Meeting Date : 2016/04/12 10:00

Meeting Type : Council Meeting

Background

The organizing committee for the Brett Kissel Homecoming Concert which will be held on June 18 at the Jaycee Ballpark, is requesting if the County is interested in becoming a gold sponsor for the event for \$10,000.

Recommendation

Motion to approve \$5,000 for the St. Paul Ag Society to help offset their cost of providing security and logistics for the Brett Kissel Homecoming Concert on June 18.

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. Funding Request - Friends of Fort George Buckingham House #20160405009

Meeting : April 12, 2016

Meeting Date : 2016/04/12 10:00

Meeting Type : Council Meeting

Background

The Friends of Fort George Buckingham House is requesting a donation of \$500 to be used for their Bush Craft Event on August 27, 2016. This is their final event of the season and they are expecting between 50 to 60 people. The focus of the event is to learn and experience techniques used by the early fur traders and they are hoping to bring in presenters for their event.

Recommendation

Administration is recommending to approve a \$500 donation for the Friends of the Fort Bush Craft Event to be held August 27, 2016.

Additional Information

Originated By : pcorbiere

April 1, 2016

County of St. Paul #19
5015 – 49th Avenue
St. Paul, AB
T0A 3A4

Dear Council Members:

On behalf of the Friends of Fort George Buckingham House I would like to request a donation of \$500.00 towards our Bush craft event on August 27, 2016. Our focus is learning and experiencing techniques that would have been used by the early fur traders. There still would be an advantage in learning these skills today. We are hoping to bring in some presenters accomplished in this field for this event.

Thank you for your consideration of this request.

Yours truly,

Vicki Brooker, Chairman



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

Issue Summary Report

8.6. Request for Funding - Lakeland Centre for FASD

#20160405008

Meeting : April 12, 2016

Meeting Date : 2016/04/12 10:00

Meeting Type : Council Meeting

Background

The Lakeland Centre for Fetal Alcohol Spectrum Disorder (LCFASD) will be building a cabin to offer summer and winter camps for children with FASD. The facility will provide a fun and safe environment where children with FASD can have a positive camp experience and will learn leadership, socialization skills and respect for the environment.

Phase one of the project will cost \$350,000. They are requesting a donation in the amount of \$5,000 to help cover the costs of bunk beds, appliances, dishes, furniture, utilities and other items required to operate the camp.

The Lakeland Centre for FASD main office is located in Cold Lake with three additional satellite offices in Bonnyville, St. Paul and Lac La Biche.

Alternatives

Deny the request for financial assistance.

Approve a donation of \$5,000 for the Lakeland Centre for FASD.

Recommendation

Administration is recommending to deny the request for funding from the Lakeland Centre for FASD.

Additional Information

Originated By : pcorbiere

County of St. Paul
5105 49th Ave
St. Paul, AB T0A 3A4

March 29, 2016

Dear County of St. Paul,

The Lakeland Centre for Fetal Alcohol Spectrum Disorder (LCFASD) is seeking your support of \$5000 to build a unique cabin to offer summer and winter camps to children with FASD. The facility is located 15km east of the City of Cold Lake in the French Bay Provincial Park area on Cold Lake, next to the Kinosoo Ski Hill.

The special needs of children with FASD can often make it impossible for them to participate in regular camp programs. They are often sent home for disruptive behavior. On other occasions, the emotional challenge is too great. A fear of failure may push them over the edge, into despondency. The Lakeland Centre for Fetal Alcohol Spectrum Disorder (LCFASD) is looking to build a facility that can provide a fun and safe environment where children with FASD can be themselves and have a positive camp experience without the fear of rejection. The camp teaches leadership, socialization skills, and respect for the environment; provide trips that are educational and fun; as well as offering cultural experiences. These one week camps also provide a respite for the parents or care givers during the child's stay.

One young boy who attended the camp had such severe behavior that he was unable to attend school. He was being raised by an elderly grandmother who struggled with how best to manage him. We were able to provide him with a week of camp that gave his grandmother a break and gave him a week of confidence and control. In the following year, the school was able to design his entire program so that he was learning how to be a camp leader. He read camp songs, did camp crafts, learned to swim and assisted younger children in gym class. He still struggles with regular school but has been able to attend an off campus junior and senior high school. Today at 17 he has never been in trouble with the law. He has returned to the summer camp as a helper. This positive experience is not uncommon for the kids attending this specialized camp.

After 10 years of operating this camp in another rental location we will be able to provide many more with positive life experiences and more often. The LCFASD can only achieve its goals with the assistance of generous donations from members of our community. The original project is about 1 million dollars but in today's economic situation we have scaled back the project into manageable phases over several years. This first phase will see us build a modest but functional cabin for staff and campers. The value of phase one will cost \$350,000, with some funds raised in previous events and a small mortgage from the bank, we believe that with

community donations we can achieve this goal. Your donation will be used to cover the costs of bunk beds, appliances, dishes, furniture, utilities and other necessary items to operate a camp in 2016.

The LCFASD main office is located in the heart of Cold Lake south, with three additional satellite offices in Bonnyville, St. Paul and Lac La Biche.

Each donation will be recognized in local media and will have a special place of recognition within the cabin and at the LCFASD main office.

Please feel free to contact me with any questions, or **for a presentation** at 780.594.9905 or amcfarlane@lcfasd.com

Sincerely,



Audrey McFarlane
Executive Director

**Attached: Drawings of the phase 1
LCFASD service brochure
Camp Post card**

Additional Information:

Legal Name: Lakeland FASD Society

Charitable number: 886213602RR0001

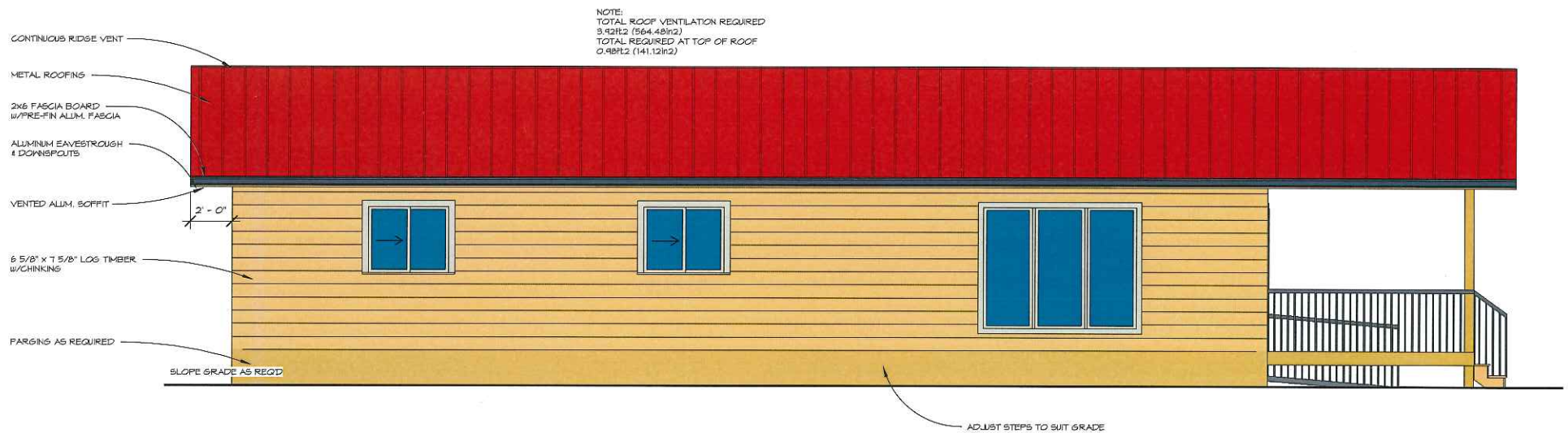
Number of children that have attended camp since operations began: 120

Number of children that will have opportunity to attend camp in 2016: 60

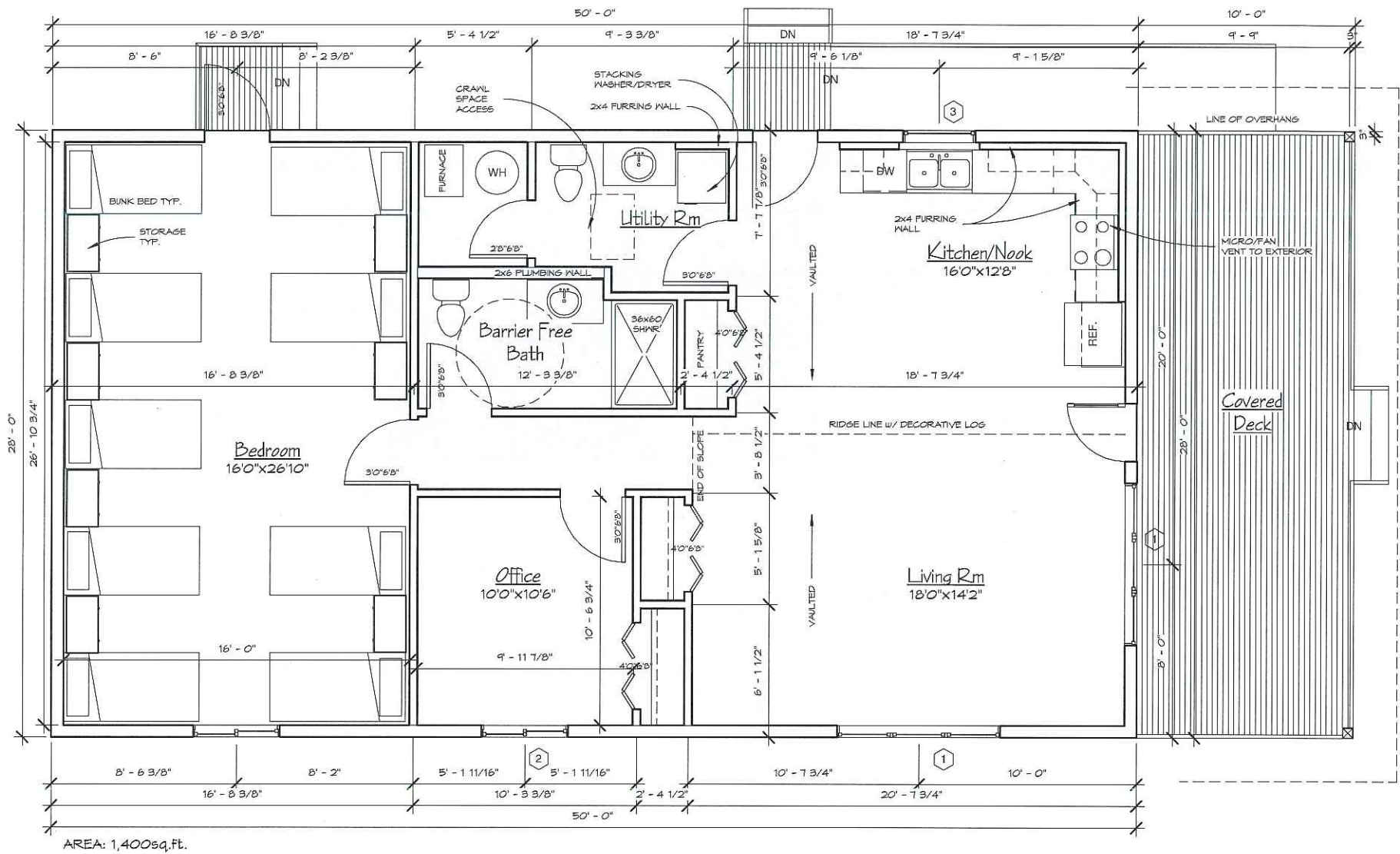
University and college students from the Lakeland area are hired each year to operate the camp.

Number of individuals/families served each year by LCFASD: 400

Appendix 1 for 8.6.: Lakeland FASD



Appendix 1 for 8.6.: Lakeland FASD





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

Issue Summary Report

8.7. Request for Fundng - St. Lina Senior Dew Drop Inn

#20160405010

Meeting : April 12, 2016

Meeting Date : 2016/04/12 10:00

Meeting Type : Council Meeting

Background

The St. Lina Senior Dew Drop Inn club requires renovations to their Seniors Centre. They were approved for a \$11,700 grant through the New Horizons Program however they had to fix the roof prior to receiving their grant so their funding was cut back to \$7,897 and they paid for the roof repairs from their accounts.

They are estimating that the remainder of the repairs will cost \$20,000:

- \$7,400 - Replace furnace, replace plumbing, fixtures, copper pipe and pressure tank
- \$2,000 - Purchase and install water holding tank
- \$11,000 - Replace Lino

The St. Lina Seniors are requesting \$12,000 from the County to fund the shortfall of their repairs, which will not be covered by their grant.

Recommendation

Administration is recommending to approve \$12,000 for the St. Lina Dew Drop Inn to fund the shortfall of the repairs to their facility.

Additional Information

Originated By : pcorbiere

Done St Lina Dew Drop Inn.docx

St. Lina Seniors
St. Lina Alberta

Dear County Council Councillors,

We the St. Lina seniors are in the process of some much needed renovations to our Seniors Centre called The Dew Drop Inn.

We have been applying for grants for a year, we have finally heard from the New Horizons Seniors grant Program, they inform us that we qualify but since we had to fix the roof prior to receiving the funds, they will deduct that portion from the proceeds. We had been approved for \$ 11,700, but now will receive only \$7897.

We desperately need to fix our water and sewer systems, they are 35 years old and original they need to be upgraded. Our flooring is starting to wear out and needs replacing, unfortunately all these improvements cost more money than we currently have. We are providing you with our annual statement and cost estimates for the proposed work. We are anticipating that we can get all this done for approx. \$20,000.

We are looking to you for some much needed financial assistance. Our main source of funding comes from bingos (held every other Monday) garage sales and bake sales. Our seniors also donate lots of time and money to keep us afloat. We have been meeting overhead expenses and smaller maintenance projects but now our building needs a more major effort. After the grant monies we find ourselves needing approximately \$12000 to complete these renovations.

This Hall is used year round for quilting, seniors meetings, luncheons, family gatherings, birthday parties, bridal showers etc. In our eyes it is a little jewel that means so much to us and to the community, a place to socialize and foster unity. After these renovations are complete this hall will be up to date and good for many years to come. We appreciate whatever you can do to help and Dew Drop Inn, everyone is welcome.



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

Issue Summary Report

8.8. St. Paul & District Chamber of Commerce - Request for Funding #20160405007

Meeting : April 12, 2016

Meeting Date : 2016/04/12 10:00

Meeting Type : Council Meeting

Background

The St. Paul & District Chamber of Commerce is requesting funding in the amount of \$5,000. The Chamber will continue working to promote commercial, industrial and civic well-being in our community.

Since 2015, Council approved a \$5,000 grant for the St. Paul and Elk Point Chamber's of Commerce and \$1,500 for the Mallaig Chamber of Commerce.

Alternatives

Approve the request of \$5000 for funding for the St. Paul Chamber of Commerce.

Approve the request for funding in the amount of \$5,000 for St. Paul and provide \$1,500 in funding for the Elk Point and Mallaig Chambers of Commerce as well.

Recommendation

Administration is recommending to approve funding in the amount of \$5,000 for the St. Paul and Elk Point Chambers of Commerce and \$1,500 for the Mallaig Chamber of Commerce.

Additional Information

Originated By : pcorbiere



Phone / Fax: 780-645-5820
P.O. Box 887, 4802-50 Avenue
St. Paul, AB T0A 3A0
Email: admin@stpaulchamber.ca
www.stpaulchamber.ca

March 16, 2016

County of St. Paul No. 19
5015-49th Avenue
St. Paul, AB
T0A 3A4

Attention: Sheila Kitz

Dear Ms. Kitz

RE: REQUEST FOR FUNDING

The St. Paul & District Chamber of Commerce would once again like to acknowledge the County of St. Paul No. 19 and the role it has played in the Chamber's support and advocacy of businesses within the Town and County.

This year, the Chamber will work strategically toward its mission to promote commercial, industrial and civic well-being in our community through efforts to provide services and resources focused on:

- **attraction** of business and businesses;
- **retention** of existing businesses; and
- **expansion** of existing businesses.

As we continue in this role, the Chamber respectfully requests the Town's continued annual support in the sum of \$5000.00.

Further, following on brief discussions with both the County and the Town of St. Paul, the Chamber would like to reiterate its interest in working collectively to provide some dedicated efforts toward economic development in the region.

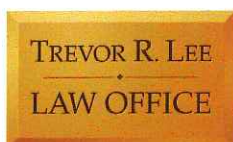
Should you require any additional information on our request or would like to set up a time to discuss working collaboratively, please feel free to contact myself or the Chamber office.

Yours truly

A handwritten signature in blue ink, appearing to read "Kevin Bernhardt".

Kevin Bernhardt
President

2016 Chamber Sponsors



St. Paul
& District





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

Issue Summary Report

8.9. Benefits Policy HR-4

#20160331001

Meeting : April 12, 2016

Meeting Date : 2016/04/12 10:00

Meeting Type : Council Meeting

Background

Policy HR-4 is being presented to Council as amended to reflect changes in the County's benefits program. This Policy was brought before the Policy Committee on March 31st, 2016.

*Note: Administration has made a minor amendment that appears in blue text. This change has been added since the Policy Committee meeting.

Recommendation

Motion to approve Policy HR-4 as amended as it relates to changes in the County's benefits program 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 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 **and return to work the following season.**
 - c) Elected officials will be eligible immediately upon swearing in.

B) BENEFITS PROVIDED:

- 1) The following benefits are conditions of employment:
 - a) **Extended Health (may opt out)**
 - b) **Dental (may opt out)**
 - c) Life Insurance; Accidental Death and Dismemberment
 - d) Long Term Disability (Full-time employees only)
 - e) Employee Assistance Program
 - f) Local Authorities Pension Plan (Mandatory for full-time salaried, optional for full-time seasonal, part-time is ineligible)
 - g) **Health Care and Wellness Spending Accounts**
- 2) The following benefits are optional at the discretion of the employee and employees will pay 100% of the premiums:
 - a) Voluntary Life Insurance

- b) Voluntary Critical Illness
- c) Voluntary Accident

- 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.

Full-time employees will receive a Health and Wellness Spending amount as determined by Council. Seasonal employees will receive 50% of the Health and Wellness Spending amount determined by Council.

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.

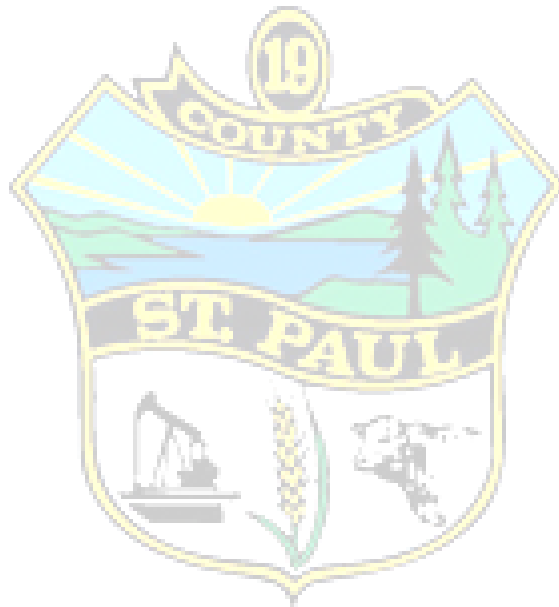
D) WORKERS' COMPENSATION:

- 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.

E) SEASONAL EMPLOYEES:

- 1) All seasonal employees aiming to return to work with the County for the following season will be obligated to make a choice between taking no benefits during their lay-off period or taking the entire benefit package during their layoff period including, but not limited to Extended Health, Dental, Life Insurance, Accidental Death and Dismemberment, the Employee Assistance Program, and the Health and Wellness Spending Accounts. There will be no option to pick and choose certain benefits. If employees choose to

retain benefits during the lay-off period, they will be responsible for paying the employee and employer portions.



COUNTY OF ST. PAUL NO. 19
DEPARTMENT: HUMAN RESOURCES
COUNCIL APPROVAL: SEPTEMBER 14, 2010
AMENDED: DECEMBER 8, 2015
AMENDED: APRIL 12, 2016



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

Issue Summary Report

8.10. Conference and Education Attendance Policy HR-8

#20160331002

Meeting : April 12, 2016

Meeting Date : 2016/04/12 10:00

Meeting Type : Council Meeting

Background

Policy HR-8 is being presented to Council to amend the standards for the County of St. Paul's Council and employee attendance at conferences and other professional development sessions. This Policy was brought before the Policy Committee on March 31st, 2016.

*Note: Administration has made a minor amendment that appears in blue text. This change has been added since the Policy Committee meeting.

Recommendation

Motion to approve Policy HR-8 as amended as it relates to changes to the attendance of conferences and professional development sessions by County of St. Paul Council members and employees, 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 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. **The County offers these training and development opportunities as a benefit of employment.**

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
 - Canadian Association of Municipal Administrators**
 - 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

Alberta Sand and Gravel Conference

e) Assistant Superintendent of Public Works:

AAMD&C Spring and Fall Conventions

Alberta Sand and Gravel Conferences

f) Public Works Supervisor:

AAMD&C Spring and Fall Conventions

Alberta Sand and Gravel Conference

g) Finance Officer:

Government Finance Officers of Alberta

h) Finance Technician:

Government Finance Officers of Alberta

i) Executive Assistant:

Alberta Rural Municipal Administrators' Association

AAMD&C Spring and Fall Conventions

Alberta Municipal Clerks' Conference

~~j) Assessor:~~

~~Alberta Assessors' Association~~

~~Alberta Assessors' Association Fall Education Symposium~~

k) Assessment Clerks:

Assessment Review Board Conference

l) Planning and Development Staff:

Alberta Development Officers' Association

Community Planning Conference

m) FOIP Coordinator:

Access and Privacy Conference

n) 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

- o) Agricultural Fieldmen/Officers:
 - Alberta Association of Agricultural Fieldmen
 - Regional Agricultural Service Board Conference
 - In-Service Training
 - Provincial Agricultural Service Board Summer Tour Conference
- p) Certified Water Operators:
 - Alberta Chapter Western Canada Water & Wastewater Operators Association
 - Alberta Water and Wastewater Operators Association
 - Rural Utilities and Safety Association
- q) Director of Legislative and Communication Services:
 - Alberta Rural Municipal Administrators Assoc.
 - AAMD&C Spring & Fall Conventions
 - Alberta Municipal Clerks' Conference
- r) Director of Emergency Social Services:
 - Alberta Emergency Management Association
- s) Deputy Director of Emergency Management:
 - Alberta Emergency Management Association
- t) FCSS Director:
 - Director's Network
 - FCSSAA Convention
 - Grey Matters (Seniors Conference)
 - Emergency management conferences and workshops as required
- u) FCSS Assistant:
 - Director's Network
 - FCSSAA Convention
 - Grey Matter (Seniors Conference)
 - Emergency management conferences and workshops as required
- v) Parks Supervisors:
 - Alberta Recreation and Parks Association Conference

w) Secretary and At-Large members of the Subdivision and Development Appeal Board:

Municipal Affairs Training

x) 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.

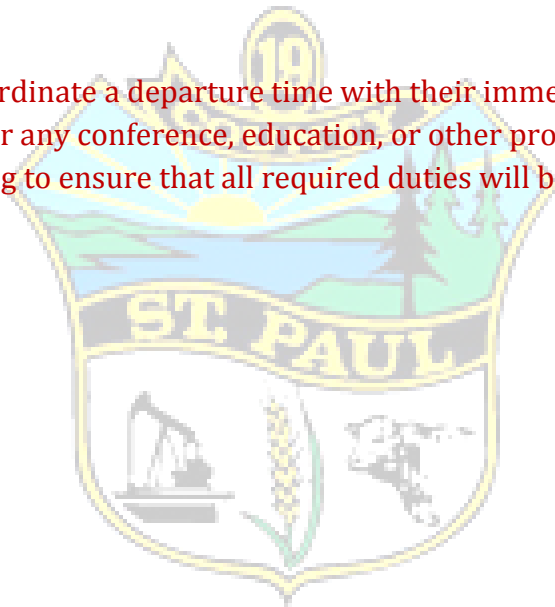
C) CONDITIONS:

- 1) If reasonable, County-owned vehicles shall be used for transportation to and from conferences, seminars, workshops or other educational sessions.
- 2) If any employee is required to attend mandatory professional development on weekend or holiday, they will be provided with time in lieu based on the number of hours worked as per the County Overtime Policy HR-21.
- 3) Registration fees may be paid for by the County with the authorization of Council.

- 4) Upon completion of any course funded by the County, the final grades must be submitted to the County Chief Administrative Officer.
- 5) All employees must take the appropriate First Aid and CPR, WHMIS (Workplace Hazardous Materials Information System) and Safety Training as offered by the County.
- 6) 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.

D) TRAVEL:

- 1) Employees shall coordinate a departure time with their immediate supervisor prior to departing for any conference, education, or other professional development training to ensure that all required duties will be covered off.





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

Issue Summary Report

8.11. Acceptance of Tenders Policy ADM-48

#20160331003

Meeting : April 12, 2016

Meeting Date : 2016/04/12 10:00

Meeting Type : Council Meeting

Background

Policy ADM-48 is being presented to Council to amend the County's process for accepting tenders. The Policy was brought before the Policy Committee on March 31st, 2016.

Recommendation

Motion to approve Policy ADM-48 as amended as it relates to the accepting of tenders in the County 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 obtain the tender most suitable and most advantageous to the interests of the County.

POLICY STATEMENT:

A) DISCRETION:

- 1) Notwithstanding anything else contained within the tender documents, the County reserves the right in its sole and unfettered discretion, to reject or accept any tender, including the right to reject all tenders **or to award a tender contract based upon factors other than price.**
- 2) Without limiting the generality of the foregoing, any tender which:
 - a) is incomplete, obscure, irregular, or unrealistic
 - b) is non-compliant or conditional;
 - c) is has erasures or corrections;
 - d) omits a price on any one or more items in the tender;
 - e) fails to provide all the information required in the tender; or
 - f) is accompanied by an insufficient certified cheque, or irrevocable letter of credit or by a Bid Bond in an unsatisfactory form,
 may at the County's sole discretion be rejected or accepted.
- 3) Further, without limiting the foregoing, a tender may be rejected or accepted based upon the County's unfettered assessment of the following:
 - a) The tenderer's past work performance for the County or for anyone else;
 - b) The tenderer's previous or current business or professional relationship with the County;
 - c) The tenderer's financial capabilities;
 - d) The tenderer's ability to perform the work;

- e) The tenderer's ability to complete the work on schedule or without delay or interference;
 - f) The tenderer's equipment;
 - g) The tenderer's sub-contractors;
 - h) The character, integrity, reputation, judgment, and experience of the tenderer;
 - i) The tenderer's ability to provide maintenance or warranty work, and its history or reputation regarding the same;
 - j) The tenderer's propensity for litigation or other forms of dispute; or
 - k) The tenderer's history related to resolving disputes.
- 4) In no circumstances shall the County be required to disclose to the tenderers the County's reasoning or explanation behind its decision to either award a tender or to reject all tenders.
- B) LIABILITY:**
- 1) The County reserves the right after closing time to seek clarification or to ask for additional information from one or more tenderers and reserves the right to negotiate after closing time with the tenderer that the County deems has provided the most advantageous tender.
- 2) **In no event** will the County be required to seek clarification or to ask for additional information from all tenderers or to offer any modified terms to anyone but the successful tenderer. The County shall incur no liability to any other tenderers as a result of such discussion, negotiation, or modification.
- 3) In addition to the foregoing, each tenderer, by submitting a tender, agrees that it will not claim any damages in any court proceeding, or other dispute resolution forum with respect to any aspect of the tender process (**inclusive of award**), including but not limited to representations made or purported to be made at any time before, during or after the tender process.
- 4) Anything arising during the contract negotiation phase, in excess of an amount equivalent to the reasonable costs incurred by the tenderer in preparing its tender, and each tenderer, by submitting a tender, specifically waives any claim for loss of profits if no agreement is entered into with the tenderer.



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Issue Summary Report

8.12. Delinquent Accounts Receivable Policy ADM-70

#20160331004

Meeting : April 12, 2016

Meeting Date : 2016/04/12 10:00

Meeting Type : Council Meeting

Background

Policy ADM-70 is being presented to Council to amend the process for handling delinquent accounts receivable. This Policy was brought before the Policy Committee on March 31st, 2016.

Recommendation

Motion to approve Policy ADM-70 as amended as it relates to the management of delinquent accounts receivable 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:

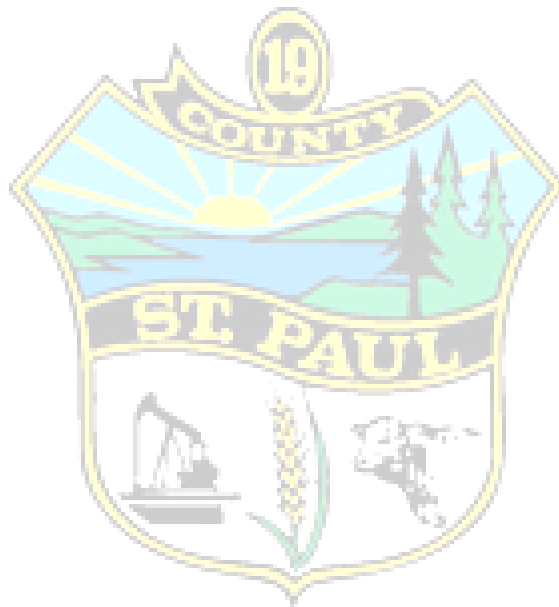
The County of St. Paul desires to provide a process for managing overdue accounts receivable.

POLICY STATEMENT:

GUIDELINES

- 1) The Accounts Receivable Clerk will print an Aged Accounts Receivable Report on a monthly basis that will show what Accounts Receivable Invoices are outstanding – 30, 60, 90 and over 90 days.
- 2) Penalties will be calculated for outstanding invoices over 30 days at a rate of 1.5% per month.
- 3) Monthly statements are generated and sent to customers who have outstanding accounts, including the amount of the original invoice, plus accumulated penalties.
- 4) After being overdue for 60 days, the Accounts Receivable Clerk will send a letter to the customer/resident indicating that all County services will be suspended if payment is not received.
- 5) Accounts are then suspended for all services, after being 90 days overdue.
- 6) If Accounts are still overdue following 180 days (6 months), the Accounts Receivable Clerk will forward details of the outstanding invoice to a **third party agency** hired for the collection of overdue accounts. The County has entered into an agreement with the Collection Agency for a set percentage.
- 7) If an invoice is outstanding and is eligible to be added to the tax roll as per Section 553.1 of the Municipal Government Act, then it will be added to the tax roll and deemed to be a tax imposed from the date it is added to the tax roll.

- 8) At year end, Administration will review all outstanding accounts and present to Council their recommendation for the writing-off of any accounts deemed uncollectable. Approval of write-offs will be as per County Council resolution.
- 9) If a resident has an outstanding balance on a previous year's property taxes, they will be immediately suspended from all services.



COUNTY OF ST. PAUL NO. 19
DEPARTMENT: ADMINISTRATION
COUNCIL APPROVAL: JULY 8, 2011
AMENDED: APRIL 12, 2016



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Issue Summary Report

8.13. Asset Management Policy - ADM 115

#20160331005

Meeting : April 12, 2016

Meeting Date : 2016/04/12 10:00

Meeting Type : Council Meeting

Background

Policy ADM-115 is being presented to Council to establish standards for asset management practices in the County of St. Paul. This Policy was brought before the Policy Committee on March 31st, 2016.

Recommendation

Motion to approve Policy ADM-115 as it relates to the establishment of practices for asset management in the County 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 wishes to detail the principles for a consistent and coordinated approach for the management of assets to ensure long-term sustainability and to demonstrate fiscal stewardship.

This Policy applies to the lifecycle management activities of physical assets that are owned by the County of St. Paul, which may have a material impact on the capital and/or operating budget. This policy is the bridge between the Organizational Strategic Plan and the Asset Management Strategy.

DEFINITIONS:

Asset means a physical object that is a significant economic resource and provides the delivery of a program or service.

Asset Management means the systematic process to guide the planning, acquisition, operation and maintenance, rehabilitation and disposal of tangible capital assets. Its objective is to maximize asset service delivery potential, manage related risks and minimize the costs of ownership while delivering acceptable levels of service to the public in a sustainable manner.

Life Cycle means the time interval that commences with the identification of the need for an asset and terminates with the disposal of the asset.

Tangible Capital Asset as per the County's Tangible Capital Asset Policy ADM-57 means non-financial assets having physical substance that are acquired, constructed or developed, including land, land improvements, roads, buildings, vehicles, equipment, watermains, sewer mains, and capital assets acquired by capital lease or through donation, which meet or exceed thresholds set out within that Policy.

PURPOSE:

To provide program principals and a framework for asset management practices that enables a coordinated, cost effective and organizationally sustainable approach across all County of St. Paul departments in order to:

- Optimize the life cycle costs while maintaining acceptable levels of service;
- Link infrastructure investment decisions to service outcomes;
- Improve decision-making accountability and transparency;
- Demonstrate the long term consideration of decisions; and
- Improve customer service.

SCOPE:

The County of St. Paul owns, operates, and maintains a number of infrastructure assets. The Asset Management Policy ensures that as these assets age and deteriorate over time, they will continue to meet acceptable levels of service over the long term, and are managed for present and future users. The policy supports Council's vision of "a vibrant community which values a high quality of life, balancing rural heritage with a diverse economy," with one of the guiding principles to "strive for operations efficiency and stability to provide affordable services to residents" by:

- Maintaining and managing assets at defined levels of service to ensure that they meet customer expectations, compliance and legislative requirements, technological and environmental factors;
- Establishing asset management strategies through the use of full lifecycle costing principles;
- Adopting risk-based decision making processes that consider the probability and consequences of asset failure to minimize the County's risk exposure;
- Developing and enhancing asset management knowledge and competencies to ensure the availability of skill sets required for the implementation of asset management programs;
- Planning for optimum levels of maintenance to ensure asset reliability while maximizing the asset lifecycle;
- Financial planning for sustainable long term funding to rehabilitate, replace, or dispose of infrastructure assets; and

- Monitoring and evaluating performance of assets and associated programs to track the effectiveness of asset management principles and practices for continuous improvement.

Implementing asset management strategies and plans will also contribute to achieving a number of the County's strategic goals.

Asset Management Framework

To meet the goals and objectives of this Policy, each department will follow the framework identified in Appendix A, including:

- 1) Adopt an Asset Management Strategy specific to their department to:
 - a. Adhere to this Asset Management Policy;
 - b. Develop and implement appropriate asset maintenance practices in order to ensure asset reliability and maximize asset lifecycle;
 - c. Define levels of service that balance customer expectations, compliance & legislative requirement, technological and environmental considerations;
 - d. Manage risk, through risk-based decision-making processes, to minimize probability and consequences of failure with regards to safety and levels of service;
 - e. Monitor and evaluate the performance of assets and associated programs and track the effectiveness of asset management principles and practices;
 - f. Use full lifecycle costing principles when evaluating asset investment;
 - g. Develop long term financial plans to ensure sustainable funding for rehabilitation, replacement, or decommissioning of infrastructure assets; and
 - h. Recognize that periodic review is necessary to ensure the Strategy remains up-to-date in view of evolving best practices and professional experience.
- 2) Create Departmental Asset Management Plans to meet the objectives detailed in the Asset Management Strategy across the full lifecycle of the infrastructure assets. Plans may be developed for a specific class of assets, or be generic for all assets. The Department's Asset Management Plans should:

- a. Outline long term goals, processes and steps toward how they will be achieved to deliver optimized whole lifecycle cost;
- b. Be based on current inventories and condition projected performance and remaining service life and consequences of failure; and
- c. Outline guidelines and processes to developing a sustainable financial plan with understanding of corporate risk and finance requirements and impacts on the levels of service.

Establish regular reports to Council on the status and performance of assets and work related to asset management.

Responsibilities

Council

- Approves Asset Management strategies and plans, as required, alongside strategic planning
- Approves asset funding through the annual budget

Corporate Asset Management Steering Committee

- Is appointed by Senior Management and consists of a minimum of 1 representative from each department with asset ownership
- Provides a forum for discussion of asset management strategy, integration and best practices
- Leads the development of corporate asset management tools and practices and oversees their application across the organization

Departmental Asset Management Owners

- Responsibility for Asset Management functions
- Create and implement Asset Management Strategies
- Create and implement Asset Management Plans
- Liaises with Corporate Finance on financial matters

Corporate Finance

- Provides financial direction to the departments
- Responsible for the stewardship of the financial assets and records

APPENDIX A - COMPREHENSIVE ASSET MANAGEMENT FRAMEWORK CHART





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Issue Summary Report

8.14. Long-Term Disability Policy - HR-116

#20160331006

Meeting : April 12, 2016

Meeting Date : 2016/04/12 10:00

Meeting Type : Council Meeting

Background

Policy HR-116 is being presented to Council to establish practices for the management of long-term disability benefits in the County. This Policy was brought before the Policy Committee on March 31st, 2016.

Recommendation

Motion to approve Policy HR-116 as it establishes standards for long-term disability in the County 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 fully supports in principle that employees be treated fairly and in a consistent manner related to lengthy absences from the workplace due to illness or injury. It is also vital that the County places reasonable limits on its requirements to maintain an employment relationship with employees who will be unable to carry out their duties for a substantial period of time.

The County wishes to establish guidelines pertaining to Long-term Disability insurance provided to the County's employees. Long-term Disability benefits are provided and administered by a 3rd party provider. Specific details regarding the benefit can be found in the Benefit Booklet of the benefit provider, which is available from the Administration Office.

POLICY STATEMENT:

A) EMPLOYEE RESPONSIBILITIES

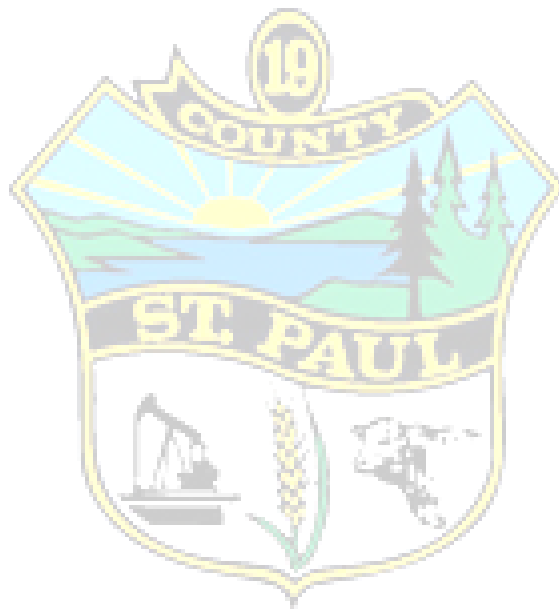
- 1) Employees must cooperate with the County, physicians, and any third party adjudicator who has been retained to administer a claim for Long-term disability.

B) GENERAL GUIDELINES

- 1) To be eligible for this benefit, employees must be employed by the County of St. Paul on a full-time basis.
- 2) The elimination period for Long-term disability is ninety (90) days, which equates to roughly sixty-five (65) working days.
- 3) Long-term disability will provide employees with income replacement of 70% of their monthly earnings, to the maximums outlined in the Benefit Booklet. The long-term disability benefit is taxable.

- 4) While receiving long-term disability benefits, the premium payments for long-term disability, life insurances, and accidental death and dismemberment are waived by the provider.
- 5) The County will continue to pay the premiums, for the following benefits, for a period of two years from the date that the employee started receiving long-term disability:
 - Extended Health
 - Dental
 - Employee Assistance Program
 - Health and Wellness Spending Accounts
- 6) The following optional benefits may continue at the discretion of the employee for a period of two years from the date that the employee started receiving long-term disability:
 - Voluntary Life Insurance
 - Voluntary Critical Illness Insurance
 - Voluntary Accident Insurance
- 7) The employee must provide the County with post-dated cheques to cover payment of optional benefits for coverage to continue.
- 8) The Local Authorities Pension Plan (LAPP) benefits will cease while an employee is on long-term disability. When an employee returns to work, LAPP service time may be costed for purchase.
- 9) Long-term disability benefits will cease at the age of sixty-five (65). For further exclusions refer to the Benefits Booklet.
- 10) The Chief Administrative Officer will review circumstances of an employee who is away from work for two full years on long-term disability and may terminate the employee at their discretion.
- 11) Employees are not eligible for long-term disability benefits if they are absent because of an injury that is covered by Workers' Compensation and they qualify for benefits or if they were injured while working for another employer.
- 12) No employee while receiving long-term disability is eligible for a cost of living allowance (COLA) or merit pay adjustment. Implementation of a COLA increase

will occur when the employee returns to their full-time regular duties and will not be retroactive. Merit increments may be considered based on performance and time in the position, prior to the absence, but will not be retroactive.



COUNTY OF ST. PAUL NO. 19
DEPARTMENT: HUMAN RESOURCES
COUNCIL APPROVED: APRIL 12, 2016



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Issue Summary Report

8.15. 2016 Strategic Plan - 1st Quarter

#20160406011

Meeting : April 12, 2016

Meeting Date : 2016/04/12 10:00

Meeting Type : Council Meeting

Background

A copy of the 2016 Strategic Plan which has been updated for the 1st quarter, is attached for Council approval.

Recommendation

Motion to accept the first quarter of the 2016 Strategic Plan as presented.

Additional Information

Originated By : pcorbiere

Vision:

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

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

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

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

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

– Clark Crouch

Strategic Business Plan 2016

County of St. Paul No. 19

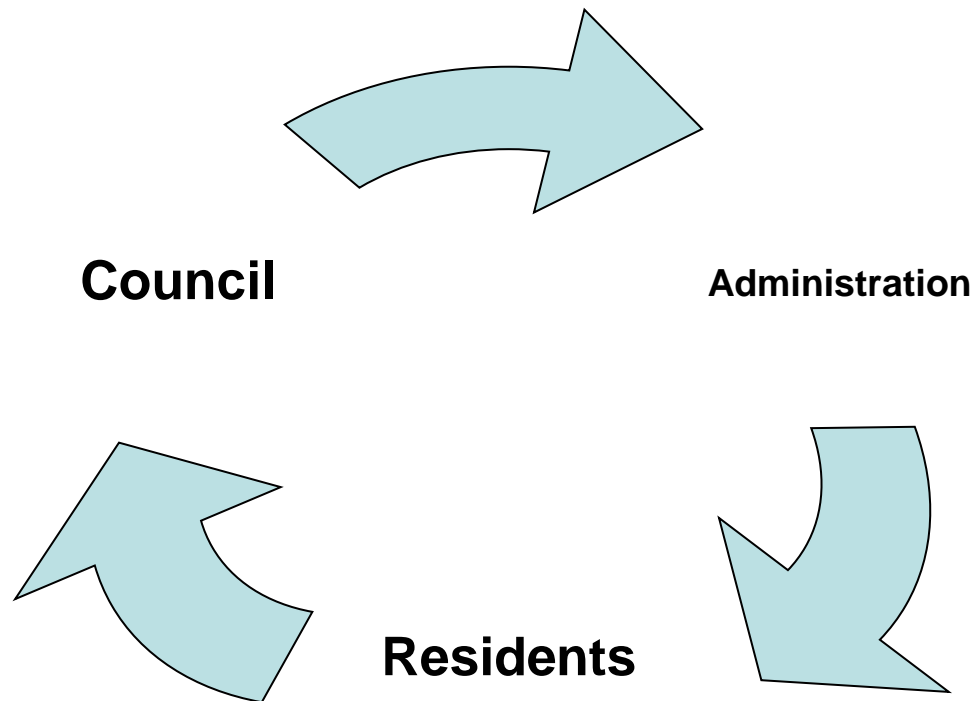


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**County of St. Paul
Strategic Business Plan – 2016**

Vision:

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

Core Values:

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

Guiding Principles:

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

Sustainable Priorities:

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

Goal 1 – Governance

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

Action	Lead	Target Date	Quarterly Report
Host Annual Meeting – move the annual meeting around the County – 2016 - Ashmont	Council/Sheila	April 2016	Quarter 1 – Annual meeting is scheduled for May 3, 2016 to be held at the Ashmont Fire Hall.
Continue with joint meetings with both the Town of St. Paul and the Town of Elk Point. Minimum 1/year	Council/Sheila	Dec 2016	Quarter 1 - Council has met with Elk Point Town Council during the first quarter
Renew scholarships for the St. Paul Regional Education Division <ul style="list-style-type: none"> 2 – Scholarships at \$1,000 each for students who have high marks, community involvement, and volunteerism for students entering fulltime studies 2 – Scholarships at \$1,000 each for students entering a trade. Communication to residents that the County sponsors these scholarships.	Tim/Phyllis	Summer 2016	Quarter 1 – The new value of scholarships has been included in the 2016 Preliminary Budget.

Goal 2 – Administration

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

Action	Lead	Target Date	Quarterly Report
Continue to work on an asset management project to determine	Sheila/Darlene	Dec 2016	Quarter 1 - Road Classification Workshop held with Council to finalize classifications and levels of service for County roads – to

Appendix 1 for 8.15.: 2016 Strategic Plan - 1st Quarter

<p>life of assets within municipality</p> <p>Communication plan regarding road classification</p> <p>Consider Purchase Asset Management in 2016 Software- Bellamy – that is tied to both our Financial and GIS Software. Cost \$45,000 – Increased annual cost (included in that amount) \$3,000</p> <p>Defer any purchase of software to 2017 or beyond.</p>	Kyle	Winter 2016	<p>be approved and communicated to residents in 2nd quarter.</p> <p>Quarter 3 – working with Urban Systems to determine 20 year capital plan for roads – will be bringing forward to 2015 Strategic Planning.</p> <p>Quarter 4 – County of St. Paul has been asked to present their Asset Management strategy and progress at the next Provincial Asset Management meeting.</p> <p>Quarter 2, 2015 – The County presented the County’s Asset Management strategy at the Provincial Asset Management Committee. There is a lot of interest in the County’s approach.</p> <p>Quarter 3, 2015 – Administration is working to update our Asset Management system on Excel Spreadsheet, we are recommending to put off the purchase of software at this time as the spreadsheet is meeting our current needs and we do not have the capacity staff wise to undertake a new program at this time.</p> <p>Quarter 4, 2015 – Administration has included money in the 2016 budget proposal for analysis of County owned building and sewer infrastructure. SK</p> <p>Draft Asset Management Policy submitted to Kyle/Sheila for presentation to Policy Committee. Risk assessment of water/sewer lines conducted with Bryan and Danny. Working on Water/Sewer Plan as time permits. DX</p> <p>Quarter 1, 2016 – Finance personnel has developed an Asset Management Policy that has been brought to the Policy Committee in March 2016 – will be considered by Council at the April Council meeting. Asset Management software purchase to be deferred to 2017 or later. Risk Assessment of County owned buildings and sewer line inspection is included in the 2016 budget.</p>
<p>Risk Assessment of County owned buildings in 2016 – both for insurance purposes and for Asset Management.</p>	Tim/Darlene	Summer 2016	
<p>Camera sewer lines. Explore lining of water lines if possible.</p>	Utility Staff/Darlene	Summer 2016	
<p>Continue adding County vehicles to AVL System – and/or Working Alone mechanisms</p> <p>2016 – complete GPS in fire equipment. Include last gravel</p>	Linda/Mechanics DD	Summer 2016	<p>Quarter 1 – Have ordered Supervisor software for 3 vehicles to be used in the field. GPS is being installed on all graders and plow trucks.</p> <p>Quarter 2 – the Work Alone is set up for 51 employees. Staff will be trained on the use of the system in July.</p> <p>Quarter 3 – staff have received initial training on the system –</p>

Appendix 1 for 8.15.: 2016 Strategic Plan - 1st Quarter

trucks, waste hauling trucks, loaders			<p>however they are asking for additional training. This will occur in October.</p> <p>Quarter 2, 2015 – equipment has been ordered for the vehicles and will be installed as mechanics have the time to install.</p> <p>Quarter 3, 2015 – staff are reviewing the unexpended budget and will order some additional GPS equipment for first responder vehicles as we have funds.</p> <p>Quarter 4, 2015 – additional equipment was ordered in the 4th quarter for 3 more fire units.</p>
Council to continue to make application to participate in the Internship Program offered through Municipal Affairs as this provides mentorship to up and coming municipal administrators and/or municipal finance staff.	Sheila/all departments	Sept 2016	<p>Quarter 3, 2014 – Council has approved an application under both the Finance and Administration streams – with the expectation that we will have only one intern.</p> <p>Quarter 1, 2015 – The County was approved to host a Finance Intern. Intern has been hired – Michelle Yun – starting May 1, 2015.</p> <p>Quarter 2, 2015 – Finance Intern has commenced employment</p> <p>Quarter 3, 2015 – Administration did not apply for an intern position for the 2016 year.</p>
Increase Financial staffing with the creation of a position that would have the duties of Payroll/Personnel, Accounts Payable, and potentially Accounts Receivable. This position will reallocate workload in the finance area and provide for positive succession planning.			<p>Quarter 1 – A Finance Technician job has been advertised and a candidate has been selected. She will commence her duties on April 18, 2016.</p>
<p>Communication Plan:</p> <ul style="list-style-type: none"> Ongoing review and updating of County website Explore Social Media for County of St. Paul – Facebook, Twitter – Need 	<p>Sheila</p> <p>Paulette</p> <p>Kyle</p>	<p>Ongoing</p> <p>Winter 2016</p>	<p>Quarter 3, 2015 – County webpage has been updated on an ongoing basis. We have put off implementation of Social Media strategies due to need for policy development and consideration of time required to keep up to date. We are utilizing the Radio Spots and have booked them again for 2016. We have put off having the GIS map public as we are awaiting the installation and implementation of the Telus Fiber that is required in order for the release to the public to work effectively.</p>

Appendix 1 for 8.15.: 2016 Strategic Plan - 1st Quarter

<p>to develop policy around this- decide on time requirement – who do we allocate the responsibility to?</p> <ul style="list-style-type: none"> Monthly/Quarterly newsletter? Continue with Radio spots Continue Newspaper County Page 8 GIS Webmap public GIS Webmap Subscription site GIS Webmap Investors site 	<p>Kyle/Paulette</p> <p>FCSS</p> <p>Phyllis/FCSS</p> <p>Linda</p> <p>Linda</p> <p>Sheila/Linda</p>	<p>Winter 2016</p> <p>Ongoing</p> <p>Ongoing</p> <p>Winter 2016</p> <p>Winter 2016</p> <p>Summer 2016</p>	<p>Quarter 4, 2015 – have met with Accurate Assessment and Bob Bezpalko of Alberta HUB to work on strategies for the GIS Webmap Investors site that will be a pilot for HUB.</p> <p>Quarter 1, 2016 – A newsletter is currently being developed to be distributed with Tax Notices in May 2016. IT conversion took place in March 2016 – the Telus Fiber will be connected soon – following that we will proceed with making the Mapping system public.</p>
<p>Work with new IT Provider to determine IT priorities and strategic plan.</p> <p>2016 – ensure remote backup is available for Business Continuity Plan under the REMP</p>	<p>Sheila/Tim</p>	<p>Winter 2016</p>	<p>2015 Quarter 1 – CAO has been in contact with several IT providers and reviewing what they have to offer.</p> <p>Quarter 2 – Working on getting information from current IT provider so that an RFP can be developed for IT Services.</p> <p>Quarter 3 – the IT RFP has been released and will close in mid-October.</p> <p>Quarter 4 , IT RFP will be awarded before the end of December.</p> <p>Quarter 1, 2016 – IT conversion has taken place in March 2016 – still working out some of the glitches.</p>
<p>Consider purchase/lease of new plotter – complete with scanner (used for sending plans to assessors/building inspectors), can hold 2 rolls of paper increasing</p>	<p>Linda/Paulette</p>	<p>January 2016</p>	<p>Quarter 1 – Have included in 2016 Preliminary budget as a new leased piece of office equipment. Will proceed with lease following final budget in April.</p>

Appendix 1 for 8.15.: 2016 Strategic Plan - 1st Quarter

safety of staff when changing paper \$14,000			
Implement Cash Receipts Toolkit to maximize staff time for on-line and phone banking receipts -	Darlene/Sheila/ Phyllis/Coco	January 2016	2015 Quarter 1 – Put on hold until we tender out the banking services. Quarter 4 – with the award of the banking tender we will complete this in the early new year. Quarter 1, 2016 – With the banking services being determined in December 2015, staff have commenced the necessary agreements and work to implement the Cash Receipts Toolkit. Will be complete in Quarter 2.
Consider the purchase of Citizen Self Serve Software from Bellamy – this would allow residents and real estate to access information on-line regarding their property, utility bills, or accounts receivable and to make on-line payments for the same. \$36,000.	Darlene/Sheila/ Linda/Carolyn	Winter 2016	Quarter 1 – This item has been included in the 2016 Preliminary Budget, will proceed following approval of final budget.

Administration - Policy			
Action	Lead	Target Date	Quarterly Report
Policies/Bylaws to draft or review <ul style="list-style-type: none"> • Salt Management Plan • Emergency Livestock Trailer Policy • Procurement Policy • Employee Code of Ethics – update • Council Code of Ethics – per new MGA • Public Participation – per 	Kyle		Quarter 1 – Policy meeting took place the end of March 2016. Updated and new policies will be considered by Council at April council meeting. <ul style="list-style-type: none"> •

Appendix 1 for 8.15.: 2016 Strategic Plan - 1st Quarter

new MGA <ul style="list-style-type: none"> Off Highway Vehicle Bylaw 			
Review Outdated Bylaws	Kyle	Dec 2016	Quarter 1 and 2 – Currently started reviewing outdated and antiquated bylaws. Quarter 4, 2015 – Review ongoing
Reorganize Agreements	Kyle	Dec 2016	Quarter 1 – No action yet; aiming for second quarter Quarter 2 – Started reviewing agreements that require updating and identifying areas where agreements require development Quarter 4 – Standard agreement finalized; will explore organizing agreements in the new year.
Implement Contaminated Sites Accounting and Reporting Procedure for lands no longer in productive use to be identified and accounted for as per PSAB 3260 ESA to be completed where we have no info. Budget implementation.	Michelle/Darlene Kyle	Winter 2016	Quarter 1 – Staff have determined that the county has no contaminated sites as defined by PSAB 3260. However a policy has been developed and approved to deal with these into the future.

Administration – Building Corporate Capacity			
Action	Lead	Target Date	Quarterly Report
Continue Succession planning processes that will ensure staff are ready for new roles as senior staff retire in the coming years. \$35,000 team building, leadership training, knowledge transfer (Asset Mgt/GIS database) Continue courses in 2016	Sheila	Dec 2016	Quarter 1 – Effective Teams and Leadership courses completed for the first group in January, second round of staff started courses in March. Great feedback from staff and process changes have been undertaken to improve communication to staff. Quarter 3 – courses will resume in October finishing by mid-December Quarter 4 – Courses will extend into January due to snow removal during the end of November.

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Organization Review results to be 1 st quarter 2016 – potential to implement recommendations...			<p>Quarter 1 – 2015 – Courses complete for 2014 group. Next courses to commence late October.</p> <p>Quarter 3, 2015 – Council has approved an Organizational Review to have a look at how the County will look in the future with the eventual retirement of key municipal staff in the next 1-5 years. Review to be completed in the 4th quarter. Report to Council in 2016.</p> <p>Quarter 4, 2015 – Nichols Applied Management has undertaken Organizational Review including an Employee Engagement Survey. Work will be completed in December 2015, with a final report to Administration and Council in January.</p> <p>Quarter 1, 2016 – An Organization review was conducted by Nichols Applied Management – Jeff Bellinger during the last quarter of 2015 – his report was delivered to Council in February 2016 and is available on the County’s website. He has suggested some reorganization of departments as key individuals consider retirement. Leadership Training has been started for County staff in February and will be completed in April 2016.</p>
Continue Team building for all staff – minimum of 2 events per year	WHSC	Fall 2016	<p>Quarter 1 – There have been a couple of adhoc team building events in the first quarter – hockey and curling events occurred in the first quarter. The more formal team building event will occur on April 22, 2016.</p>
<p>Explore Employee Attraction and Retention Strategies:</p> <ul style="list-style-type: none"> Employee Engagement Survey – every 2-3 years – will have completed one in 2015 Contact SPERD for opportunities to present to Grade 6 and 11 classes regarding municipal government. Career opportunities in municipal government. 	Sheila/Janice	Dec 2016	<p>Quarter 1 – Team building event in April. Completed teambuilding and leadership series for 2014 group in March.</p> <p>Quarter 2 – Team Building event was a great success in April.</p> <p>Quarter 3 – Team building event was held in September.</p> <p>Employee Engagement Survey to be part of the Organizational Review to be conducted in Quarter 4.</p> <p>Quarter 4, - Employee Engagement Survey completed in November of 2015 – to be included in final report of Organizational Review.</p> <p>Quarter 1, 2016 – Adhoc team building events have taken place in first quarter. Employee Engagement Survey was conducted with Organizational Review – indicating areas where the county can better engage our staff – results are available on the</p>

<ul style="list-style-type: none"> Continuation of Team Building Events Succession Planning – Effective Teambuilding and Leadership series 360 reviews for Management team. Explore affordable housing or community housing projects for new employees moving to area Explore ways to find and retain skilled employees Complete more background research when hiring. Check resumes better 			County's website.
HVAC Administration Building continue with the east side of the building – \$35,000	Tim	Summer 2016	

Goal 3 – Assessment

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

Action	Lead	Target Date	Quarterly Report
Work with Accurate Assessment to ensure accurate assessment of properties in the County of St. Paul and communicate any required changes to residents as procedures and methodologies change in the assessment department.	Accurate/Sheila	ongoing	Quarter 2 – Assessment complete to Province at end of February. Open houses were held following mailing of tax notices to residents. Working with Accurate Assessment to coordinate work of in-house assessor to best benefit the process.

Goal 4 – Economic Development

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

Action	Lead	Target Date	Quarterly Report
HUB Economic Development Project – Investor Strategies and GIS	Sheila/Kyle/Linda /Paulette	Fall 2016	<p>2015 Quarter 1– ACP Grant for HUB has been approved for \$350,000 for this project.</p> <p>Quarter 4 – working with Accurate Assessment on a pilot project with Alberta HUB to provide site selectors with webpage that will provide information that will pull together information into one area regarding land for sale, zoning, distance from transportation routes, utilities, etc.</p>

Goal 5 – Fire/Disaster Services

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

Action	Lead	Target Date	Quarterly Report
Continue Regional Emergency Management Training	All required	As required	<p>Quarter 1 – work on the Regional Emergency Management plan is continuing. Rob Duffy participated in the Provincial Emergency management exercise. Training courses are being scheduled as required. Mass Notification System has been approved by the municipalities and implementation has commenced – public notification to happen in 2nd quarter. NESS equipment will be removed from the Post Office by the end of April and will be stored at the County Public Works site.</p> <p>Quarter 2 – NESS Equipment has been moved to County Public Works. Mass Notification System setup commenced – rollout to public in early July. Regional plan nearing completion – working on sub-plans. Electrical upgrades for Elk Point EOC have been completed.</p> <p>Quarter 3 – Sub plans are complete and being sent to each</p>
Regional Emergency Management exercises – Sim Cell Realistic exercise.	Rob	Fall 2016	
Continue Implementation of Mass Notification System	Rob/Sheila	Dec 2016 - ongoing	
Set up larger ECC –	Rob	Summer 2016	
Community readiness/education sessions	Rob	Summer 2016	

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Explore AFFRCS Radio Communication – ACP Grant application	Rob	Fall 2016	<p>Council for approval. Table Top Exercise was completed August 26, 2015. Communities have agreed to apply for a grant to purchase AFFRC's Radios in 2016.</p> <p>Quarter 4 – County Council has approved the Regional Emergency Management Plan. Training sessions have taken place for ESS portion of the plan. We are waiting for ACP grant announcement to apply for AFFRC's Radio project. A longer EOC is being contemplated at the Town Office lower level. Administration continues to advertise the Mass Notification System in the County's Highlights.</p> <p>Quarter 1, 2016 – The Region has been successful in obtaining an ACP Grant to update Radio Tower infrastructure and purchase some AFFRCS Radios. Training is ongoing as it is available. Have had ESS training for the Region during the 1st Quarter. People are still registering for the Mass Notification System. REMP and Sub-Plans are now live and have been sent to all stakeholders. ESS exercise has been scheduled and is being prepared for early 2nd quarter. Elk Point Reception Center generator is still being discussed. AEMA held a workshop in Region of St. Paul, large turnout from other municipalities attended. Rob has been attending businesses and all senior's facilities to discuss the REMP and supporting them in updating their plans. Admin support prepared all binders for REMP and Sub-Plans. Admin support has been tracking and filing training requirements for all Agency/Committee members. Preparing for Emergency Preparedness Week May 1-7.</p>
Consider Back-up generator for Elk Point Reception Centre - \$70,000 – ACP Grant	Rob	Summer 2016	
Notebook for work vehicle	Rob/Linda	Winter 2016	
Work with Administration staff to ensure plans in place to be able to carry out the Business Continuity Plan.	Rob/Sheila	Summer 2016	
Clerical position shared with OHS to keep REMP and other plans up to date as well as OHS information for all communities.	Cost shared by all three communities		
Purchase of an Emergency Livestock Trailer - \$30,000	Dennis/Trevor/Kyle		<p>2015 Quarter 1 – A Committee has been formed and the purchase of this trailer is being included in the County budget. The St. Paul Ag Society is going to apply for a grant to assist with the purchase.</p> <p>Quarter 2 - Applied for the Farm Credit Canada AgriSpirit</p> <p>Quarter 2 - Community Grant for purchase of livestock trailer</p> <p>Quarter 3 - Grant was not received for livestock trailer. Plan</p>
Policy regarding its use			
Register any members of this group under the Volunteer Insurance plan.			

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Agreement with St. Paul Ag Society regarding use and volunteers.			on ordering trailer in 4 th quarter. Quarter 4 – Application has been sent in by the St. Paul Ag Society for the purchase of a trailer. Administration has assisted with the grant application Quarter 1 - St. Paul Ag Society has pulled their application for a grant. Will not be proceeding with the purchase of an Emergency livestock trailer.
Review Fire Agreement with Elk Point.	Dennis/Kyle		Quarter 1- Have had meetings to begin discussions on agreement amendments which will be proposed later in 2016.
New Equipment for Ashmont Fire Department <ul style="list-style-type: none"> ○ SCBA Bottles \$7000 ○ Bunker Gear \$4500 ○ Locker for Gear \$2400 ○ Hydraulic Ram \$10,000 	Dennis/Ashmont Fire Chief	Dec 2016	Quarter 1 – SCBA bottles have been purchased. Hydraulic ram was purchase in 2015
New Equipment for Mallaig Fire Department: <ul style="list-style-type: none"> ○ Helmets \$3000 ○ Bunker Gear \$16800 ○ Seacan \$4100 ○ Bumper/winch \$7200 ○ Forestry hose \$2100 ○ Nozzles fittings \$1000 ○ Hose \$2400 	Dennis/Mallaig Fire Chief	Dec 2016	Quarter 1 – Seacan was purchased and Bumper / winch
New Equipment for St. Paul Fire Department <ul style="list-style-type: none"> ○ Rapid Attach Unit \$75,000 – carryover from 2015 – truck to be delivered in 2016 ○ Old Rescue truck to Ashmont \$13000 ○ Hose/foam \$4200 	Dennis/Trevor	Dec 2016	2015 Quarter 1 – County budget will contemplate this item. Quarter 2 – Chasis for Rapid Response is ordered Quarter 3 – Chasis has been received and paid for – vehicle will not be complete and received until spring 2016. Quarter 1, 2016 – Truck is being built in Winnipeg – should take delivery in May 2016.
QMP update – inspection of commercial buildings	Trevor/Dennis	Winter 2016	

replace Ron Boisvert as contact. No other major updates at this time			
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Goal 6 – Protective Services

Goal 6: *Efficacious law enforcement*

Action	Lead	Target Date	Quarterly Report
Unsightly Premises Clean-up – Potential to have clean-up month for some of our hamlets and subdivisions. No tippage for removal of old buildings. i.e. Ashmont, Heinsburg, St. Lina, Mallaig, St. Edouard, Lottie Lake, subdivisions etc,	Leo/Sheila	Summer 2016	Quarter 1 – Discussions have taken place regarding how to roll out this program. Notices will be sent out to residents early in the 2nd quarter with instructions on how to proceed. Council has determined communities to begin the program will include: Ashmont, Mallaig, Crestview, and Floatingstone.
Explore enhanced policing services in collaboration with neighbouring municipalities, First Nations, and Metis Communities	Sheila	December 2016	

Goal 7 – Public Works/Transportation/Safety

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

Action	Lead	Target Date	Quarterly Report
Gravel Levy Bylaw 2016 – Continue to work with gravel operators to ensure compliance with the bylaw.	Leo/Bryan/Linda	Ongoing	Quarter 1 – This bylaw was approved and is being implemented in the 1st quarter. Quarter 2 – the first reports and payment for the CAP program are being received. Staff are sending reminders to those owners/operators to encourage compliance. Quarter 4 – staff are still working with pit operators to encourage compliance with the bylaw.
Continue to utilize Road Use Agreements for road damages	Leo/Bryan	Ongoing	Quarter 1 – Road use agreements are being worked on with different industry players in the County. Council approved

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			amendments to the agreements.
Explore Salt Shed Facility near Elk Point and pursue ACP grant funding to enhance snow removal services in the County	Leo/Bryan/Kyle	December 2016	Quarter 1 – The County and Town of Elk Point have been approved an ACP Grant for a salt shed facility at the Elk Point Transfer Station.

Goal 7A: Road system is maintained and upgraded on a regular basis to ensure safety and good quality roads			
Actions	Lead	Target Date	Quarterly Report
Road and Bridge Construction			
See Appendix A for listing of road, bridge construction, and 2015 equipment replacement	Leo		
Consider signage RR95 and Correction line – 3 way stop? Reduced speed signs? Hidden intersection signs?	Leo	Spring 2016	
Make application for Resource Road Grant & Bridge Funding for 2017/18 Provincial Fiscal year.	Leo		
Goal 7B: Public works equipment is maintained and upgraded on a regular basis			
Action	Lead	Target Date	Quarterly Report
Replace overhead doors at PW Shop. 14 doors X \$4500/door	Ken	Dec 2016	Quarter 1 – this item was not included in the 2015 budget. Quarter 1, 2016 – This item has been included in the 2016 Preliminary Budget
See Appendix C for listing of equipment purchases	Leo		

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Goal 7C: Successful Safety			
Actions	Lead	Target Date	Quarterly Report
Courses for Management and Staff as determined by JWHSC	Rob/PW Supervisors	Ongoing	Quarter 1 – The JWHSC is meeting every 2nd month. Courses are being discussed and are being booked for Mgmt and Staff as they occur.
Implement Safety Management Systems update for all three municipalities	Rob	Winter 2016	Quarter 1 - Regional Safety Management System (RSMS) is currently being developed. An Incident Management binder will also be developed. New components developed have been rolled out to all employees and are being used, i.e., Field Level Risk Assessments (FLRA's).
Regional safety orientation videos	Work Place Health and Safety Committee	Winter 2016	Quarter 1 - A Regional Orientation was developed and includes a video on expectations and committee from the 3 CAO's. All new and returning season staff are required to take it. Orientations have started with all employees. Safety Admin is assisting in the delivery of the orientation.
Implementation of an Injury Case Management Plan	Rob	Spring 2016	Quarter 1 -A specific and structured Injury Case Management Plan was developed and put in place. Lots of good input from WCB on the process. They want to share our plan with other municipalities.
Development of a Regional Safety Committee	Rob	Jan 2016	Quarter 1 - The Regional JWHSC was developed. 3 representatives from each municipality sit on that committee. This committee will review processes/programs/etc before it is given to the individual municipal JWHSC's. The Regional Committee meets the opposite months of the municipal meetings.
Regional Safety Manual, County specific portions.	Rob	Dec 2016	Quarter 1 - Each municipality will have input to the RSMS with procedures and Job Safety Analysis (JSA's). Once this component is ready, the different departments will be involved.
Update safety first aid for County staff	All Staff	April 2016	Quarter 1 - Approx, 120 employees throughout the Region of St. Paul received First Aid training. Returning seasonal staff and new employees will take it as they start.
Offer Leadership for Safety	Rob		Quarter 1 -Leadership for Safety Excellence (LSE) courses

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Excellence Courses			will be booked for the 2nd quarter for Mgmt/Supervisors.
Explore ACP Grant funding for regionalizing occupational health and safety with Town of St. Paul and Town of Elk Point	Kyle/Rob	December 2016	Quarter 1 – The Region has been successful in its ACP Grant application for regionalizing OHS. Will be making a submission to receive a Municipal Excellence Award for this project.
Clerical Position for OH&S	Rob		Quarter 1 Safety Admin is very busy setting up all the filing systems for the individual municipalities. Admin is assisting in setting up training courses and tracking training taken for all employees. Admin is developing forms, bldg. packages for elements of the RSMS, attending and taking meeting minutes at the JWHSC meetings. Admin is developing the Monthly Safety Newsletter, and stats spreadsheets.
On-line MSDS/SDS system	Rob		Quarter 1 - The electronic SDS library was purchased for 5 years. All SDS's within the Region have been sent to the company to develop the library. All employees will have access to the library to print off SDS's and secondary labels for containers should they be required. All updates on SDS's will be done by the SDS's company at no additional cost to us. Safety TV was purchased. We have 200 sessions to use throughout the Region. Employees sit through training and get a certificate at the end. There are over 400 training courses available.
Provide Safety incentives/recognition awards	Rob/Sheila		Quarter 1 Incentives/Recognition items are being discussed, as well as a guideline to follow on giving out those items. It is currently with the Regional JWHSC for development.
Motivational Speaker for safety event – team building day	JWHSC		Quarter 1 Motivational speakers were looked into. Costs right now are very high. It's is being sourced to ensure we get the right speaker to come in and is reasonable. The intention is to have this for the 3rd quarter.
Appropriate funds for PPE	Rob		Quarter 1 Only specific items of PPE are being ordered by the Safety Depart. These are items required to aid in getting an injured employee back to work. i.e., special safety glasses.
Certificate of Recognition (COR)	Rob		Quarter 1 We are due for an external audit this year for our COR. This will be set-up by Rob. The County is the only one with it currently. The Town's will be applying for it next year

			when the RSMS is complete and in place, and we have some documentation to support it.
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Goal 8 - Utilities

Goal 8: Utility systems are maintained and upgraded on a regular basis to ensure effective and efficient delivery of services			
Action	Lead	Target Date	Quarterly Report
Work towards improved water quality in Ashmont and Mallaig - Determine water supply for Ashmont, Lottie Lake – WTP or Transmission line from Spedden - Move Wiggen Test plant to Mallaig following Ashmont project to enhance water quality there	Utility Staff/Engineers	WTP – March 2014 Test Plant – spring 2013	Quarter 1, 2013 - Ashmont Water Treatment plant detailed design is complete. As of April 30, ready for tendering. Administration to liaison with AT to determine if projects that exceed the approval will be funded....this will be part of any tender document. Council to determine if we proceed to tender at the May Council meeting. Quarter 2 - Ashmont Water Treatment Plant was tendered out. Council to determine if tender will be awarded following review by Alberta Transportation – and approval by Transportation to cover the unfunded portion – when they are able. Quarter 3 – Following meeting with Alberta Transportation and letter received regarding funding – Council determined to put the awarding of the tender for the Ashmont WTP on hold in order to look at other options. Options that will be explored include: connection to Hwy 28/63 Water Commission at Spedden; connection to St. Paul; and construction of WTP. Council will make determination at October Council meeting. Quarter 4 – Council received report from Urban Systems and based on the report made a resolution to proceed with a scope change requesting to build a line from St. Paul to Ashmont – provided the Town of St. Paul is interested in supplying water to the County. Then in November, the County received new information regarding the price of water from the Hwy 28/63 Commission at Spedden, as well they asked Administration to research potential water line from Cold Lake to Glendon. Quarter 2, 2014– Council approved the expenditure of
Work on Water Supply from Spedden to Ashmont –	Sheila/Engineers	Dec 2015	
Agreements for Water Supply, Use of Building for the water connection from Spedden to Ashmont	Sheila/Kyle/Engineers	Spring 2016	
Upgrade truck fill at Ashmont – to include account number/coin option. – 2016 this project to be completed with the water line construction, however not funded by Water for Life.	Utility Staff	Fall 2016	
Water line construction to occur in 2016.	Utility Staff/Engineers	Fall 2016	

<p>Letter has been sent in for Mallaig connection – proceed if accepted by AT</p>	<p>Sheila</p>		<p>\$20,000 to look at the supply of water that can be provided to the County of St. Paul from the Hwy 28/63 Commission. This study will provide Council with information as to what population will trigger required upgrades on that line and the scope of the upgrades – pumping or twinning of lines.</p> <p>Quarter 3 – Council received Associated Engineering report at the September Council meeting – decision was deferred to a future meeting.</p> <p>Quarter 4 – Council resolved to ask for a scope change to connect to the Spedden line. Application was sent to Alberta Transportation.</p> <p>Quarter 1, 2015 – Water Supply Agreements and agreements to utilize a Smoky Lake County building discussions have begun. These discussions have resulted in further amendments to the scope of the project that have been submitted to Alberta Transportation as at March 31, 2015. Detailed design of the transmission line and Ashmont connection are underway, the connection at Spedden is being held up by the negotiations with Smoky Lake County and Alberta Transportation.</p> <p>Quarter 2 – Have met with Alberta Transportation staff to discuss latest scope change – they have agreed to the scope change and have sent to the Minister recommending approval. We will be re-routing water line in Ashmont to avoid the Iron Horse Trail and potential contaminated soil in that area.</p> <p>Quarter 3- County has received approval from Alberta Transportation for the scope change. Engineering detailed design is continuing.</p> <p>Quarter 4, 2015 – Final Detailed design is almost complete. We have entered into an agreement with Muni-Corr regarding using the Iron Horse Trail ROW for the waterline. Administration and Engineers have looked at the first draft agreement between the County and the Highway 28/63 Water Commission as well as between the County and Smoky lake County. We will have a meeting early in</p>
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			<p>January to work out some more details. A borrowing bylaw will be approved in December for the County's portion of this project. County sent a letter to Alberta Transportation requesting consideration of the Water for Life Funding to extend waterline from Ashmont to Mallaig. A letter has been received back indicating the County's request is in the que.</p> <p>Quarter 1, 2016 – County Council has approved Construction Access Agreement with Smoky Lake County. The 12 km Water Transmission Pipeline project has been tendered out with tenders to be opened on April 5, 2016.</p>
When requested, explore providing water to Developments	Sheila	2016 as requested	Quarter 1,2,3 – No requests
<p>2014-2015 Consider application under new Federal Program for upgrade of water distribution systems in Lottie Lake, Ashmont, Bayview Beach, potential Co-ops off St. Paul/Elk Point line (with the municipal portion funded by residents)</p> <p>2016 – Explore new funding opportunities under new Provincial Government for replacement of water distribution lines in Lottie Lake and Ashmont.</p> <p>Consider Local Improvement Tax as option to replace water distribution lines in Lottie Lake</p> <p>Explore sleeving of lines in Ashmont as option to extend life of distribution lines</p>	<p>Sheila</p> <p>Kyle</p> <p>Sheila</p> <p>Utility Staff</p>	<p>When announced</p> <p>Ongoing</p> <p>Winter 2016</p> <p>Summer 2016</p>	<p>Quarter 2 – Program will not be open for applications until 2014.</p> <p>Quarter 2, 2014 – Open Houses were held for Lottie Lake and Ashmont residents in June to determine support for new water distribution lines. A newsletter was sent out in June to all residents giving them until the end of July to respond – Council will proceed with an application based on these responses.</p> <p>Quarter 3 – Council reviewed the responses from Lottie Lake and Ashmont residents. It was determined to submit Building Canada Grant applications for both projects when the program is available to receive applications. It has been indicated that no applications will be accepted until early 2015.</p> <p>Quarter 4 – Building Canada grant not accepting applications yet.</p> <p>Quarter 1, 2015 – Building Canada Grant application for distribution lines in Lottie Lake and Ashmont was submitted on April 1, 2015.</p> <p>Quarter 3 – we did not receive grant application for this project.</p>

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2014 -Review Ashmont Lagoon Feasibility study and work on implementation plan.	Council	January 2014	Quarter 2 – Work has commenced on the de-sludging of the Ashmont Lagoon – will take place in July/August. Flow Meter is scheduled to be installed in July. Geo-technical review has been completed.
2014-15 Short Term measures to extend life of Ashmont Lagoon: <ul style="list-style-type: none"> De-sludging lagoon - \$85,000 Re-route trucks to Mallaig (once upgrades complete) Geo-technical review of area for lagoon expansion Purchase of required land 	Utility staff/Engineers	Summer 2014	Quarter 3 – Lagoon has been de-sludged - flow meter has been installed.
2015 Detailed design of lagoon upgrade – construction to be in future years 2016-2017. Design \$565,600	Sheila		Quarter 4 – Received report from Urban systems on wastewater plan based on work done at Ashmont lagoon over last 2 years.
2016 - Commence construction of lagoon expansion in 2016.	Engineers	Fall 2015	Quarter 1, 2015- Building Canada Grant application was submitted for upgrade to Ashmont Lagoon and Transfer Station – joint with the County of Two Hills was submitted on April 1, 2015.
2016 – build a joint waste water transfer station as per the Building Canada grant approval. (Joint with the County of Two Hills)	Utility Staff/Engineers	Fall 2016	Quarter 2, 2015 – Land agreement has been signed with Allan and Shirley Tkachuk.
		Fall 2016	Quarter 3, 2015 – County was approved for Building Canada Grant for expansion of Ashmont Lagoon along with a joint waste water transfer station with the County of Two Hills. We are working on procurement of Engineering Services for the project.
			Quarter 4, 2015 – Council will pass a borrowing bylaw to address the County's portion of this project. Engineers have been contracted for the project with Urban Systems being successful consultants. Preliminary design has begun for the project. Expect the lagoon and waste water transfer station to be tendered out as two projects.
			Quarter 1, 2016 – Engineering for this project has commenced and is at the 60% phase. Contractors have gone through a Pre-Qualification process. There were 40 respondents with 21 contractors deemed qualified to bid on the project. We expect tenders to go to the qualified contractors by early May 2016. Engineering consultant is still working on finding a location for the waste water transfer station portion of this project.

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Conduct and inventory water wells in subdivisions and ensure they are secured and signed as non-potable water supplies. Include their location on the GIS System –	Danny	Summer 2016	Quarter 3 – Not completed Quarter 4 – Not completed
Meet with Salt Plant/Riverview residents regarding water and sewer lines in Riverview and potential water truck loading facility there.	Sheila/Utility Staff	Summer2016	Quarter 1 – Included septic tanks for Riverview. Working with legal counsel regarding update to Utility bylaw – will arrange meeting with residents following update of bylaw. Quarter 2 – working on Utility Bylaw – hope to have ready for Council consideration in September. Quarter 3 – Utility Bylaw will be effective January 1, 2016, therefore meeting will be deferred to new calendar year. Quarter 4 – Administration will hold meetings with residents and salt plant in early new year. Quarter 1, 2016 – Administration is obtaining legal advice and opinion regarding the utility services in Riverview.
Explore Bulkwater Truck Loading Facility in Elk Point area and pursue ACP grant funding	Bryan/Kyle	December 2016	Quarter 1, 2016 – The County and Town of Elk Point have been successful in obtaining an ACP grant for a bulk water truck loading facility in Elk Point.

Goal 9 – Waste Management

Goal 9: Waste management enhances and encourages “best practices” in waste disposal			
Action	Lead	Target Date	Quarterly Report
Waste Storage Site - Poirier Development Poirier Development 2015 \$20,000 Confirm location 2016	Dennis	Fall 2014	Quarter 2,2013 – Will completed clay – Gravel pad at Perch Lake Quarter 3 – St. Vincent Waste Storage Site complete. Perch Lake will be completed in the fall. Garner Lake site to defer to next year. Perch lake will not get completed until the spring of 2014. A site has been selected for Poirier Development’s bins, and will be constructed in 2014. Quarter 3, 2014 - Perch Lake is completed. Poirier development is still undecided at this point. Quarter 4 – Staff/councilor are still working on preferred location for site in the Poirier Development. Construction will be

			<p>deferred to 2015.</p> <p>Quarter 1, 2015 - Leo and Dennis are working on finding the best location and planning for the building of the bin site for this subdivision.</p> <p>Quarter 2 – A site for the Poirier subdivision waste bins has been determined – construction to take place later in the season.</p> <p>Quarter 4, 2015 – construction for Poirier subdivision waste bin area has been delayed to spring of 2016.</p> <p>Quarter 1, 2016 - Have bins placed at entrance of subdivision. There will be no fenced enclosed facility.</p>
Front Load Waste bins \$40,000			Quarter 1 – Bins have been purchased.
Roll Off Truck replacement \$225,000 – 2017/18			

Goal 10 – FCSS

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

Actions	Lead	Target Date	Quarterly Report
Meet the target set out by the province to spend 50% of the budget on Children and youth programs.	Janice	Dec 2016	
Organize High Heels and Spurs Program for schools in our region	Janice & Coco	Dec 2016	Quarter 1 – Booked May 9th, 10th and 11th.
Hold a Seniors Clinic on Alberta Seniors Benefits changes once per year	Janice & Coco	Oct 2016	
Organize and host Seniors Festival	Janice, Coco, Terry	Dec 2016	
Provide recognition to Community	Janice, Coco,	Ongoing	Quarter 1 - Applied and received Volunteer Alberta Grant

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Volunteers	Terry		Acknowledge Elk Point Students April 15, 2016.
Administer the Meals on Wheels Program	Janice, Coco, Terry	Ongoing	
Arrange Joint Board Meetings with the Town Of St. Paul FCSs to insure no Overlap of Service	Janice	Dec 2016	Quarter 1 – Booked April 22, 2016
Update FCSS Policy & Procedures Manual as requested	Janice	Ongoing	
Welcome Baby program, Administer & implement changes as required	Janice, Coco Terry	Ongoing	Quarter 1 – Ongoing
Welcome to the County and Elk Point Packages. Administer & implement Changes as required	Janice, Coco Terry	Ongoing	Quarter 1 – Ongoing
Coordinate and Manage the annual Ashmont and Mallaig Summer Programs	Janice	Sep 2016	Quarter 1 – Staff in the process of being hired
Manage and Coordinate the Community Connector Trailer	Janice & Coco	Ongoing	Quarter 1 – Staff hired 2 students
Administer the Mallaig Moms N Tots	Janice	Ongoing	Quarter 1 – Ongoing good attendance
Administer the Ashmont Moms N Tots	Janice & Coco	Ongoing	Quarter 1 – Ongoing good attendance
Coordinate the Volunteer Income Tax Program	Coco, Terry	Jun 2016	Quarter 1 – In full swing 119 completed
Coordinate Seniors Week Events	Janice, Coco Terry	Jun 2016	Quarter 1 – Booked 4 events. Elk Point, Ashmont, Mallaig & Heinsburg
Complete the Annual Report As Requested by the Province	Janice	June 2016	
Complete Outcome Measures as requested by the Province	Janice	Dec 2016	
Provide Support & Direction to Seniors that are being Abused	Janice	Ongoing	Quarter 1 – 2 reports to update
Administer the community	Janice	Ongoing	Quarter 1 – Very Busy

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Counselling program- & implement Changes As Requested			
Provide Support/Referrals to individuals that Request Assistance	Janice, Coco, Terry	Ongoing	Quarter 1
Consider contribution to the FSLW Program (request \$30,000) not included in FCSS budget – would be over and above County required contribution for FCSS			Quarter 1 –
Administer snow angel volunteer program for hamlets	Janice/Coco	Ongoing	Quarter 2 – Winter months only
Assist the general Public with ongoing support and Direction	Janice, Coco, Terry	Ongoing	
Coordinate the Elk Point Community Information night	Janice, Coco, Terry	Sept 2016	Quarter 1 – Hall Booked for Sept 6, 2016
Continue the Community Night Movies	Janice	Sept 2016	Quarter 1 – Letter mailed to all community halls to book. Ferguson Flats was the first to book.
Coordinate and partner with Extreme for community bussing	Janice	Dec 2016	Quarter 1 - Feb. 3 Seniors Trip to Space Science (48 ppl attended) Working on the Mustard Seed trip with School division.

Goal 11 – Agriculture

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

Actions	Lead	Target Date	Quarterly Report
Work with highway maintenance contractor to ensure weeds are controlled around those highways	Dennis/Keith	April 2016	<p>Quarter 2, 2013 - Agreed to do some weed control along highways in troubled areas. Costs covered (2013)</p> <p>Quarter 1, 2014- This is based on a per year basis.</p> <p>Transportation will cover costs for any type of work done. Sk Sprayed for weeds on highways near Ashmont. We continue to be in contact with the Ministry of Transportation to ensure their roads are kept clear. Currently we have up to \$5000 to spend on weed control on highways in the County from the Ministry. Kk</p> <p>Quarter 1 – Meetings with Alberta Transportation scheduled for</p>

Appendix 1 for 8.15.: 2016 Strategic Plan - 1st Quarter

			<p>April 2015.</p> <p>Quarter 2 – Province has indicated they will do very limited mowing along Provincial highways. They will only deal with weed issues if they receive a weed notice from the County – in the past we have sprayed in some areas for them and then invoiced – this will not be allowed this year.</p> <p>Quarter 1 - Ongoing</p>
<p>Coyote Bounty for predation control - \$20,000 for Jan-Mar 2014 and additional \$10,00 for fall 2014</p> <p>Continue program in 2015</p> <p>Continue program in 2016</p> <p>Continue to advocate to our neighbouring municipalities regarding joining this program</p>	Keith /Warren	Dec 2016	<p>Quarter 1, 2013 – Program has ended for the spring with 944 coyotes/1 wolf brought in (in 2012 over 1400 coyotes were brought in). \$10,000 left in the budget to commence the program again in November 2013.</p> <p>Quarter 2 –</p> <p>Quarter 4 – Coyote Bounty commenced again November 1, 2013</p> <p>Quarter 1, 2014 - The coyote bounty has received approximately 1300 coyotes and 3 wolves from the reduction program as of April 1, 2014.</p> <p>Quarter 4 – Program commenced for winter 2014/2015.</p> <p>Quarter 1, 2015 – Budget expended in March 2015. Total from fall to spring. 1602 coyotes, 13 wolves.</p> <p>Quarter 4, 2015 – 185 coyotes brought in to date this fall.</p> <p>Quarter 1, 2016 – Program has completed at end of March – 1606 coyotes and 3 wolves have been brought in (November 2015- March 2016) – Budget was mostly expended – balance of \$685 left in budget.</p>
Continue with Oxeye Daisy program – 2016 – Education	Keith	Dec 2016 - ongoing	<p>Quarter 1, 2014 – We will map out the oxeye daisy outbreak around Ashmont and report how it can spread from year to year. We will continue to have discussions with local residents about the weed. We will ensure County roads are clear of oxeye daisy.</p>
New Tractor for mowing \$130,000	Warren/Keith	Spring 2016	<p>Quarter 1 – Tractor has been purchased – Massey Fergusson.</p>
Spraying map to be communicated to Bee Keepers in the area. Notification prior to spraying.	Keith	Summer 2016	

Appendix 1 for 8.15.: 2016 Strategic Plan - 1st Quarter

Ensure new road construction/back sloping is reviewed for spraying for up to 5 years.	Keith	Summer 2016	
Club Root education for producers and for industry. Best Practices. Advocacy to the Province – message to Ministry that this is out of municipal jurisdiction to police.	Keith	Dec 2016 - ongoing	Quarter 1 – Additional staff member has been included in the 2016 Preliminary Budget to assist with field inspection/club root education.
Transfer of planning for Mulching from PW department to ASB department. Spraying to be coordinated.	Keith/Warren	Jan 2016	

Goal 12 – Planning & Development

Goal 12: Development is environmentally sound and sensitive			
Actions	Lead	Target Date	Quarterly Report
Review of County owned land – possible sale of properties Gravel testing on properties identified in review (when time permits)	Leo	Dec 2016	Quarter 2, 2015– land that is part of the exchange agreement for the Ashmont Lagoon has been tested for gravel – prior to signing of agreement. No gravel was discovered. Gravel testing has been done at Richland pit to determine gravel reserves.
Lac Sante ASP Review We have minor wording changes to bring to council yet this year, however Two Hills may want more substantial changes on their plan – which is separate from ours – do we want to leave on the Strat plan?	Krystle	Dec 2016	2015 Quarter 1 – Joint meeting with the County of Two Hills determined that only minor changes are required to refer to other statutory documents whose numbers have changed.
RFP for safety code services – our current contract expires in 2016	Planning staff	Summer2016	
Cross Training of Planning staff to ensure customer support when staff members are absent.	Krystle/Crystal Chelsey	Dec 2016	Quarter 1 - ongoing

Appendix 1 for 8.15.: 2016 Strategic Plan - 1st Quarter

St. Paul North ASP to be completed.	Krystle	Dec 2016	
Town of St. Paul IDP review. Check to see if we need to do.	Krystle	Dec 2016	

Goal 13 – Parks & Recreation

Goal 13: Recreation opportunities are available to the public through the County of St. Paul or partnerships

Action	Lead	Target Date	Quarterly Report
Explore options for porta potties and storage shed at Lottie Lake		Dec 2016	Quarter 3 - no action taken Quarter 1, 2016 – This has been removed from the 2016 budget as community could not agree to storage shed options offered.
Explore developing overflow camping area at Lac Bellevue Delay to 2016	Tim/Ken	Fall 2016	2015 Quarter 1, 2015 – not included in the 2015 budget Quarter 2, 2015 – Submitted an application under the Canada 150 Community Infrastructure Program for a campground expansion at Lac Bellevue as well as a gazebo, two new piers, and a miniature golf course Quarter 3- we were unsuccessful for this grant program.
Explore solar street lighting for new parking lot at Westcove –	Tim/Kyle	Summer 2016	Quarter 1 – Not included in 2014 budget Quarter 1 – not included in 2015 budget, but will review options for grants for this item. Quarter 1, 2016 – This has been included in the 2016 Preliminary Budget.
Explore replacing piers at all parks Priority for 2016: 1. Stoney Lake, Floatingstone 2. Laurier Lake, Lac Sante, Crestview	Tim	Summer2016	2015 Quarter 1 – 2 piers included in 2015 budget. Quarter 2 – New piers are installed at Floatingstone and Stoney Lake. Quarter 1, 2016 – Piers in Preliminary budget for Stoney Lake, Floatingstone, and 3 other locations – Laurier Lake, Lac Sante, and Crestview
Upgrade power at Westcove - \$50,000/year for 3 years 1st year completed in 2015,	Tim	Fall 2016	2015 Quarter 1 – included in 2015 budget Quarter 2 – obtaining quotes – will not complete until after park is closed for the season.

Appendix 1 for 8.15.: 2016 Strategic Plan - 1st Quarter

consider budgeting \$100,000 in 2016 to do the balance as it will save money due to the layout of the balance of the lake lots.			<p>Quarter 3 – upgrading of power at Westove has commenced – will be completed this fall.</p> <p>Quarter 4 – still waiting for ATCO to tie in pedestals to complete this project.</p> <p>Quarter 1, 2016 – B & C loop upgrades included in the Preliminary budget for 2016.</p>
Lac Bellevue – new Bathroom – overflow - \$10,000	Tim/Ken	Summer2016	<p>2015 Quarter 1 – not included in the 2015 budget</p> <p>Quarter 1 -</p>
Septic Fields – Floatingstone/Westcove \$60,000	Tim	Spring 2016	<p>2015 Quarter 1 – included in 2015 budget</p> <p>Quarter 3 – Council has directed Administration to bring forward an amendment to the LUB to allow for the installation of septic fields at both Floatingstone and Westcove. The amendment is required as the area is a large parcel of land that is adjacent to the lake. This is not allowed under our bylaw. Since the septic fields will be a significant distance from the lake – for example would certainly be a back lot if the area was a multi-lot subdivision, Council felt that the long term operating costs and negative impacts to road infrastructure warranted the change to the LUB. First reading of amended bylaw will be at October 2015 council meeting. This process will push back installation of septic fields to 2016.</p> <p>Quarter 4, 2015 – Due to the nice November, the septic fields were completed following 3rd reading of the LUB amendment. Complete.</p>
<p>Mallaig Recreation – 5 yr plan</p> <ul style="list-style-type: none"> ○ Arena - \$15,000 - 2014 ○ Playground - \$50,000 - 2015 (using Public Trust Reserve Funds) ○ Gazebo – future <p>May require \$30,000 to offset playground costs not covered by the grant they received.</p>	Sheila		<p>2015 Quarter 1 – Arena funding happened in 2014. \$50,000 contribution to playground in 2015 budget, funded by Public Trust Reserve.</p> <p>Quarter 2 – Council provided funding for Mallaig Playground – funded from Public Trust Reserve.</p> <p>Quarter 3 -Council provided funding for playground while the Ag Society waiting to hear about their grant – to be reimbursed to the County once they receive their grant.</p> <p>Quarter 4, 2015 – Council provided additional funding to Mallaig Playground due to the Ag Society receiving less from their CFEP grant than was expected. The additional funding of \$28,500 was</p>

Appendix 1 for 8.15.: 2016 Strategic Plan - 1st Quarter

			funded from the Public Trust Reserve.
Re-negotiate the recreation contribution to Town of St. Paul	Sheila/Council	Dec 2016	2015 Quarter 2 – This agreement will be up for negotiation in 2016
Pursue grants for additional recreational servicing opportunities	Kyle	ongoing	2015 Quarter 2 – The County has submitted an application under the Co-Op Community Recreation Grant for two new baseball diamonds at the Westcove Municipal Recreation Area. The County has submitted an application under the Makadiff Community Grassroutes Sport Innovation Challenge for new broomball equipment to be used in schools and for future programming
Pursue purchase of Provincial lands for County operated parks that we do not own. Lac Bellevue, etc. Pursue purchase of Mallaig beach	Sheila/Tim	Dec 2016	Quarter 1 – No longer needing to pursue purchase as lease with the Mallaig Chamber of Commerce has been renewed for one more year.
Assist Haying in the 30s with location to house new oven.			Quarter 1, 2016 – Included in Preliminary Budget
Provide assistance to St. Lina Ag Society for powering of camping stalls.			
Gazebo at Floating Stone \$30,000 to be installed at day use area.			Quarter 1, 2016 – Included in the Preliminary Budget
Playground at Floating Stone - \$35,000			Quarter 1 – Included in the Preliminary Budget

Goal 14 – Library/Culture

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

Action	Lead	Target Date	Quarterly Report
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Appendix 1 for 8.15.: 2016 Strategic Plan - 1st Quarter

Consider contribution to Allied Arts to assist with payment of loan.		April 2016 - budget	
Potential replacement of the Action Van in St. Paul		April 2016 - budget	
Condo Bylaw and Party Wall Agreement complete for building that houses Northern Lights Library and Allied Arts	Sheila/Kyle	Dec 2016	



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Issue Summary Report

8.16. Letter to Minister Regarding Centralized Assessment

#20160408001

Meeting : April 12, 2016

Meeting Date : 2016/04/12 10:00

Meeting Type : Council Meeting

Background

In recent months, there have been indications from the Government of Alberta that the preparation of industrial assessment, in particular machinery and equipment, may be taken away from municipalities and centralized under the Government in some form.

Administration has prepared a letter to send to the Minister of Municipal Affairs expressing the County's concerns with this potential outcome.

Recommendation

Motion for administration to send the letter regarding centralized assessment to the Minister of Municipal Affairs.

Additional Information

Originated By : kattanasio



County of St. Paul No. 19

Tuesday, April 12th, 2016

The Honourable Danielle Larivee
Minister of Municipal Affairs
204 Legislature Building
10800 - 97 Avenue
Edmonton, AB
Canada T5K 2B6

Dear Ms. Larivee,

The County of St. Paul No. 19 recognizes that the Government of Alberta is considering a variety of options pertaining to industrial assessment as part of the *Municipal Government Act* review process. The County would like to take this opportunity to express its extensive and abiding concerns regarding the potential creation of a new centralized authority for the preparation of assessments of machinery and equipment. Unequivocally, we are opposed to the creation of any new agency.

As a municipality that has extensive industrial assessment, both linear and machinery and equipment, the County does not support the creation of a centralized authority or any changes to the present state of assessment responsibility for that matter, as any changes would only serve to weaken local autonomy in Alberta.

Local autonomy is one of the leading principles of the *Municipal Government Act* and a profound change such as centralizing industrial assessment would undermine that goal, at a substantial cost, and would not provide necessary or sufficient benefits to municipalities. The formation of a central agency will cause an exponential increase in appeals and will create an additional administrative burden on municipalities as well as increased expenses.

Centralized industrial assessment has the potential to put municipalities in the unfavourable position of filing complaints on their own assessment and would reduce the transparency that currently exists when machinery and equipment assessments are prepared. Furthermore, the County currently relies heavily on the information provided by its local assessor to assist us with budgeting and forecasting; a central agency will not be as responsive to our needs. Simply, centralizing industrial assessment is an excessive and redundant encroachment on local autonomy.

Beyond weakening local autonomy, the County also strongly believes that centralizing industrial assessment will only serve to further compound the challenges that Municipal Affairs currently faces with regards to effectively fulfilling its mandate with regards to industrial assessment. At present, there are numerous prevailing issues including the provision of adequate training, the notice period for adjustment to linear assessment modifiers, and a lack of legislative clarity that plague the administration of assessment provincially. It is also noteworthy that Alberta is already experiencing a critical shortage of assessors; this problem will be exacerbated as the government will very likely need to contract the same assessors that municipalities use because the department

Appendix 1 for 8.16.: Centralized Assessment Letter

does not have adequate personnel to manage an increased workload. The County believes that any centralization efforts will strain the resources of a department which, as evidenced by the current slate of existing issues presented, is stressed to fulfill its current mandate.

The County also has concerns related to the process that would be used to implement such a fundamentally altered assessment system. It was our understanding that, as part of the *MGA* Review, the Government indicated that implementing major new initiatives such as the one discussed here would require consensus from a range of stakeholders. At this juncture, the County has not seen any evidence that would indicate that consensus exists on this matter. We have deep and enduring concerns with any process that does not include a balanced and inclusive group of stakeholders. The County firmly believes that Municipal Affairs must be transparent and honest with municipalities regarding who is participating in these consultations and how the Ministry is determining that consensus is reached.

We understand that the Alberta Assessors Association has provided feedback on the matter of centralized assessment recently. The County supports the Association as its recommendations admirably capture the County's central practical and procedural concerns. Importantly, we believe that the Association has successfully identified several policy alternatives that have the capacity to address the issue of centralized assessment as well as improving assessment in the province more generally.

The County maintains that any amendments to the current legislation for the purpose of centralizing industrial assessment, whether under provincial or third party control, will represent an encroachment to local autonomy while creating an additional administrative burden and exacerbating the current challenges Municipal Affairs is facing with regards to industrial assessment. Moreover, it has not been demonstrated to the County that ample consensus has been achieved to trigger such a monumental shift in provincial assessment policy. The proposal to centralize industrial assessment will merely make it increasingly difficult to provide a fair and equitable tax regime and level of service to our ratepayers.

We ask that you consider our concerns, and the related concerns from other stakeholders, prior to the finalization of policy decisions related to this matter. We would like to thank you for providing the County with an opportunity to meaningfully participate in the consultation process on an issue of such critical importance to Albertans.

Respectfully,

Steve Upham, Reeve
County of St. Paul No. 19

C.C. Al Kemmere, President, Alberta Association of Municipal Districts and Counties

C.C. Lawrence Buchart, President, Alberta Assessors' Association

C.C. Mr. Brad Pickering, Deputy Minister, Municipal Affairs

C.C. Ms. Meryl Whittaker, Assistant Deputy Minister, Municipal Affairs



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Issue Summary Report

8.17. Request to Rent Whitney Lake Rodeo Grounds

#20160406008

Meeting : April 12, 2016

Meeting Date : 2016/04/12 10:00

Meeting Type : Council Meeting

Background

At the March 22nd Public Works Meeting, Council was presented with a request from the Whitney Lake Bible Camp to lease the Rodeo Grounds plus additional land for pasture. Council referred the request to the local Councillor.

Councillor Ockerman spoke with the Vice Chairman of the Whitney Lake Bible Camp and he indicated that they only require the land from July 1 to August 10 of each year.

Recommendation

Administration is recommending to approve the lease with the Whitney Lake Bible Club for the rodeo grounds and additional pasture in the NE 9-56-4-W4 from July 1 to August 15 each year.

Additional Information

Originated By : pcorbiere

County of St Paul

Mar 14/16

Request for additional land added to
current lease

Request to lease Whitney Lake Rodeo Grounds
Plus additional pasture to fence for pasture.

Request lease from July 1 - Aug 15 each
year. As a camp it is our desire to
improve our kids horsemanship program &
start offering cattle penning & simple
roping classes. The Rodeo grounds would
help us with this program

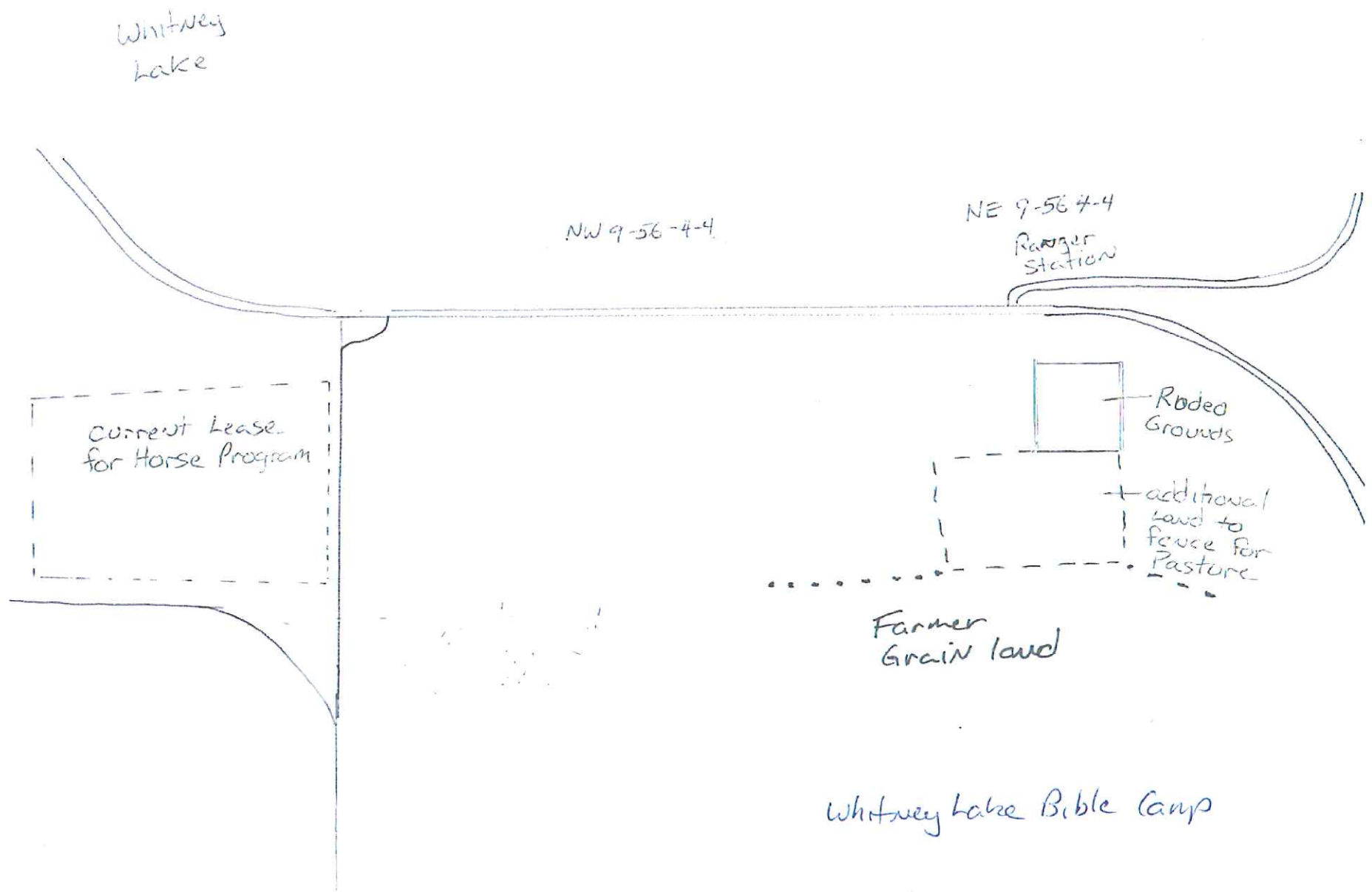
Thanks

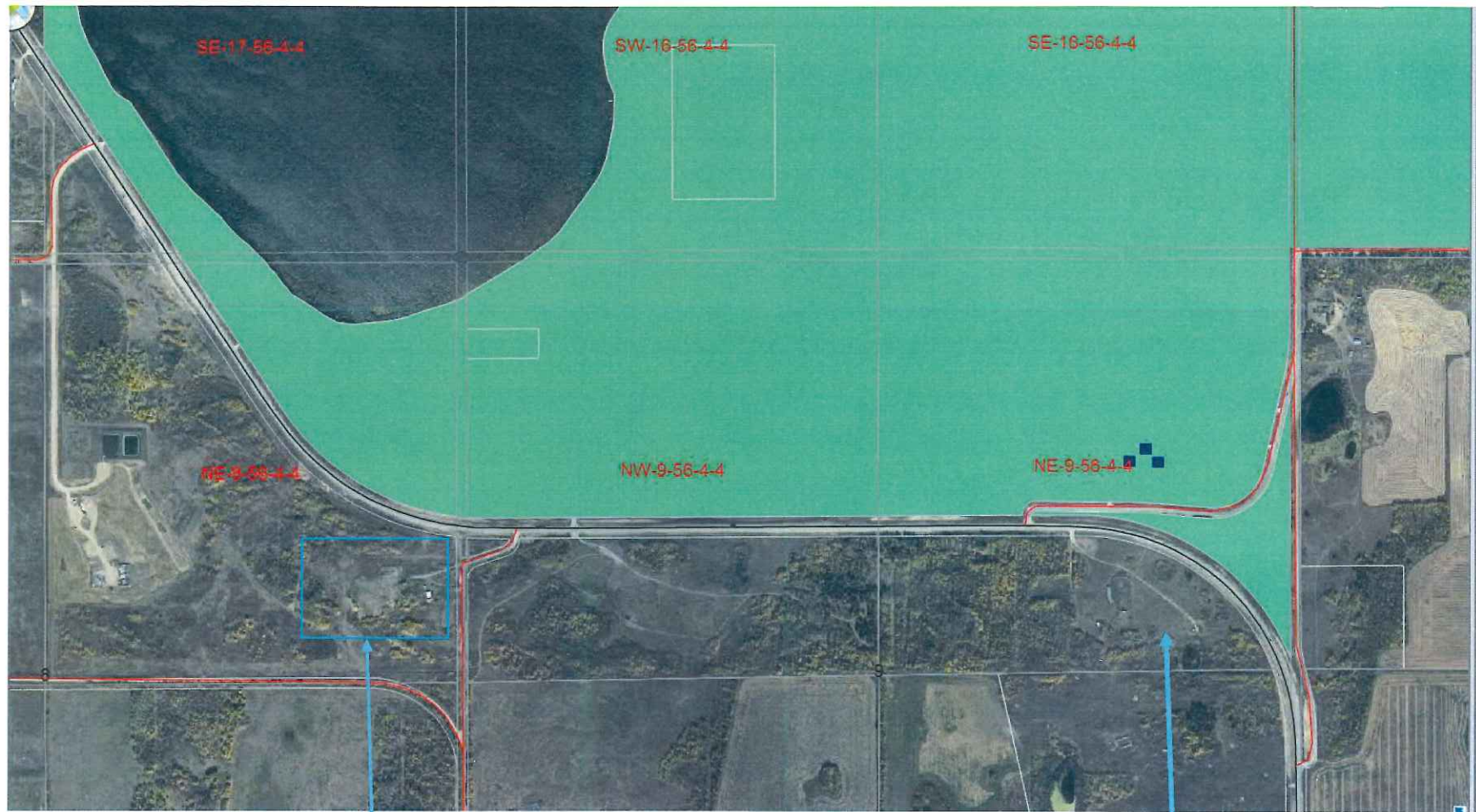
BRIAN LOEWEN

Vice Chair

Whitney Lake Bible Camp.







Approximate area of 6 Acre
parcel currently being leased.

Rodeo Grounds Area



Issue Summary Report

8.18. Spring Cleanup - When/Where

#20160406010

Meeting : April 12, 2016

Meeting Date : 2016/04/12 10:00

Meeting Type : Council Meeting

Background

At the March 22 Public Works Meeting, Council discussed reaching out to residents in some subdivisions and hamlets to assist with spring cleanup by placing bins within their communities. Council determined that bins should be made available in the Hamlets of Ashmont, Mallaig as well as the Crestview and Floatingstone subdivisions.

Staff met to discuss the Spring Cleanup and placement of bins within the communities, as per Council's direction.

Administration is now suggesting that a letter be sent to the residents in Mallaig, Ashmont, Crestview and Floatingstone reminding them of the County's Land Use Bylaw and MGA as they relate to Unsightly Properties. The letter would then present the spring cleanup concept as a proactive approach to assist property owners in their efforts to improve their property. Administration is recommending the following:

- May 16-24 - Waste Transfer Stations remain open from 9:00 a.m. to 6:00 p.m in Mallaig and Ashmont
- May 16-20 - County crews in the area to assist with hauling any items in Ashmont and Mallaig
- May 19-24 - Extra large bins will be placed at the bin site in the Crestview and Floatingstone developments
- All applicable fees related to this clean-up will be waived, for the specified time period (ie: appliances with freon)

As followup, County staff will go into the hamlets and subdivisions during the summer to inspect properties and issue cleanup notices where required.

Recommendation

Administration is recommending to send a letter to the residents in the Hamlets of Ashmont and Mallaig and the Floatingstone and Crestview Subdivisions informing them of dates and times for spring cleanup.

Additional Information

Originated By : pcorbiere



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Issue Summary Report

8.19. Request to Waive Permit Fees

#20160406001

Meeting : April 12, 2016

Meeting Date : 2016/04/12 10:00

Meeting Type : Council Meeting

Background

As a result of Accurate Assessment doing their general assessment, the owner of NW 35-57-9-W4 received a letter from the County, advising that he is required to apply for building permits on 11 storage units that exist on his property, as per the County Land Use Bylaw and the Alberta Building Code.

The oldest structure requiring a permit was built in 1998 and some of the structures are on skids. The landowner states that he was unaware that he required permits for the structures when they were built and that he spoke with an assessor about taxes and if anything was required for buildings on skids, and he was advised not to worry about it. The small storage units were built - 2 in 2010, 4 in 2012 and 2 in 2013 and he feels that only one permit should have been required at each time of building. He also feels that requesting permits for structures that were built 16 years ago is unfair.

Recommendation

Administration is recommending to deny the request from the owner of NW 35-57-9-W4 to waive the permit fees, based on the County of St. Paul Land Use Bylaw.

Additional Information

Originated By : pcorbiere

RECEIVED APR 04 2016

To Council & all councilors present at this meeting.

From,

CO

On Feb 29th of this yr we received a letter from the County bringing to our attention that Bldg permits on 11 of our storage units were not issued or approved - 1 built in 1998, 1 in 2001, 1 in 2007, 4 small 16x20 on skids in ~~2002~~ 2012, 2, 16x20 on skid 2010, all on slabs + 2-16x32 on skids in 2013. I was never approached by my County assessor or inspector on my Bldgs & not told by my contractor of needing permits, Also when the 6 small units were put up on skids I had asked the assessor of the county if I was assessed on Bldg with skids or if anything was required & he stated not to worry about it. These smaller units were added to keep customers serviced with growing economy 2009 to approx 2012, come 2016 storage need has gone from 95% capacity to 35 to 40%. These small storage were put up all at once each time 2 in 2010, 4 in 2012 & 2 in 2013. I feel as only one permit should be issued for each time of build, As a faithful county taxpayer who already pays over 8,500 up in taxes I feel they should be some allowance on this I was informed that the county had put in the paper about permit issues & ordinances, I never have read this or known to what it applied to. Each year when taxes are due we get a personal addressed envelope making me aware my taxes are due, why ~~not~~ are businesses not informed the same way on these bylaws, so as not to get surprised letters. Going back up to 16 years on taxpayers seems to me unfair to something that could have been addressed way sooner, Because of some of the unforeseen circumstances on our part my hope is that there should be some allowance made on our part. We are looking forward to a respectful & understanding answer to our circumstances that we face at this time by our council members.

Thompson



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Issue Summary Report

8.20. Refund Deposit to Delegation re: Ashmont Lagoon Expansion #20160406014

Meeting : April 12, 2016

Meeting Date : 2016/04/12 10:00

Meeting Type : Council Meeting

Background

At the March 8 meeting, Council heard from a delegation in opposition to the proposed Ashmont Lagoon Expansion. As per Policy Dev-56, County-Owned Structures not Requiring a Permit Policy, the appeal must be accompanied by a \$200 deposit.

Recommendation

Motion to refund the \$200 appeal fee to the applicant, as per Policy Dev-56.

Additional Information

Originated By : pcorbeire



COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY OBJECTIVE:

The County of St. Paul desires to implement a process for situations where a permit is not required for development on County-owned land.

POLICY STATEMENT:

- 1) Where a permit is not required for the development of a County of St. Paul No. 19 owned structure, administration shall follow this policy.
- 2) The Development Authority shall notify all adjacent landowners by letter mail within 800m of the property line of the proposed development.
- 3) If the development will be occurring in a subdivision, all landowners within the subdivision shall be notified by letter mail in addition to the 800m notification boundary.
- 4) All above notifications shall include a site map as well as a description of the proposed development.
- 5) Landowners will be given fourteen (14) days to comment/appeal the proposed development. Appeals must be accompanied by a deposit (refundable if successful). The deposit amount is set out in the County's Fee Schedule Bylaw, amended by Council from time to time. Appeals will be heard by County Council during a regularly scheduled Council meeting. Council will follow procedures as outlined below when hearing an appeal.
- 6) The Appeals Hearing Process will adhere to the following steps:
 - a) Reeve calls Appeals Hearing to Order
 - b) Reeve asks Assistant CAO to announce the purpose of the Appeal Hearing.
 - c) Assistant CAO announces the purpose of the Appeal Hearing.
 - d) Reeve introduces self and members of the Council.
 - e) Assistant CAO asks for names of those who wish to speak in support of the

Development and for names of those who wish to speak against the Development.

- f) Reeve will describe the ground rules of the Hearing:
- i) The Planning and Development Officer will provide the background on the proposed County development.
 - ii) The person appealing will state their case.
 - iii) The Planning and Development Officer will state their case.
 - iv) Persons in support of the development will then speak.
 - v) Appellant will summarize their case
 - vi) The Planning & Development Officer will summarize their case
 - vii) The Council will make its decision – considering only matters raised at the Hearing
 - viii) Speakers are asked not to repeat matters or information raised by others and to keep presentations short.
 - ix) Reeve will ask the Planning and Development Officer to provide the background on the proposed County development.
 - x) Council will be allowed to ask questions for clarification
 - xi) Reeve will ask appellants to present their case.
 - xii) Council will be allowed to ask questions for clarification
 - xiii) Reeve will ask the Planning and Development Officer to present their case.
 - xiv) Council will be allowed to ask questions for clarification
 - xv) Anyone speaking in favour of the development will be allowed to speak.



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Issue Summary Report

8.21. Alberta Heritage Awards

#20160401001

Meeting : April 12, 2016

Meeting Date : 2016/04/12 10:00

Meeting Type : Council Meeting

Background

The Alberta Historical Resources Foundation is the Government of Alberta's primary window for heritage preservation funding. As part of its ongoing efforts to encourage heritage initiatives, the Foundation presents Heritage Awards to individuals, organizations, and municipalities to recognize significant contributions to the protection, preservation, and promotion of Alberta's heritage. The Foundation is now accepting applications until July 15th, 2016.

Awards are presented to projects in the *Heritage Conservation* and *Heritage Awareness* categories; to municipalities in the *Municipal Heritage Preservation* category; and to individuals in the *Outstanding Achievement* category. Awards will be presented in October.

Submitting a nomination to the Heritage Awards is your opportunity to honour Albertans who have demonstrated their commitment in preserving our province's heritage.

Recommendation

Motion for administration to pursue filing a nomination for the Alberta Historical Resources Foundation's Heritage Awards for 2016.

Additional Information

Originated By : kattanasio



Working with Albertans to preserve and interpret our heritage

March 15, 2016

Dear Sir/Madam:

**Re: ALBERTA HISTORICAL RESOURCES FOUNDATION'S
HERITAGE AWARDS 2016**

The Alberta Historical Resources Foundation is the Government of Alberta's primary window for heritage preservation funding. As part of its ongoing efforts to encourage heritage initiatives, the Foundation presents Heritage Awards to individuals, organizations and municipalities to recognize significant contributions to the protection, preservation and promotion of Alberta's heritage. The Foundation is now accepting nominations until July 15, 2016.

Awards are presented to projects in the *Heritage Conservation* and *Heritage Awareness* categories; to municipalities in the *Municipal Heritage Preservation* category; and to individuals in the *Outstanding Achievement* category. Awards will be presented in October.

Submitting a nomination to the Heritage Awards is your opportunity to honor Albertans who have demonstrated their commitment in preserving our province's heritage.

Enclosed is a copy of the guidelines and nomination form (also available on our website at www.culture.alberta.ca/ahrf). If you have any questions, please contact the Program Coordinator, Carina Naranjilla, at 780-431-2305 (toll-free by first dialing at 310-0000) or carina.naranjilla@gov.ab.ca.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'L. Halladay', is written over the printed name and title.

Laurel Halladay
Chair
Alberta Historical Resources Foundation



Alberta Historical Resources Foundation Heritage Awards 2016 GUIDELINES



The Alberta Historical Resources Foundation's Heritage Awards are presented to recognize and celebrate the significant contributions of individuals, organizations, corporations, and municipalities to the protection, preservation and promotion of Alberta's heritage.

AWARD CATEGORIES

Heritage Conservation Award, for projects that demonstrate excellence in the conservation of a historic place or excellence in the conservation and interpretation of palaeontological and archaeological resources. Projects completed within the last three years are eligible for nomination.

Heritage Awareness Award, for research, publications or public engagement projects that have deepened our understanding of Alberta's heritage and promoted greater awareness of our province's remarkable past. Projects completed within the last three years are eligible for nomination.

Municipal Heritage Preservation Award, recognizes a municipal government for exemplary commitment to heritage conservation through the identification, protection and promotion of their historic places.

Outstanding Achievement Award, recognizes an individual's exemplary long-term leadership and contribution to the preservation and presentation of Alberta's history. Nominees should have a minimum of 10 years involvement with heritage in the province and have made personal contributions to the field well beyond the responsibilities of any heritage related employment.

GUIDELINES

Eligible Nominees

- Individuals, organizations, corporations, congregations, institutions, municipalities, First Nations and Métis Settlements and others deemed eligible by the Foundation's Board of Directors
- Self-nominations are accepted.

Ineligible Nominees

- Posthumous awards are not given.
- Nominees who are unaware of or who disapprove of the nomination
- Alberta Historical Resources Foundation board members and their immediate families
- Alberta Culture staff and its agencies

Nominees may be nominated in only one category.

Ineligible Nominators

- Alberta Historical Resources Foundation board members and their immediate families

Nomination Submissions

The nomination package must include the following:

- completed nomination form
- letter of nomination signed by the nominator
- description of why this project, municipality or individual is being nominated
- biography/profile of the individual(s), team, or organization involved
- press clippings, letters of support, or any other pertinent materials
- photographs illustrating project, where applicable

It is the responsibility of the nominator to provide sufficient and relevant materials to support the nomination. Incomplete submissions may be considered ineligible for consideration by the jury. Nomination submissions and supporting materials will be retained by the Foundation.

The personal information provided in the nomination submission about the nominator and the nominee is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and is protected by the privacy provisions of that Act. The information will be used for the purpose of administering the Heritage Awards program, which includes selecting and publicizing the achievements of the award recipients.

Selection and Presentation of Awards

Up to two awards may be presented in each category. The Foundation reserves the right not to present an award in any of the categories.

The Foundation will convene a jury to review and evaluate the nominations. The Foundation's Board of Directors will make the final selection. An awards ceremony will be held in October 2016.

Nominations for 2016 must be received by Alberta Historical Resources Foundation by July 15, 2016.

Submit nominations to: Heritage Awards
 Alberta Historical Resources Foundation
 8820 112 Street
 Edmonton AB T6G 2P8

For more information, contact the Program Coordinator at 780-431-2305 (toll-free by first dialing 310-0000).



**Alberta Historical Resources Foundation
Heritage Awards 2016
NOMINATION FORM**



Please read the Guidelines before completing this form. Submission deadline is July 15, 2016.

For office use only

File No: _____

NOMINEE

Check the award category and identify who/what you are nominating

☐ **Heritage Conservation Award**

Name of project (referring to the historic place/ palaeontological resource / archaeological resource nominated)

☐ **Heritage Awareness Award**

Title of project

☐ **Municipal Heritage Preservation Award**

Name of municipality nominated

☐ **Outstanding Achievement Award**

Name of individual nominated

Name Mr./Mrs./Ms.

Position/Title (if applicable)

Organization (if applicable)

Address

Street / P.O. Box No.

City / Town

Postal Code

Bus. Ph. ()

Res. Ph. ()

Fax: ()

E-mail:

NOMINATOR

Check if nominating as an individual or organization

☐ Nominating as an individual

☐ Nominating as an organization

Name Mr./Mrs./Ms.

Position/Title (if nominating as an organization)

Organization (if nominating as an organization)

Address (of individual / organization)

Street / P.O. Box No.

City / Town

Postal Code

Bus. Ph. ()

Res. Ph. ()

Fax: ()

E-mail:

SUPPORTING DOCUMENTS

Submit the following with this nomination form. Please provide sufficient and relevant materials to support your nomination.

- ☐ Nomination letter signed by the nominator
- ☐ Description of why this project, municipality or individual is being nominated
- ☐ Biography/profile of the individual(s), team or organization involved
- ☐ Press clippings, letters of support, or any other pertinent material
- ☐ Photographs illustrating project, where applicable

Appendix 1 for 8.21.: Alberta Heritage Awards

DECLARATION STATEMENT OF NOMINEE

I am the nominee or authorized representative of the nominee. I have read the complete nomination submission and to the best of my knowledge and belief, the information herein is true and correct. I agree that it may be provided by the nominator to the Alberta Historical Resources Foundation so that I / my organization may be considered for the Heritage Awards. Should I / my organization be selected for the Award, I consent to the use and disclosure of my personal information (including photographs and videos) as necessary, without compensation for awards-related publicity.

Signature of nominee

Printed Name

Date

The personal information provided in the nomination submission about the nominator and the nominee is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and is protected by the privacy provisions of that Act. The information will be used for the purpose of administering the Heritage Awards program, which includes selecting and publicizing the achievements of the award recipients.

Submit nomination form and attachments to

Heritage Awards
Alberta Historical Resources Foundation
8820 - 112 St. Edmonton AB T6G 2P8



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

Issue Summary Report

8.22. Date for April Public Works Meeting

#20160406002

Meeting : April 12, 2016

Meeting Date : 2016/04/12 10:00

Meeting Type : Council Meeting

Background

The regular scheduled date for the April Public Works Meeting conflicts with the ASCHA Conference (Councillor Fodness), the AARFP Conference (Councillor Dach, Tim Mahdiuk, Ken Warholik) and CAO Sheila Kitz will be away on vacation that week.

Following the April 19th Budget meeting, a Special Meeting will be held on April 21st to approve the budget and the Mill Rate Bylaw. Administration is recommending to reschedule the Public Works Meeting to April 21st following the special meeting.

Section 193(3) of the MGA allows a Council to change the date of a regularly scheduled meeting.

Recommendation

Motion to reschedule the April Public Works meeting to Thursday, April 21 following the Special Council Meeting, as per section 193(3) of the M.G.A.

Additional Information

Originated By : pcorbiere

9. Correspondence

- 9.1. THANK YOU LETTER FROM LIBRARY BOARD
- 9.2. REQUEST TO ACCESS COUNTY OF ST. PAUL
WATER TRANSMISSION LINE



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

Issue Summary Report

9.1. Thank you letter from Library Board

#20160405006

Meeting : April 12, 2016

Meeting Date : 2016/04/12 10:00

Meeting Type : Council Meeting

Background

Attached is a letter from the County Library Board thanking Council for their continued financial support.

Recommendation

Motion to file the letter from the County Library Board as information.

Additional Information

Originated By : pcorbiere



County of St. Paul No. 19

March 2, 2016

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


Dear Council Members:

From a meeting of the Library Board on November 16, 2015, Board Members approved the 2016 Preliminary Budget which was presented to County Council at their meeting of December 8, 2015.

The Library Board again expresses our appreciation towards County Council for their generous support which greatly assists towards enhancing operations within the Ashmont and Mallaig Public Libraries, as well as our Partnerships with the St. Paul and Elk Point Municipal Libraries through Service Agreement funding.

Our "Community Libraries" shall continue their obligation to enrich services for our valued Patrons with your contribution.

Sincerely yours,
COUNTY OF ST. PAUL NO. 19 LIBRARY BOARD


for Irene Van Brabant
Chairperson
IVB/baw



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

Issue Summary Report

9.2. Request to Access County of St. Paul Water Transmission Line #20160407001

Meeting : April 12, 2016

Meeting Date : 2016/04/12 10:00

Meeting Type : Council Meeting

Background

The County recently received a request from Marie and Roy Mulkay, residents of Smoky Lake County located on the transmission line between Spedden and the County of St Paul's corporate boundaries, requesting access to the County of St. Paul's water transmission line.

At the Public Works meeting on March 22, 2016, County Council passed the following resolution in anticipation of such requests:

Any Smoky Lake County residents who are adjacent to the water line and want to connect to the County of St. Paul's water transmission line which is located in Smoky Lake County, will be allowed to connect providing they receive prior consent from Smoky Lake County.

County Administration has prepared a letter in response to the Mulkay's request.

Recommendation

Motion to file the letter sent to Marie and Roy Mulkay as information.

Additional Information

Originated By : kattanasio



County of St. Paul No. 19

April 6th, 2016

Roy and Marie Mulkay
Box 240
Spedden, AB
T0A 3E0

Re: Request to access County of St. Paul Water Transmission Line

Dear Mr. & Mrs. Mulkay

I received your email requesting access to the County of St. Paul water transmission line that will run from Spedden in Smoky Lake County to Ashmont.

The County of St. Paul considered this request at our last Public Works Committee meeting on March 22nd, 2016. County Council made the following resolution:

Any Smoky Lake County residents who are adjacent to the water line and want to connect to the County of St. Paul's water transmission line which is located in Smoky Lake County, will be allowed to connect providing they receive prior consent from Smoky Lake County.

That said, the County is currently negotiating an agreement with the Highway 28/63 Water Commission that will establish a service area for the County to service with potable water. If you wish to have your residence included in this service area, please contact Smoky Lake County to determine if they will provide their consent.

If Smoky Lake County agrees, please ensure that the County of St. Paul is provided with a written copy of proof of consent. The County of St. Paul will provide you with the connection requirements should you obtain approval from Smoky Lake Council. Please note that you would be responsible for 100% of the costs of connection to our line.

Thank you for your interest in our project.

Sincerely,

Chief Administrative Officer

C.C. Cory Ollikka, Chief Administrative Officer, Smoky Lake County

C.C. Cory Ollikka, Manager, Highway 28/63 Regional Water Services Commission

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

#20160323001

Meeting : April 12, 2016

Meeting Date : 2016/04/12 10:00

Meeting Type : Council Meeting

Additional Information

Originated By : skitz

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

#20160323002

Meeting : April 12, 2016

Meeting Date : 2016/04/12 10:00

Meeting Type : Council Meeting

Recommendation

Motion to approve the budget to actual as of March 31, 2016.

Additional Information

Originated By : skitz



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

Issue Summary Report

12.2. Council Fees

#20160323003

Meeting : April 12, 2016

Meeting Date : 2016/04/12 10:00

Meeting Type : Council Meeting

Recommendation

Motion to approve the Council Fees for the Month of March, 2016 as circulated.

Additional Information

Originated By : tmahdiuk



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

Issue Summary Report

12.3. Listing of Accounts Payable

#20160323004

Meeting : April 12, 2016

Meeting Date : 2016/04/12 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