



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

October 11, 2016

Tuesday, October 11, 2016

Start time 10:00 AM

AGENDA

1. **Call to Order**
2. **Minutes**
 - 2.1 **September 13, 2016 (2016/09/13)**
3. **Bank Reconciliation**
4. **Additions to Agenda and Acceptance of Agenda**
5. **In Camera**
 - 5.1. **In Camera**
6. **Business Arising from Minutes**
7. **Delegation**
 - 7.1. **11:30 a.m. - AAMD&C Member Visit**
 - 7.2. **1:00 p.m. -CNRL - Ken Harke, VP Operations & Andre Campeau, Superintendent**
 - 7.3. **1:30 pm - Urban Systems**
 - 7.4. **2:00 p.m. - Town of Elk Point**
8. **New Business**
 - 8.1. **Cemeteries Bylaw 2015-29**
 - 8.2. **Taxation of Mobile Units in Manufactured Home Parks Bylaw 2016-16**
 - 8.3. **Rescinding Bylaw 2016-18**
 - 8.4. **Nonprofit Community Organizations Tax Exemption Bylaw 2016-19**
 - 8.5. **Conference and Education Attendance Policy HR-8**
 - 8.6. **Vacation Policy HR-33**
 - 8.7. **County-owned Structures Not Requiring a Development Permit DEV-56**
 - 8.8. **Credit Cards Policy- ADM-77**
 - 8.9. **Asset Management Policy - ADM-115**
 - 8.10. **Volunteer Fire Departments Policy FES-117**
 - 8.11. **Community and Organizations Grants and Loans Policy ADM-118**

- 8.12. **Apprenticeship Training Policy - HR-119**
- 8.13. **CNRL Donation Committee Fundraiser**
- 8.14. **AHRF Heritage Award**
- 8.15. **SLGM Decision Making Course**
- 8.16. **Committee to Negotiate Recreation Agreement with Town of St. Paul**
- 8.17. **2016 Strategic Plan - 3rd Quarter**
- 8.18. **2017 Strategic Plan**
- 8.19. **Encroachment Agreement**
- 8.20. **Lot A, Block 2, Plan 527MC**
- 8.21. **Recycling Pilot Project - Quik Pick Waste Disposal**
- 8.22. **Request to Connect to Distribution System in Bayview**
- 8.23. **Gravel Truck**
- 8.24. **Allowance for Non-Collectible Tax Accounts**
- 9. **Correspondence**
- 10. **Reports**
 - 10.1. **CAO Report**
- 11. **Upcoming Meetings**
 - 11.1. **Oct. 25 @ 10:00 a.m. - Public Works**
 - 11.2. **Oct. 28 @ 10:00 a.m. - Organizational Meeting**
 - 11.3. **Nov. 1 @ 9:30 a.m. - ASB Regional Meeting**
 - 11.4. **Nov. 15 - 17 - AAMD&C Convention**
- 12. **Financial**
 - 12.1. **Budget to Actual**
 - 12.2. **Council Fees**
 - 12.3. **Listing of Accounts Payable**
- 13. **Adjournment**

5. In Camera

5.1. IN CAMERA



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Issue Summary Report

5.1. In Camera

#20161006001

Meeting : October 11, 2016

Meeting Date : 2016/10/11 10:00

Meeting Type : Council Meeting

Background

In Camera items to be presented at the meeting.

Recommendation

Motion to go in camera as per sections 24 and 25 of the FOIP Act.

Additional Information

Originated By : pcorbiere

7. Delegation

- 7.1. 11:30 A.M. - AAMD&C MEMBER VISIT
- 7.2. 1:00 P.M. -CNRL - KEN HARKE, VP OPERATIONS &
ANDRE CAMPEAU, SUPERINTENDENT
- 7.3. 1:30 PM - URBAN SYSTEMS
- 7.4. 2:00 P.M. - TOWN OF ELK POINT



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Issue Summary Report

7.1. 11:30 a.m. - AAMD&C Member Visit

#20160817005

Meeting : October 11, 2016

Meeting Date : 2016/10/11 10:00

Meeting Type : Council Meeting

Background

Al Kemmer, President, Soren Odegard, District 5 Director and Gerald Rhodes, Executive Director will meet with Council to discuss [current top priorities of the AAMDC](#) and any issues in the County.

Additional Information

Originated By : pcorbiere



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Issue Summary Report

7.2. 1:00 p.m. -CNRL - Ken Harke, VP Operations & Andre Campeau, Superintendent #20160928004

Meeting : October 11, 2016

Meeting Date : 2016/10/11 10:00

Meeting Type : Council Meeting

Background

At the March Meeting, Council heard from a CNRL delegation requesting a reduction in their 2016 property tax rates, in an effort to reduce their operating costs. CNRL has now submitted a letter requesting that Council consider a 30% reduction in their property taxes from the 2015 levels.

Ken Harke, VP of Operations and Andre Campeau, Superintendent with CNRL will be in to discuss their request for a reduction in their property taxes with Council.

Additional Information

Originated By : pcorbiere



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

August 5, 2016

Dear Mr. Upham:

Re: Property Taxes Follow-up

Canadian Natural is urgently focused on reducing costs and improving the way we do business to keep people working. To this end, I wrote you earlier this year to request a 30% reduction in property taxes. As we enter into the 2017 budget cycle for municipalities, I write to again request your assistance by reducing the property tax burden.

The last two years have been challenging for oil and natural gas, made difficult by cost escalation, low commodity prices, and fundamental changes to the global industry. We are, however, optimistic. We are requesting your assistance precisely because Canadian Natural can see a strong future for Alberta oil and natural gas including associated jobs and government revenues, if we work together to adapt to the fundamental transformation that has occurred in the industry.

To create value and maintain investment and jobs, Canadian Natural has been urgently focused on improving the way we do business, while adhering to our core values of safety, asset integrity, environmental stewardship, and working with communities. To this end, Canadian Natural believes it is important to keep our high-performance team together to focus on effective, efficient, and reliable operations as we deliver on our plans. As such, Canadian Natural has not laid off staff due to the economic downturn, and instead reduced senior management and staff salaries. Canadian Natural has also reduced operating costs by over \$1 billion in 2015, and is targeting further reductions in 2016.

As we work to identify further opportunities for reductions, property taxes emerge as a significant cost for the oil and natural gas industry. It is appropriate for industry to pay property taxes at a level commensurate with municipal services received at the reduced cost of services in today's market, at a rate equitable to other ratepayers, and assessed fairly relative to the value of the facility. But property taxes have risen to an unsustainable level. Despite our success in reducing overall costs, there remain too many properties where property taxes are a concern. Increasing property taxes are likely to result in early abandonment of wells and facilities which will reduce the assessment base, local employment, and royalties.

Canadian Natural Resources Limited

Suite 2100, 855 - 2nd Street SW, Calgary, Alberta, T2P 4J8 T 403.517.6700 F 403.514.7677 www.cnrl.com

Appendix 1 for 7.2.: CNRL Letter

Despite maintaining strong production volumes of oil and natural gas through 2015 and the first part of 2016, Canadian Natural has shut-in an estimated 1,700 wells and 50 natural gas compressors. Additionally, Canadian Natural is estimating that we will shut-in an additional 600 wells and 20 natural gas compressors throughout the remainder of 2016. In evaluating properties to determine whether to shut-in further production, the primary consideration will be high costs including the property tax burden.

In this context, Canadian Natural requests a 30% reduction in the property tax burden from 2015 levels. Based on the combination of the following factors, Canadian Natural decided that it is reasonable to request a 30% reduction:

- Canadian Natural's property tax burden has increased by much more than 30%. From 2004 to 2014, Canadian Natural realized a 1.5 times increase in revenue per barrel of oil equivalent (BOE). Over the same period, our property taxes grew 5.2 times more than revenues per BOE.
- According to the Canadian Association of Petroleum Producers (CAPP), total oil and natural gas capital investment in 2016 is forecast to decline by \$50 billion from 2014 levels. According to the same CAPP report, more than 110,000 people across Canada have lost jobs (direct and indirect) as a result of the downturn. Given reduced activity levels, it is likely that demands on municipal infrastructure and services will also be reduced.
- Market conditions have also generated significant reductions in material costs and contractor rates. Significant cost efficiencies should be available to municipalities.

I note that forthcoming changes will require municipalities to adopt three-year operating plans and five-year capital plans. This requirement provides a significant opportunity to review spending and budgets in order to find cost reductions and ensure that spending is built-to-need and right-sized.

Canadian Natural is urgently focused on reducing costs and improving the way we do business to attract investment and keep people working. We are dedicated to this endeavor because we are optimistic about the future, if we can all adapt to the fundamental transformation that has occurred in the oil and natural gas industry. Local Canadian Natural representatives will once again be in touch to discuss these challenges in your municipality. Thank you for your consideration.

Sincerely,



Scott Stauth
Senior Vice President, North American Operations
Canadian Natural Resources Limited

CC. Council
CAO



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Issue Summary Report

7.3. 1:30 pm - Urban Systems

#20160928008

Meeting : October 11, 2016

Meeting Date : 2016/10/11 10:00

Meeting Type : Council Meeting

Background

Urban Systems will be in to discuss a Work Program for the Ashmont/Mallaig Waterline. (copies of the work program will be provided to Council at the Council meeting)

The project has been discussed with Mike Yakemchuk from Alberta Transportation Water For Life program. The Work Program has been vetted by Graeme Langford, an independent consulting engineer used by the County to evaluate the engineering proposal, Bryan Bepalko, PW Supervisor, and Sheila Kitz, CAO.

Recommendation

That Council approve the work program as presented by Urban Systems for engineering services as they relate to the design and construction of a water transmission line from Ashmont to Mallaig.

Additional Information

Originated By : pcorbiere



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Issue Summary Report

7.4. 2:00 p.m. - Town of Elk Point

#20160929001

Meeting : October 11, 2016

Meeting Date : 2016/10/11 10:00

Meeting Type : Council Meeting

Background

The Town of Elk Point has an appointment to meet with Council at 2:00 p.m. Discussions with the Town will take place in camera.

Recommendation

Motion to go in camera as per section 16 of the FOIP Act.

Additional Information

Originated By : pcorbiere

8. New Business

- 8.1. CEMETERIES BYLAW 2015-29
- 8.2. TAXATION OF MOBILE UNITS IN MANUFACTURED HOME PARKS BYLAW 2016-16
- 8.3. RESCINDING BYLAW 2016-18
- 8.4. NONPROFIT COMMUNITY ORGANIZATIONS TAX EXEMPTION BYLAW 2016-19
- 8.5. CONFERENCE AND EDUCATION ATTENDANCE POLICY HR-8
- 8.6. VACATION POLICY HR-33
- 8.7. COUNTY-OWNED STRUCTURES NOT REQUIRING A DEVELOPMENT PERMIT DEV-56
- 8.8. CREDIT CARDS POLICY- ADM-77
- 8.9. ASSET MANAGEMENT POLICY - ADM-115
- 8.10. VOLUNTEER FIRE DEPARTMENTS POLICY FES-117
- 8.11. COMMUNITY AND ORGANIZATIONS GRANTS AND LOANS POLICY ADM-118
- 8.12. APPRENTICESHIP TRAINING POLICY - HR-119
- 8.13. CNRL DONATION COMMITTEE FUNDRAISER
- 8.14. AHRF HERITAGE AWARD
- 8.15. SLGM DECISION MAKING COURSE
- 8.16. COMMITTEE TO NEGOTIATE RECREATION AGREEMENT WITH TOWN OF ST. PAUL
- 8.17. 2016 STRATEGIC PLAN - 3RD QUARTER
- 8.18. 2017 STRATEGIC PLAN
- 8.19. ENCROACHMENT AGREEMENT
- 8.20. LOT A, BLOCK 2, PLAN 527MC
- 8.21. RECYCLING PILOT PROJECT - QUIK PICK WASTE DISPOSAL

- 8.22. REQUEST TO CONNECT TO DISTRIBUTION
SYSTEM IN BAYVIEW
- 8.23. GRAVEL TRUCK
- 8.24. ALLOWANCE FOR NON-COLLECTIBLE TAX
ACCOUNTS



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Issue Summary Report

8.1. Cemeteries Bylaw 2015-29

#20160927006

Meeting : October 11, 2016

Meeting Date : 2016/10/11 10:00

Meeting Type : Council Meeting

Background

Bylaw 2015-29, the Cemeteries Bylaw, is being presented to Council to establish standards for the management and operations of cemeteries in the County. This Bylaw was brought before the Policy Committee on September 27th, 2016.

Recommendation

Motion to approve Bylaw 2015-29 as it relates to the management and operations of cemeteries in the County, as per the recommendations of the Policy Committee.

Additional Information

Originated By : kattanasio

COUNTY OF ST. PAUL NO. 19

CEMETERIES BYLAW

BYLAW NO. 2015-29

A Bylaw of the County of St. Paul No. 19, in the Province of Alberta, to regulate and manage cemeteries.

WHEREAS the County of St. Paul No. 19 is recognized as the owner of Cemeteries as defined in the *Cemeteries Act* C-3, R.S.A. 2000 and amendments thereto;

AND WHEREAS Council has the authority to regulate and manage Cemeteries owned by the County of St. Paul No. 19;

AND WHEREAS it is deemed expedient to pass a bylaw respecting the operation of Cemeteries owned by the County of St. Paul No. 19 to incorporate current Cemetery practices and regulations.

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

SECTION 1 - NAME OF BYLAW

1.1 This bylaw may be cited as the “Cemeteries Bylaw.”

SECTION 2 – DEFINITIONS

2.1 “Board” means the members of the Cemetery Committee of the County of St. Paul No. 19.

2.2 “Bylaw Enforcement Officer” means any of the following:
a) Any member of the Royal Canadian Mounted Police;
b) Any Community Peace Officer; or
c) The Chief Administrative Officer of the County of St. Paul No. 19 or any person designated by the Chief Administrative Officer to enforce the provisions of this bylaw.

2.3 “Caretaker” means the body placed in charge of the cemeteries.

2.4 “Cemeteries” means those cemeteries owned, operated by, and under the control of the County;

2.5 “Columbarium” means an above ground structure in a Cemetery designed and used for the interment of cremated remains.

- 2.6 “Concrete Runner” means the concrete structure placed at the head or foot of the Lot or Plot used for the placement of monuments and foundations.
- 2.7 “Council” means the Council of the County of St. Paul No. 19.
- 2.8 “County” means the County of St. Paul No. 19 in the Province of Alberta.
- 2.9 “Flowering Ornamental” means any perennial, annual, or biannual flowering plant.”
- 2.10 “Funeral Director” means any individual, firm, partnership, or corporation who arrange funerals on behalf of private clients.
- 2.11 “Licensee” means a person, firm, or corporation that acquires burial privileges for one or more Lots with fee simple to the property remaining with the County.
- 2.12 “Lot” means a single grave or niche of a Columbarium for the purpose of interment in a cemetery.
- 2.13 “Marker” means a Lot or Plot indicator with a flat and level surface placed on any Lot or Plot, level with the surrounding ground.
- 2.14 “Monument” means a memorial permanently constructed to extend above the surface of the Concrete Runner, surface of the ground, or is level with the ground.
- 2.15 “Niche” means a compartment in a Columbarium used for the interment of cremated remains.
- 2.16 “Plot” means two or more Lots as shown on a plan on record in the County Administration Office.
- 2.17 “Permit” means a prescribed form provided by the County for application to carry out work in the Cemeteries.
- 2.18 “Rubbish” means boxes, paper, weeds, decaying flowers or plants, faded wreathes, broken receptacles, and any other material the presence of which results in an untidy appearance to any part of the Cemetery grounds.

SECTION 3 – CEMETERY COMMITTEE

- 3.1 A cemetery committee is hereby established and shall be known as the “Board.”

- 3.2 The Board will assume responsibility concerned with the management, planning, and maintenance of those Cemeteries owned by the County.
- 3.3 The Board shall consist of three (3) councillors, two employees, one member-at-large, and a recording secretary.
- 3.4 Members of the Cemetery Committee shall be appointed to the Board for a four-year term, at the organization meeting immediately following an election.
- 3.5 Members of the Board will have the following duties:
 - a) The chairman shall preside over meetings.
 - b) The vice-chairman shall, in the absence of the Chairman, preside over meetings.
 - c) The recording secretary shall attend and take accurate meetings, maintain and keep custody of these minutes, and make these minutes available for members prior to the next meeting.
- 3.6 County Council and administration shall properly account for all funds, and by recommendation of the Board, make disbursements, as required for Cemetery purposes only.
- 3.7 Cemetery Committee meetings will be held once annually at a minimum.
- 3.8 The Caretaker may designate tasks to the Funeral Director to carry out.

SECTION 4 – GENERAL MATTERS

- 4.1 The County, or its assigned Caretaker, shall have sole control of all matters within the Cemeteries that are concerned with maintaining the grounds in a neat and pleasing condition.
- 4.2 The County, or its assigned Caretaker, shall have the authority to control pests, remove any weeds, plants, grass, or floral pieces which may become unsightly, dangerous, detrimental, or wilted in the opinion of the County or its assigned Caretaker.
- 4.3 If in the opinion of the County or Caretaker, any Flowering Ornamentals situated on or about the Cemeteries shall become, by means of their roots or branches, prejudicial to the general appearance of the grounds or become dangerous or inconvenient to the general public, the Caretaker shall have the right to remove such Flowering Ornamentals, or any parts thereof.

- 4.4 To preserve the proper appearance of the Cemetery grounds, memorial wreaths must be removed when they become unsightly. The Caretaker is authorized to remove unsightly memorial wreaths as required.
- 4.5 While the County and/or Caretaker will take all reasonable precautions to protect the property of Licensees, the County and/or Caretaker assumes no liability nor responsibility for any loss of or any damage to any Marker, Monument or part thereof, or any article of any type that may be placed on a Lot or Plot.
- 4.6 The County may alter its general regulations from time to time.

SECTION 5 – SALE AND TRANSFER OF LOTS, PLOTS, AND NICHES

- 5.1 Burial Lots, Plots, and Niches in Cemeteries are available for purchase from the County upon payment of the proper charge thereof, which is listed in the County's Fee Schedule Bylaw.
- 5.2 Deeded Lots, Plots, and Niches will be conveyed by the County to the Licensee on a form, and that Cemetery deed will be subject to the bylaws of the County as amended from time to time. The person acquiring Lots, Plots, or Niches under the provisions of this Bylaw shall only acquire the right and privilege of burial of the deceased therein subject to the provisions of this Bylaw and shall not be deemed to acquire any title to the land which shall remain vested in the County.
- 5.3 If, for any reason the County deems a previously purchased Lot, Plot, or Niche unusable, the County will supply a similar Lot, Plot, or Niche at no cost to the original purchaser or their heirs and the original Lot, Plot, or Niche will revert to the County.
- 5.4 No person shall make a reservation for one or more Lots, Plots, or Niches without making payment in full at the time of the reservation.
- 5.5 The Cemetery deed that recognizes the purchase of a Lot, Plot, or Niche cannot be resold except to the County, in which case the offer must be in writing. The County shall refund an amount representing 85% of the market value of the Lot or Plot at the date of the buy back.

Notwithstanding the provisions of this section, members of the same family may transfer their deed for a Lot, Plot, or Niche to each other provided that the request is made in writing to the County.
- 5.6 The Cemetery survey, plans, and interment records of each Lot and Plot are housed and maintained in the County Administration Office with the records and plans of each Cemetery clearly labelled and numbered. Records shall indicate the Licensee of each Lot or Plot as well as all

other information required pursuant to the *Cemeteries Act (Alberta)* and regulations passed thereunder. Copies of such plans will be available for inspection free of charge at the County Administration office.

- 5.7 All Lots, Plots, and Niches reserved prior to the County acquiring title will be honoured provided that the requisite verification is in place.
- 5.8 The County will determine the location of all Lots, Plots, and Niches that are to be sold and no Lots, Plots, and Niches will be further subdivided or altered in any manner at variance with the Cemetery plans unless authorized by the County.

SECTION 6 – INTERMENTS AND DISINTERMENTS

- 6.1 No person shall personally or by agent undertake an interment in any burial Lot unless they have produced to the Caretaker of the Cemetery or the Funeral Director, the following:
 - a) A burial permit issued by the proper office of the Government of the Province of Alberta;
 - b) An application for permission to inter a body, completed and signed; and
 - c) The full Permit fee for the Lot or Plot must be received by the County.
- 6.2 All applications for burials should be made at least forty-eight hours before the time of interment with the exception of Saturdays, Sundays, and holidays.
- 6.3 Every Licensee obtaining a Lot, Plot, or Niche in the Cemetery shall be held responsible for the cost thereof and for all charges in connection therewith, including disinterment or removal of the body when applicable. Any person signing an order for interment will be held responsible for all charges in connection to the interment. In addition, that person will be responsible for compliance with the regulations governing erection of Monuments.
- 6.4 No interment shall be made without written proof of licensing the Lot.
- 6.5 It is a condition of every deed that the Licensee expressly waived any claim arising by reason of any error in describing any burial Lot. The County endeavours as much as is reasonably possible to avoid such errors but in the event of an error, the County will make an equivalent quality of Lot, Plot, or Niche available in lieu of those originally allocated.
- 6.6 The County shall allow double depth graves provided that a minimum of three (3) feet of coverage remains between the outer shell and the surface of the ground.

- 6.7 All burials of cremated remains shall be at least eighteen (18) inches between the outer shell of the urn or vault and the surface of the ground.
- 6.8 Disinterments, except for reburial in the same grave at greater depth, will not be allowed unless permission is first obtained for that purpose from the Caretaker or Funeral Director, and if given, such permission shall be in writing and signed by the Caretaker or Funeral Director. No disinterments will occur without the Licensee providing written proof of their ownership of that Lot, Plot or Niche.
- 6.9 No disinterment of human remains shall occur for any purpose unless a licensed funeral director is present, the Chief Medical Examiner has been notified, and a disinterment permit has been issued by the Director of Vital Statistics. Disinterment fees are set out in the County's Fee Schedule Bylaw. Cremated remains may be disinterred from a Lot upon an application to and approval of the Funeral Director.
- 6.10 When a Lot, Plot, or Niche becomes vacant as a result of a disinterment, the land will revert to the County at the Licensee's option and the County will in such a case, purchase the Lot or Plot back from the Licensee.

SECTION 7 – MONUMENTS, MARKERS, AND LOT CARE

- 7.1 Any work carried out at a County Cemetery requires authorization from the Caretaker.
- 7.2 The County will not purchase Columbariums, Markers, Monuments, or other structures. Purchasing these items is the sole responsibility of the families of the deceased.
- 7.2 No Licensee shall erect more than one Marker or Monument per Lot.
- 7.3 Any structure or construction at Cemeteries in existence before the passing of this Bylaw may at the discretion of the Caretaker be removed free of charge by the County upon request of the Licensee or may be removed from time to time, if for reason of age or neglect they become in a state of disrepair.
- 7.4 Each owner of a Marker, Monument or other structure upon any Lot shall maintain it and assure it is in proper repair. The Caretaker will contact the Licensee or the Licensee's family members if a gravesite requires repairs.
- 7.5 Where the owner of a Monument neglects to make the required repairs or alterations within sixty (60) days after receiving notice from the County to do so, the County upon consultation with the Caretaker, shall have the power to repair or remove such Monuments.

- 7.6 If the owner cannot be located to repair or replace their Monument, the County may replace the damaged Monument with a Marker of nominal value up to \$100.00 at its discretion.
- 7.7 Monuments are placed in Cemeteries at the Owner's risk. The County shall not be held responsible for any damage, destruction, or defacement to any Marker, Monument, grave or other structure or object in a Cemetery except for damages resulting from general maintenance and upkeep such as mowing, trimming and fencing.
- 7.8 The placement of Monuments shall comply with the following requirements:
- a) Monuments must be constructed of granite, marble, bronze, or comparable material.
 - b) A Monument may not have a base exceeding eighteen (18) inches.
 - c) No inscriptions, insignias, or trademarks shall be placed on any Monument, which is not in keeping with the dignity and decorum of the Cemetery.
- 7.9 No Monuments or other structures will be permitted that are manufactured of cement artificial stone, wood, metal, plastics, glass, iron, tin, or another unauthorized material.
- 7.10 No Marker, Monument, or other structure shall be erected or placed in a Cemetery until:
- a) Written approval for erecting such a Marker, Monument, or structure has been issued;
 - b) Arrangements have been made with the Caretaker as it pertains to location of the Monument, Marker, or structure.
- 7.11 All persons employed in the construction and erection of Monuments or Markers or doing other works in a Cemetery whether employed by the County or not, shall be subject to the direction and control of the Caretaker or Funeral Director.

SECTION 8 – RESTRICTIONS

- 8.1 No person while in a Cemetery shall:
- a) Throw Rubbish on the roads, walkways, or grounds of the Cemetery;
 - b) Place or erect upon a Lot or a Plot any plant, fence, railing, wall, stone coping, hedge, or other enclosure;
 - c) Allow any livestock, dogs, or other pets to run at-large in the Cemeteries;
 - d) Destroy, damage, deface, or remove any Marker, Monument, or other structure or object in any Cemetery or any fence, railing, or wood installed for protection or ornamentation;

- e) Cut any sod or move any corner posts or grave Markers in a Cemetery;
- f) Willfully destroy, cut, break, pick or injure any tree, shrub, or plant;
- g) Plant any tree, shrub, or Flowering Ornamental inside or outside any Lot or Plot;
- h) Drive a vehicle at a speed in excess of fifteen (15) kilometres per hour while in the Cemetery;
- i) Ride an all-terrain vehicle, snowmobile, other vehicle or horse in a Cemetery unless they are part of a funeral procession;
- j) Place on any lot or plot a chair, a wooden or wired trellis, a wooden or wired cross or articles of glass or cellophane and the Caretaker shall remove such articles and dispose of them as necessary to maintain the integrity of the Cemetery;
- k) Disturb the quiet and good order of the Cemeteries through improper noise, improper conduct, or other behavior deemed unbecoming in a Cemetery as the discretion of a Bylaw Enforcement Officer;
- l) No person shall canvass for orders or distribute any business materials in any Cemetery; or
- m) Enter the Cemetery carrying firearms unless the person is participating in a military funeral.

8.2 No Licensee shall change the grade of any Lot or Plot and the County is authorized to restore to its original grade at the expense of the Licensee any Lot or Plot that is altered in grade contrary to the provisions of this section.

8.3 The operator of any motor vehicle shall be responsible for any damage done by their vehicle within the boundaries of a Cemetery.

8.4 Any person who violates any of the provisions of this Bylaw shall be liable for a fine as set out in the County's Fee Schedule Bylaw.

SECTION 9 – FUNDS

9.1 All donations, memorials, or monies received for the Cemeteries are to be used only for the purposes of the Cemeteries. A tax deductible receipt will be issued by the County for any donations of twenty-five (\$25.00) dollars or greater.

9.2 These funds will be disbursed at the discretion of County Council and in accordance with the recommendation of the Board.

SECTION 10 – SEVERABILITY

- 10.1 This Bylaw shall come into force on the date of final passing. Should a section or part of this Bylaw be found to be improperly enacted or *ultra vires* for any reasons, then such section or part shall be regarded as being severable from the Bylaw and the Bylaw remaining after such severance shall be effective and enforceable.

SECTION 11 – RESCISSION

- 11.1 Bylaw 2013-44 is hereby rescinded

SECTION 12 – EFFECTIVE DATE

- 12.1 This Bylaw shall come into effect upon third and final reading.

Read a first time in Council this 11th day of October, A.D. 2016.

Read a second time in Council this 11th day of October, A.D. 2016.

Read a third time in Council this 11th day of October, A.D. 2016.

Reeve

Chief Administrative Officer



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

Issue Summary Report

8.2. Taxation of Mobile Units in Manufactured Home Parks Bylaw 2016-16

#20160927007

Meeting : October 11, 2016

Meeting Date : 2016/10/11 10:00

Meeting Type : Council Meeting

Background

Bylaw 2016-16, the Taxation of Mobile Units in Manufactured Home Parks Bylaw, is being presented to Council to provide for the assessment and taxation of mobile units located in a mobile home park to the owner of the manufactured home park. This bylaw was brought before the Policy Committee on September 27th, 2016.

Recommendation

Motion to give first reading to Bylaw 2016-16, Taxation of Mobile Units in Manufactured Home Parks.

Motion to give second reading to Bylaw No. 2016-16.

Motion to present Bylaw No. 2016-16 for third reading.

Motion to give third reading to Bylaw No. 2016-16

Additional Information

Originated By : kattanasio

COUNTY OF ST. PAUL NO. 19

TAXATION OF MOBILE UNITS IN MANUFACTURED HOME PARKS

BYLAW NO. 2016-16

A Bylaw of the County of St. Paul No. 19, in the Province of Alberta, to provide for the assessment and taxation of mobile units located in the manufactured home park to the owner of the manufactured home park.

WHEREAS, the *Municipal Government Act*, R.S.A. 2000, c. M-26, Section 304 (j) (ii) as amended, provides that the Council of a municipality may pass Bylaws authorizing assessing the owner of a manufactured home park for all designated manufactured homes in a given park; and

WHEREAS the County must prepare annually an assessment roll for assess property in the County and the name of the assessed person is the person liable to pay property tax; and

WHEREAS certain properties designated as manufactured home parks are situated in the County upon which more than three (3) designated manufactured homes and which are subject to assessment by the County for the purposes of property taxation.

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

SECTION 1 – NAME OF BYLAW

- 1.1 This Bylaw may be cited as the “Taxation of Mobile Units in Manufactured Home Parks Bylaw.”

SECTION 2 – DEFINITIONS

- 2.1 The terms “manufactured home community,” “manufactured home park,” “designated manufactured home,” “assessed property” and “improvement” shall have the meaning as defined in Part 9 of the *Municipal Government Act* and all other terms shall be interpreted with reference to the *Act*.

SECTION 3 – ASSESSMENT OF DESIGNATED MANUFACTURED HOMES

- 3.1 When the County assesses a designated manufactured home and any other improvements on a site in a manufactured home park within the County, the registered owner of the manufactured home park shall be the assessed person with respect to each designated manufactured home within the particular manufactured home park and that owner shall be responsible for payment of taxes as the assessed person.

SECTION 4 – EFFECTIVE DATE

4.1 This Bylaw shall come into force on January 1st, 2017.

Read a first time in Council this 11th day of October, A.D. 2016.

Read a second time in Council this 11th day of October, A.D. 2016.

Read a third time in Council this 11th day of October, A.D. 2016.

Reeve

Chief Administrative Officer



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Issue Summary Report

8.3. Rescinding Bylaw 2016-18

#20160928002

Meeting : October 11, 2016

Meeting Date : 2016/10/11 10:00

Meeting Type : Council Meeting

Background

Bylaw 2016-18, the Rescinding Bylaw, is being presented to Council to rescind obsolete, inoperative, redundant, irrelevant, or otherwise ineffective bylaws dating back to the County's incorporation in 1962. This Bylaw was brought before the Policy Committee on September 27th, 2016.

Recommendation

To give first reading to Bylaw 2016-18, Rescinding Bylaw.

To give second reading to Bylaw No. 2016-18.

To present Bylaw No. 2016-18 at this meeting for third reading.

To give third reading to Bylaw No. 2016-18.

Additional Information

Originated By : kattanasio

COUNTY OF ST. PAUL NO. 19

RESCINDING BYLAW

BY-LAW NO. 2016-18

A Bylaw of the County of St. Paul in the Province of Alberta to rescind obsolete, inoperative, redundant, irrelevant and otherwise ineffective bylaws dating back to its incorporation in 1962.

WHEREAS under the provisions of the Municipal Government Act, RSA 2000, c. M-26 and amendments thereto, the Council of the County of St. Paul has been granted the authority to pass bylaws for municipal purposes; and

WHEREAS Section 63, Subsection (2)(b) permits Council to provide for the repeal of a bylaw or a provision of a bylaw that is inoperative, obsolete, expired, spent, or otherwise ineffective; and

WHEREAS a significant number of bylaws have become obsolete, inoperative, redundant, irrelevant, or otherwise ineffective; and

WHEREAS the bylaws in questions have not been rescinded.

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

1. NAME

This Bylaw shall be named the “Rescinding Bylaw.”

2. BYLAWS TO RESCIND

The following bylaws will be rescinded:

Bylaw #152 – Mobile Homes
Bylaw #153 – Civil Defence
Bylaw #414 – Authorizing Increased Load Limits on Certain Roads
Bylaw #418 – Removal of Rubbish
Bylaw #477 – Holding of Sunday Sports and Games
Bylaw #566 – Increase Load Limits
Bylaw #598 – Warble Control Area
Bylaw #611 – Recreation Board
Bylaw #612 – Voter’s List for Election
Bylaw #797 – Airport Commission

Bylaw No. 2016-18

Page 2

Bylaw #835 – Insurance re: Employees
Bylaw #931 – Control of Public Places
Bylaw #932 – Amusement Bylaw
Bylaw #1025 – Recreation and Culture Activities
Bylaw #1051 – Cash Deposits for Municipal Elections
Bylaw #1066 – Regulation of Concerts
Bylaw #1111 – Modified Voting Procedure
Bylaw #1149 – Nuisances
Bylaw #1158 – Tourism Committee
Bylaw #1188 - Upper and Lower Mann Lakes Area Structure Plan
Bylaw #1237 – Secondhand and Pawned Goods
Bylaw #1284 – Safety Codes Act
Bylaw #1292 – Hazard Control
Bylaw #1315 – License Road Allowance (Hutton)
Bylaw #1338 – License Road Allowance (Kuziw)
Bylaw #1350 – License Road Allowance (Pilipchuk)
Bylaw #1352 – License Road Allowance (Pundick)
Bylaw #1360 – Open Air Fires
Bylaw # 1373 – Discontinued Railway Lines
Bylaw #1380 – CAO Appointment
Bylaw #1406 – License Road Allowance (Plamondon)
Bylaw #1476 – License Road Allowance (Dunning)
Bylaw #1488 – License Road Allowance (Corbiere)

3. EFFECTIVE DATE

This Bylaw shall take effect on the date of passing thereof.

Read a first time in Council this 11th day of October, A.D. 2016.

Read a second time in Council this 11th day of October, A.D. 2016.

Read a third time in Council this 11th day of October, A.D. 2016.

Reeve

Chief Administrative Officer



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Issue Summary Report

8.4. Nonprofit Community Organizations Tax Exemption Bylaw 2016-19

#20160928003

Meeting : October 11, 2016

Meeting Date : 2016/10/11 10:00

Meeting Type : Council Meeting

Background

Bylaw 2016-19, the Nonprofit Community Organizations Tax Exemption Bylaw, is being presented to Council to establish property tax exemptions for specified nonprofit community organizations. This Bylaw was brought before the Policy Committee on September 27th, 2016.

Recommendation

To give first reading to Bylaw 2016-19, Nonprofit Community Organizations Tax Exemption Bylaw.

To give second reading to Bylaw No. 2016-19.

To present Bylaw No, 2016-19 at this meeting for third reading.

To give third reading to Bylaw No. 2016-19.

Additional Information

Originated By : kattanasio

COUNTY OF ST. PAUL NO. 19
NON-PROFIT COMMUNITY ORGANIZATIONS TAX EXEMPTION BYLAW
BY-LAW NO. 2016-19

A Bylaw of the County of St. Paul in the Province of Alberta to establish property tax exemptions for specified non-profit community organizations.

WHEREAS pursuant to section 364(1) of the *Municipal Government Act*, SA 1994, c. M-26.1, and the *Community Property Tax Exemption Regulation*, AR 281/98, Council may pass a bylaw exempting from municipal taxation specified non-profit community organizations.

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

1. NAME

This Bylaw shall be named the “Non-Profit Community Organizations Tax Exemption Bylaw.

2. EXEMPTION OF MUNICIPAL TAXES

The property or portions of the property occupied by the non-profit community organizations listed in Schedule A are hereby exempted from municipal taxation provided that the organization:

- a) Submits an annual application to the Chief Administrative Officer or their designee requesting the exemption; and
- b) Continues to meet the required criteria provided for in the *Municipal Government Act*.

3. ADDING QUALIFIED ORGANIZATIONS

County Council may, by resolution, add non-profit community organizations to Schedule A.

4. EFFECTIVE DATE

This Bylaw shall take effect on the date of passing thereof.

Read a first time in Council this 11th day of October, A.D. 2016.

Read a second time in Council this 11th day of October, A.D. 2016.

Read a third time in Council this 11th day of October, A.D. 2016.

Reeve

Chief Administrative Officer

SCHEDULE A

EXEMPTIONS GRANTED

Elk Point Trailriders Snowmobile Club

- NW-36-58-7-4 – Property owned by Richard Dargis
- NW 13-58-7-4 – Property owned by Hans Rohner

St. Paul Trailblazers Club

- SE 19-57-9-4 – Property owned by Andre Chamberland

Lac Sante Recreational Society

- NE 27-56-11-4 – Property owned by Dwayne and Joanne Ternovoy
- NE 15-55-10-4 – Property owned by the Crown
- NW 31-55-10-4 – Property owned by the Crown
- SE 25-56-11-4 – Property owned by the Crown

St. Paul Fish and Game Association

- SE 2-58-8-4 – Property owned by the St. Paul Fish and Game Association

Hamm Radio Club

- NW 3-56-9-4 – Property owned by Rosie Petruk



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Issue Summary Report

8.5. Conference and Education Attendance Policy HR-8

#20160928005

Meeting : October 11, 2016

Meeting Date : 2016/10/11 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 employee and councillor attendance at conferences and other professional development sessions. This Policy was brought before the Policy Committee on September 27th, 2016.

Recommendation

Motion to approve Policy HR-8 as amended as it relates to changes to the attendance of conferences and other professional development sessions by councillors 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) Assessment Clerks:

Assessment Review Board Conference

k) Planning and Development Staff:

Alberta Development Officers' Association

Community Planning Conference

l) FOIP Coordinator:

Access and Privacy Conference

m) 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

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

- w) Secretary to the Library Board:
Northern Lights Library Conference
Alberta Library Conference

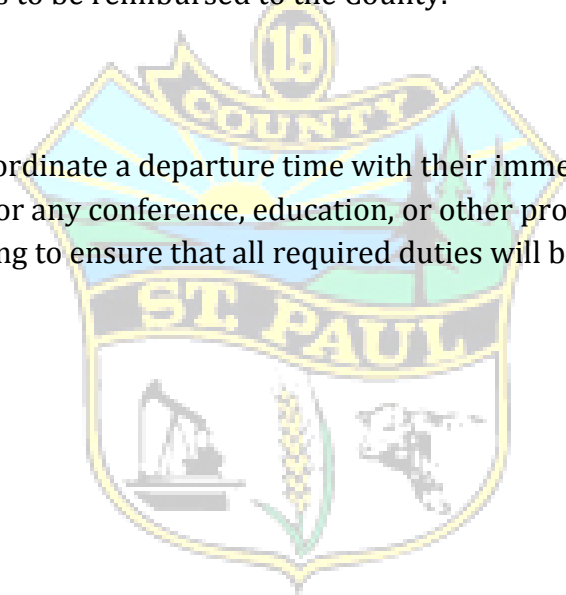
B) ADDITIONAL CONFERENCES AND EDUCATIONAL OPPORTUNITIES:

- 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 a 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) If the County requires any additional training or training is required by law (for example, drivers' testing, drivers' medical, air brake endorsement, etc.), the County will cover the costs of training and testing for employees at the discretion of the Chief Administrative Officer or their designee.
 - 7) 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.





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Issue Summary Report

8.6. Vacation Policy HR-33

#20160928006

Meeting : October 11, 2016

Meeting Date : 2016/10/11 10:00

Meeting Type : Council Meeting

Background

Policy HR-33 is being presented to Council to amend the standards used when determining employee vacation time. This Policy was brought before the Policy Committee on September 27th, 2016.

Recommendation

Motion to approve Policy HR-33 as amended as it relates to employee vacation time, 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 vacation time in providing the opportunity for rest, renewal, and personal pursuits for physical, mental, emotional, and spiritual benefit. All employees are encouraged to use their full amount of accrued vacation time each year.

POLICY STATEMENT:

- 1) All periods of vacation must be approved by the Chief Administrative Officer or their designee and filed with a payroll representative.

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

Within 1 st year	10 Days
Within 2-5 years	15 Days
Within 6-14 years	20 Days
Within 15-24 years	25 Days
Within 25+ years	30 Days

- 3) For all senior management, management staff and supervisory staff, the following vacation benefits shall apply:

Within 1 st year	15 Days
Within 2 to 5 years	20 Days
Within 6-14 years	25 Days
Within 15-19 years	30 Days
Within 20+ years	35 Days

**** This Policy shall be effective as of January 1, 2014.**

- 4) During the first year of employment, vacation will be prorated from start date and can only be used at the Chief Administrative Officer's discretion.
- 5) The vacation year is from January 1st to December 31st.
- 6) Vacation may be taken at any time during the calendar year by mutual agreement between the employee and administration. However, all vacation scheduling must be arranged to suit the work schedules of the County.
- 7) Vacation should be completed in the calendar year in which the employees become entitled to them. Employees wishing to carry over vacation to the following vacation year must request in writing to their immediate supervisor by December 1 of each year. Requested carry-over vacation must be approved by the Chief Administrative Officer or their designee and must be used by March 31 of the following year. Vacation unused as of March 31 will be paid out on the next regular paycheck. If an employee is unable to utilize their vacation allotment by March 31, they must submit a request in writing to the Chief Administrative Officer or their designee outlining their reasons. Administration will make a decision based on this request.
- 8) If a paid statutory holiday falls during the employee's scheduled vacation period, the employee will be credited with an additional day off with pay.
- 9) Vacation can be taken at a minimum ½ day at a time. From their annual allotment, employees can take a maximum of ten (10) ½ days of vacation during the calendar year. Employees are encouraged to take a block of vacation to ensure that they can benefit from well-deserved time off. However, if a situation arises that requires an employee to utilize more than ten (10) ½ days in any calendar year, they must request in writing to the Chief Administrative Officer or their designee outlining the reasons.
- 10) Requests for vacation periods must be submitted to the Chief Administrative Officer or their designee at least one (1) month ahead. When a period of less than one week is to be taken, one (1) day of notice is required.

- 11) Part-time and seasonal employees will be paid vacation pay with every cheque as per the labour standards code.
- 12) If an employee changes from hourly to a salary, their years of service will be considered in establishing their vacation time.
- 13) In the event where an employee does not have enough vacation time as a result of commencing their employment after September 1, a request may be submitted to the Chief Administrative Officer requesting additional time off. Any additional time off beyond their accrued vacation will be unpaid and may not exceed five additional working days.
- 14) An employee who becomes ill, is hospitalized, or confined to their residence under a physician's direction, or a combination thereof, during a vacation leave, for a period of at least three (3) consecutive days, may apply in writing to the Chief Administrative Officer or their designee to have this time converted from vacation time to sick time. Applications should include all necessary documentation, medical certificates, and details to support the conversion request.
- 15) Should an employee take a leave of absence in excess of forty-five calendar days, vacation accrual will be frozen until the employee returns to work.
- 16) Employees retiring or terminating the employment relationship in the middle of the calendar year will be entitled to a prorated amount of vacation time consistent with the amount of the calendar year worked and based on their years of service.
- 17) In the event that an employee retires or terminates the employment relationship in the middle of the calendar year, but has already used vacation time that exceeds the prorated amount they would be allotted under this Policy, the County may be entitled to deduct the difference between the amount of vacation the employee actually used and the prorated amount that the employee was entitled to under this Policy from the employee's pay cheque.
- ~~18) Employees terminating their employment relationship are entitled to all accrued and unused vacation time calculated on a prorated basis based on years of service.~~

COUNTY OF ST. PAUL NO. 19
DEPARTMENT: HUMAN RESOURCES
COUNCIL APPROVAL: SEPTEMBER 14, 2010
AMENDED: APRIL 8, 2014
AMENDED: OCTOBER 11, 2016



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Issue Summary Report

8.7. County-owned Structures Not Requiring a Development Permit DEV-56

#20160928007

Meeting : October 11, 2016

Meeting Date : 2016/10/11 10:00

Meeting Type : Council Meeting

Background

Policy DEV-56, the County-owned Structures Not Requiring a Development Permit Policy, is being amended to clarify the development permit process for County-owned structures. This Policy came before the Policy Committee on September 27th, 2016.

Recommendation

Motion to approve Policy DEV-56, the County-owned Structures Not Requiring a Development Permit Policy, as it pertains to the development permit process for County-owned structures, 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

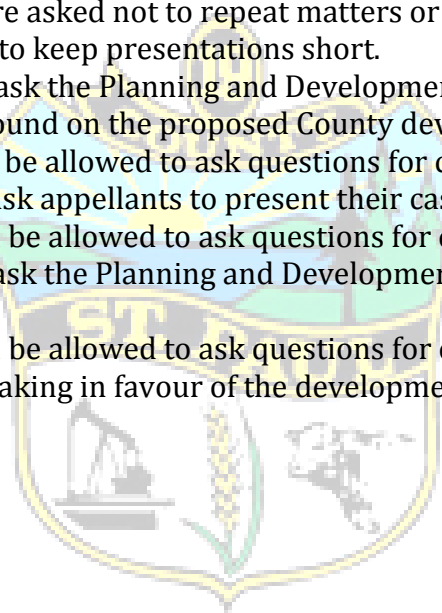
POLICY OBJECTIVE:

The County of St. Paul desires to 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.~~ **There will be no charge for landowners to file an appeal.**
- 6) The Appeals Hearing Process will adhere to the following steps:
 - a) Reeve calls Appeals Hearing to Order
 - b) Reeve asks CAO or their designee to announce the purpose of the Appeal Hearing.
 - c) CAO or their designee announces the purpose of the Appeal Hearing.

- d) Reeve introduces self and members of the Council.
- e) CAO or their designee 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

8.8. Credit Cards Policy- ADM-77

#20160928009

Meeting : October 11, 2016

Meeting Date : 2016/10/11 10:00

Meeting Type : Council Meeting

Background

Policy ADM-77 is being presented to amend the standards for the use of County credit cards. This Policy was brought before the Policy Committee on September 27th, 2016.

Recommendation

Motion to approve Policy ADM-77 as amended as it pertains to the use of County credit cards, 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 streamline processes and improve efficiency in relation to the receipt of goods and services, payment to suppliers and to support staff who travel on behalf of the County. In addition, to establish conditions of use for those individuals in the County who have been authorized by Council to carry a County of St. Paul Credit Card.

POLICY STATEMENT:

A) ELIGIBILITY

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

B) LIMITS

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

C) CONDITIONS OF USE

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

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

D) USAGE GUIDELINES

- 1) The Cardholder may place an order with a supplier:
 - a. in person;
 - b. by phone or fax;
 - c. by mail; or
 - d. via the internet only when the site has been confirmed secure.
 - i. The most common security symbol is the presence of a padlock usually located at the bottom of the screen.

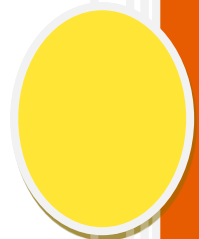
- ii. A valid security certificate showing a current end date can usually be accessed by double clicking on the padlock symbol.
 - iii. Another example may be the web address that commences with https. In this case the "s" suggests it is a secure site.
 - iv. If the site cannot be confirmed as secure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

E) AUDIT

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

F) TERMINATION OF EMPLOYMENT

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





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Issue Summary Report

8.9. Asset Management Policy - ADM-115

#20160928010

Meeting : October 11, 2016

Meeting Date : 2016/10/11 10:00

Meeting Type : Council Meeting

Background

Policy ADM-115 is being presented to Council to establish standards for the asset management practices in the County. This Policy came before the Policy Committee on September 27th, 2016.

Recommendation

Motion to approve Policy ADM-115, the Asset Management Policy, as it relates to asset management practices, as per the recommendations of the Policy Committee.

Additional Information

Originated By : kattanasip



COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY OBJECTIVE:

The purpose of this policy is to ensure that the County of St. Paul implements asset management practices that enables a coordinated, cost effective and organizationally sustainable approach across all County of St. Paul to:

- Achieve the Council's vision of "a vibrant community which values a high quality of life, balancing rural heritage with a diverse economy"
- Ensure long-term sustainability and to demonstrate fiscal stewardship.

SCOPE:

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 process of making decisions about the use and care of infrastructure to deliver services in a way that considers current and future needs, manages risks and opportunities, and makes the best use of resources.

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 (TCA) Policy ADM-57 means non-financial assets having physical substance that are acquired, constructed or developed, including land, land improvements, roads, buildings, vehicles, equipment, water mains, sewer mains, and capital

assets acquired by capital lease or through donation, which meet or exceed thresholds set out within that policy.

Asset Maintenance means the regular activities conducted to keep an asset functioning in its intended state. Maintenance activities are not capital investments.

Asset Renewal means the refurbishment or major maintenance of an asset that represents a capital investment and substantially extends the life of an asset.

Asset Replacement means the replacement of an asset that represents a capital investment.

Long-term Financial Plan means a plan that documents the process of aligning financial capacity with long-term service objectives.

PRINCIPLES:

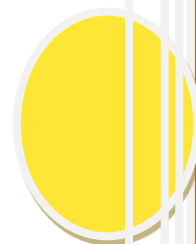
Forward Looking the County of St. Paul shall operate in manner that takes into account the financial effects on future generations and considers changing community circumstances and external economic risks to ensure a vibrant community for generations to come.

Operations Efficiency the County of St. Paul will manage the assets in a manner that ensures that public resources are put to the best possible use and that full cost of asset ownership is considered in decision making.

Service the County of St. Paul shall operate and manage the assets to ensure service delivery to the community in a manner that considers quality of life, long term costs and risks.

POLICY STATEMENTS:

Asset Acquisition: Decisions to acquire new assets will be based on an understanding that the asset supports the long term goals of the community and that the full life cost of ownership has been considered and incorporated into future operating and financial plans.



Asset Maintenance: For each asset, efficient maintenance strategies will be implemented that considers sustaining the desired service levels and seeks to minimize risk and the life cycle cost of ownership.

Asset Renewal/Replacements: Decisions to renew or replace an asset will consider risk (probability and consequences of asset failure), life cycle cost and the impacts to the level of service.

Funding for Asset Renewals/Replacements: A long term financial plan will be maintained which considers the renewal and replacement of existing infrastructure and the impact to taxation and user fees. The timing for asset renewal/replacement will balance risk with cost and levels of service.

The long term financial plan will identify how asset renewals/replacements will be financed, whether be it through current revenues, reserve funds or borrowing.

Asset Disposal: The utilization and function of all assets will be considered periodically together with the cost of operating and maintaining. Assets will be disposed of where it is determined that community resources can be applied to other uses with greater benefit.

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 one representative from each department with asset ownership as well as one representative of the Planning Department.

- 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

REFERENCES:

County TCA

County Strategic Plan

County Vision/Guiding Principle

Building Community Resilience through Asset Management



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Issue Summary Report

8.10. Volunteer Fire Departments Policy FES-117

#20160928011

Meeting : October 11, 2016

Meeting Date : 2016/10/11 10:00

Meeting Type : Council Meeting

Background

Policy FES-117, the Volunteer Fire Departments Policy, is being introduced to establish standards for the operation of volunteer fire departments in the County. This Policy came before the Policy Committee on September 27th, 2016 and has been endorsed by the Ashmont and Mallaig Fire Departments.

Recommendation

Motion to approve Policy FES-117 as it relates to the management of volunteer fire departments, 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 No. 19 wishes to establish minimum standards for the operation, management, and administration of all volunteer fire departments within its boundaries in accordance with the Alberta *Occupational Health and Safety Code* and the Alberta *Code of Practice for Fire Fighters* while retaining the autonomy of individual fire departments.

POLICY STATEMENT:

- 1) Each volunteer fire department will establish a set of Standard Operating Guidelines (SOGs) that will guide its operation. These SOGs will include guidelines related to:
 - a) Member Responsibilities, Conduct, and Duties
 - b) Performance Evaluations
 - c) Attendance
 - d) Discipline
 - e) Personal Protective Equipment and Uniforms
 - f) Training
 - g) Apparatus Inspections
 - h) Receiving and Responding to Calls
 - i) Minimum Personnel required for Response
 - j) Drugs, Alcohol, and Smoking
 - k) Social Functions
 - l) Allowances and Honourariums
 - m) Fundraising; and
 - n) Unit Response Guidelines (including when to call mutual aid).

Each volunteer department may create additional SOGs at their discretion.

- 2) Each fire department will provide a recommendation in writing for the Fire Chief and Deputy Fire Chief positions annually to the Chief Administrative

Officer by March 1st of each year. Council will appoint a Fire Chief and Deputy Fire Chief by resolution.

- 3) The Fire Chief or their designee will provide an operational budget and 10-year capital plan to the Chief Administrative Officer of their designee on an annual basis at the appropriate time to carry out the budgeting process.
- 4) From time to time when planning special projects, the County shall request a copy of the Fire Department Society's financial statements.
- 5) Inspections of fire halls will be carried out regularly by qualified personnel as required by municipal policy or other legislation.
- 6) The Chief Administrative Officer or their designee is permitted to access any fire hall any time at their discretion.
- 7) The fire halls are public facilities. Any resident wishing to use the fire hall for a meeting or other purpose may contact the Fire Chief. The Fire Chief will make the request to the Chief Administrative Officer or their designee who will make a final determination.
- 8) Alcohol shall be permitted in a designated recreation area within the fire hall.
- 9) All Fire Department personnel are responsible for ensuring that any consumption of alcoholic beverages on fire department property is handled in a responsible manner.
- 10) Members assume responsibility for their own actions and will refrain from responding to the scene of an incident if they have been consuming alcohol.



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Issue Summary Report

8.11. Community and Organizations Grants and Loans Policy ADM-118

#20160928012

Meeting : October 11, 2016

Meeting Date : 2016/10/11 10:00

Meeting Type : Council Meeting

Background

Policy ADM-118 is being presented to Council to establish standards for the distribution of grants and loans to community organizations. This Policy was brought before the Policy Committee on September 27th, 2016.

Recommendation

Motion to approve Policy ADM-118 as it establishes standards for the distribution of grants and loans to community organizations, as per the recommendations of the Policy Committee.

Additional Information

Originated By : kattanasio



COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY OBJECTIVE:

The County of St. Paul desires to establish a process for community halls, non-profit organizations, societies, and other civic groups that provide services to its residents to apply for grant funding and to ensure that grant requests are assessed and awarded in a consistent and equitable manner that maximizes the benefits for County ratepayers.

POLICY STATEMENT:

A) COMMUNITY HALLS – ANNUAL OPERATING GRANTS

- 1) The distribution of annual operating grants will be at the discretion of Council and will be determined as part of the County's budget deliberations. There is no guarantee of annual operating grants from year to year.
- 2) All applicants must be registered and incorporated as societies and provide benefits to residents of the County.
- 3) Annual operating grants shall not be used for capital purchases.
- 4) Within the deadlines as set out by Council, the applicant must file and provide all documents and information, including financial statements, as outlined in the Annual Operating Grant application.
- 5) All applicants shall demonstrate fiscal responsibility, initiative and the ability to generate revenue.

**B) CHARITIES, NON-PROFITS, SOCIETIES, AND OTHER CIVIC GROUPS –
COMMUNITY GRANTS**

- 1) The distribution of community grants will be at the discretion of Council and will be determined as part of the County's budget deliberations. There is no guarantee of community grants from year to year.
- 2) Funding requests will be required to submit an application form to County administration.
- 3) All funding requests from organizations must represent one of the following community sectors:
 - Arts;
 - Community Spirit;
 - Culture;
 - Environment;
 - Heritage;
 - Recreation and Leisure; or
 - Tourism.
- 4) All applicants making funding requests must be registered societies or charities based within the County of St. Paul corporate boundaries.
- 5) New applications meeting the criteria will be given precedence over organizations submitting repeat applications.
- 6) The event, project, or phase of the project must be completed within twenty-four (24) months of the funds being distributed.
- 7) Through an application process, organizations must demonstrate the following:
 - Planning and management capabilities;
 - Other active fundraising efforts;
 - A need for the funds requested;
 - A level of financial stability;
 - Adequate insurance coverage;

- A project plan, estimated cost, and timeline;
 - An attempt to access grant fundings for the project; and
 - An explanation of how the project will benefit the community.
- 8) Applications must be project or event-based and will not be considered for the following:
- Sustaining, operating, or administrative expenses not associated with a project;
 - Studies, plans, or strategies;
 - Conferences, workshops, seminars, educational programs, or professional development; and
 - Travel expenses.
- 9) Applicants may be asked to provide a brief presentation to Council to explain the merits of their proposed project or event.
- 10) Community grants may be used for work completed prior to the grant's approval provided that the work was completed in the six months preceding the County's receipt of the grant application.
- 11) Applications will be reviewed and evaluated and funding recommendations will be presented to Council for approval.
- 12) All applicants will be notified of their application status within sixty (60) days of the receipt of their application.
- 13) Successful grant recipients must:
- Enter into a "Letter of Agreement" with the County of St. Paul No. 19;
 - Agree that any project cost shortfalls will be the responsibility of the applicant;
 - Agree to recognize the County's contribution to the project in public information, media coverage, signage, and printed material.

C) LOANS TO ALL COMMUNITY GROUPS

- 1) From time to time, Council may consider lending money to community halls, non-profit organizations, societies, or other civic groups.
- 2) The County shall not provide a loan in excess of one hundred thousand dollars (\$100,000).
- 3) The County shall not provide a loan for a period exceeding ten (10) years.
- 4) The interest rate for a loan will be set at Council's discretion.
- 5) The loan applicant must be willing to enter into a loan agreement with the County.
- 6) The County shall follow the process laid out in the *Municipal Government Act* for loaning money to a non-profit organization.

D) GENERAL INFORMATION

- 1) Council has the discretion to waive criteria for specific applications.
- 2) There will be no opportunity to appeal Council's decisions as they pertain to grant funding or loans.

E) EFFECTIVE DATE

- 1) This Policy will come into effect on January 1st, 2017.



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Issue Summary Report

8.12. Apprenticeship Training Policy - HR-119

#20160928013

Meeting : October 11, 2016

Meeting Date : 2016/10/11 10:00

Meeting Type : Council Meeting

Background

Policy HR-119 is being presented to Council to establish standards for the management of apprenticeship training with the County. This Policy came before the Policy Committee on September 27th, 2016.

Recommendation

Motion to approve Policy HR-119 as it pertains to the establishment of standards for apprenticeship training at 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 establish criteria and guidelines related to providing financial support to apprentice employees when attending accredited technical training courses within an apprenticeship program to attain the Journeyman Red Seal Status.

POLICY STATEMENT:

- 1) The County of St. Paul promotes the attainment of job skills and is committed to investing its resources in the training and development of its employees who are registered in an apprenticeship program recognized in the Province of Alberta.
- 2) Successful completion of apprenticeship training courses required combined with the number of hours of on-the-job experience required for each year of the apprenticeship program, will permit the employee to advance from the apprentice status to Journeyman status.
- 3) The County shall pay for all registration and tuition fees for an apprentice employee when attending technical training courses.
- 4) When an employee is attending apprenticeship courses, the County shall pay for both the employee and employer portion of group benefits for the employee during their time away from work.
- 5) The apprentice employee remains a County employee while they are attending courses under an apprenticeship program.
- 6) Unless advised otherwise by the County, upon completion of a course of technical training, the employee will return to their duties at the County.

- 7) The apprentice employee will work and cooperate with management in obtaining advance approval for the time necessary to attend the technical training courses for their apprenticeship.
- 8) Prior to approval, the employee shall provide the County with confirmation of acceptance for such training at a recognized technical institute in Alberta.
- 9) An employee who plans on attending technical courses will endeavor to take the training at the institution, which is closest to the County of St. Paul's Administration Office. Other technical training institutions may be authorized by the Chief Administrative Officer or their designee.
- 10) The employee is required to successfully complete the courses for the apprenticeship training and provide proof of completion of the apprenticeship courses to the County for their personnel file.
- 11) Considering the significant investment that benefit and tuition support for employees' apprenticeship training, the County will seek assurances, in writing, that employees will return to work following their attendance at each session of technical training.
- 12) In the event that an employee does not return to work for the County after a course of technical training ends, or in the event the employee resigns from the County within one (1) year of completing a technical training course, the employee shall be required to reimburse the County for the training costs and the benefit and tuition support. The sum shall be immediately due and owing upon the termination of the employee's employment and the debt shall become legally due and owing to the County by the employee. The County may opt to garnish the employee's wages on their final cheque to recover the amount owing.
- 13) Within a given year, the County may restrict the number of apprentices it permits to attend courses at technical institutes. Training opportunities are dependent on operational requirements and financial resources.



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Issue Summary Report

8.13. CNRL Donation Committee Fundraiser

#20161005004

Meeting : October 11, 2016

Meeting Date : 2016/10/11 10:00

Meeting Type : Council Meeting

Background

CNRL will be hosting their Annual Charity Fundraiser Dinner/Dance/Silent Auction on October 22. They are requesting if the County is interested in purchasing a table of 8 for \$480 and/or donating an auction item.

Recommendation

Administration is recommending to purchase a table of 8 for \$480 and donate an auction item for CNRL's Annual Charity Fundraiser.

Additional Information

Originated By : pcorbiere

Phyllis Corbiere

From: Sheila Kitz
Sent: Wednesday, October 05, 2016 3:07 PM
To: Phyllis Corbiere
Subject: FW: CNRL: Canadian Natural Donation Committee Fundraiser Dinner: OCT 22
Attachments: 2016 Charity Fundraiser Poster.docx; 2016 Sponsorship Request.docx

Steve asked me to put this on the agenda.

*Sheila Kitz, CLGM
Chief Administrative Officer
County of St. Paul No. 19
5015 - 49 Avenue
St. Paul, AB T0A 3A4*

*Office: 780-645-3301 ext 208
Cell: 780-614-5814*

From: Carrie Baumgardner [mailto:Carrie.Baumgardner@cnrl.com]
Sent: Wednesday, October 05, 2016 1:39 PM
To: Steve Upham <SUpham@county.stpaul.ab.ca>
Cc: Sheila Kitz <skitz@county.stpaul.ab.ca>
Subject: CNRL: Canadian Natural Donation Committee Fundraiser Dinner: OCT 22

Steve,

Per our discussion, attached is a formal poster and letter for our Employee Donation Committee's upcoming annual fundraiser dinner should you require it for your files.

I have the County of St. Paul reserved for one table of 8 at \$480, currently there is room if you would like an additional table. I will deliver tickets and a receipt to you next week once they are printed. If you also require an invoice please advise. Should you also be donating an auction item I can pick those up at your convenience as well.

This is our 10th year of the event that supports organizations in our Bonnyville Heavy Oil and Wolf Lake Thermal operating areas and over that period we are proud to report that \$472,000.00 has been donated directly to initiatives in the County of St. Paul. This amount is specific to funds raised by the "Employee Field Matching Donation Committee" only (employee driven and corporately matched), which is separate from Canadian Natural's regular donation funding. This fundraiser has been overwhelmingly supported by local employees, service providers and stakeholders and we thank you for being part of keeping the momentum going on this great event.

Our committee understands the short term nature of this request so again thank you for your contribution.

Regards,
Carrie

Carrie Baumgardner | Stakeholder Relations Advisor | Heavy Oil Operations



Sponsorship & Invitation Request

Canadian Natural Dinner / Dance / Silent Auction Fundraiser

As part of a corporate field matching donation program offered at Canadian Natural, our Heavy Oil North and Central, and Thermal fields created a committee to fundraise for local organizations throughout the year. This program matches the employees' contribution and in addition we look to our contractors, service providers and local businesses to assist in raising dollars that equally get distributed amongst selected organizations.

Since 2006, this program raised over \$1,293,842.47 in our local area.

The Employee Field Donation Committee has selected the following organizations for 2016

St. Paul Soccer Association
Glendon Agriculture Society
Bonnyville Health Foundation

Haying in the 30's
Dr. Margaret Savage Crisis Centre
Bonnyville SPCA

On **October 22nd, 2016** we are hosting our **11th Annual Dinner / Dance and Silent Auction fundraiser** at the Bonnyville Centennial Centre Field House with entertainment by "**Boomtown**".

We sincerely appreciate your support for the past 10 years and we would like you to join us in celebrating our 11th year! Considering the "current economic challenges" we are changing it up. This year we will **not** be requesting any Major Sponsors for this event, however we are **accepting auction items** of any value. We as a committee would like to thank you for all your support over the years and hope you will still be involved with our Charity Fundraiser.

If you are interested in donating funds, an auction item or need tickets please contact:

Richard Smyl	780.210.0385 (Bonnyville)
Carol Brown	780.826.6583 (Bonnyville)
Michelle Minick	780.826.8110 (Wolf Lake)

Sincerely,

Canadian Natural Employee Field Donation Committee
CANADIAN NATURAL RESOURCES LIMITED

Canadian Natural Resources Limited

5201 44 Street, New Park Place, Box 6968, Bonnyville Alberta, T9N 2H4 T 780-826-4447 F 780-812-2880



Canadian Natural

**The Field Donation Committee's 11th Annual
Charity Fundraiser Dinner/Dance/ Silent Auction**

**Saturday, OCTOBER 22th, 2016
BONNYVILLE
CENTENNIAL CENTRE FIELD HOUSE**

COCKTAILS: 5:30 pm
DINNER: 7:00 PM
(MIDNIGHT SNACK)
ENTERTAINMENT: by Boomtown
\$60.00 PER PERSON
SEMI-FORMAL
COURTESY VEHICLES PROVIDED

100% proceeds donated to:

St.Paul Soccer Association

Glendon Agricultural Society

Haying in the 30's

Dr. Margaret Savage Crisis Centre

Bonnyville SPCA

Bonnyville Health Foundation

For Tickets – please contact during working hours

**Carol Brown: 780.826.6583
Carrie Baumgardner: 780.826.6569
Richard Smyl: 780-210-0385**



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Issue Summary Report

8.14. AHRF Heritage Award

#20161004002

Meeting : October 11, 2016

Meeting Date : 2016/10/11 10:00

Meeting Type : Council Meeting

Background

At the April Meeting, Council made a motion to file a nomination for Haying in the 30's for the Alberta Historical Resources Foundation Heritage Award. they have been selected to receive the award. The County has been invited to attend the Heritage Awards Ceremony which will be held Friday, October 14 in Calgary.

Recommendation

Motion to approve Reeve Upham to attend the Heritage Awards Ceremony on October 14th in Calgary.

Additional Information

Originated By : pcorbiere



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Issue Summary Report

8.15. SLGM Decision Making Course

#20161004001

Meeting : October 11, 2016

Meeting Date : 2016/10/11 10:00

Meeting Type : Council Meeting

Background

The Society of Local Governments is hosting a one-day workshop on November 29 in Edmonton dealing with decision making in local, regional, Metis and First Nation government. The session will focus on facilitating group problem solving, preparing effective options for decision makers, understanding the dynamics of decision making and delivering effective presentations.

Recommendation

Motion to approve Sheila Kitz, CAO to attend the workshop on Effective Problem Solving and Decision Making, on November 29, 2016 in Edmonton.

Additional Information

Originated By : pcorbiere



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Issue Summary Report

8.16. Committee to Negotiate Recreation Agreement with Town of St. Paul #20161005001

Meeting : October 11, 2016

Meeting Date : 2016/10/11 10:00

Meeting Type : Council Meeting

Background

The recreation agreement with the Town of St. Paul expires December 31, 2016. A committee is required to negotiate a new agreement with the Town of St. Paul.

An initial meeting has been scheduled for October 17, 2016 at 4:30 p.m.

Recommendation

Administration is recommending to approve Councillor Martin, Councillor Sloan, Reeve Upham, Sheila Kitz, Tim Mahdiuk and Kyle Attanasio to the committee to negotiate a new Recreation Agreement with the Town of St. Paul.

Additional Information

Originated By : pcorbiere



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Issue Summary Report

8.17. 2016 Strategic Plan - 3rd Quarter

#20161007005

Meeting : October 11, 2016

Meeting Date : 2016/10/11 10:00

Meeting Type : Council Meeting

Background

The 2016 Strategic Plan which has been updated for the 3rd quarter is attached.

Recommendation

Administration is recommending that Council accept the 3rd Quarter of the 2016 Strategic Plan as information.

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

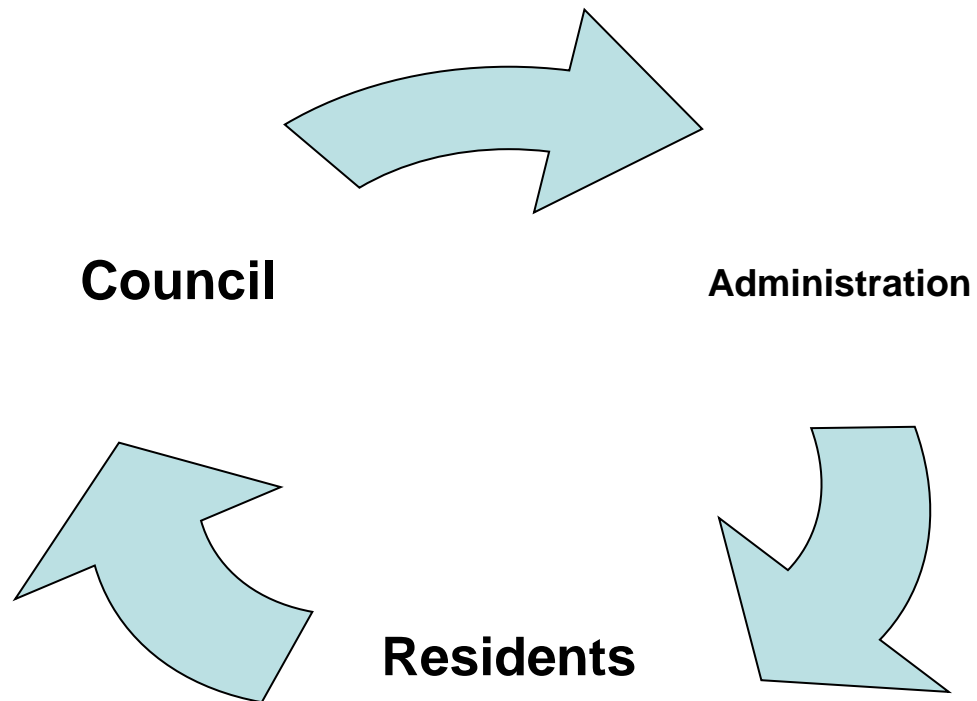


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**County of St. Paul
Strategic Business Plan – 2016**

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	2016 Quarter 1 – Annual meeting is scheduled for May 3, 2016 to be held at the Ashmont Fire Hall. Quarter 2- AGM was held at Ashmont Fire Hall. Complete
Continue with joint meetings with both the Town of St. Paul and the Town of Elk Point. Minimum 1/year	Council/Sheila	Dec 2016	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	2016 Quarter 1 – The new value of scholarships has been included in the 2016 Preliminary Budget. Quarter 2 – Scholarships have been approved in 2016 Budget Quarter 3 – Scholarships have been awarded. There were 23 applicants for full time studies and 4 applicants for trades.

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
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Appendix 1 for 8.17.: 2016 3rd Quarter Strategic Plan

<p>Continue to work on an asset management project to determine 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> <p>Risk Assessment of County owned buildings in 2016 – both for insurance purposes and for Asset Management.</p> <p>Camera sewer lines. Explore lining of water lines if possible.</p>	Sheila/Darlene	Dec 2016	<p>2014</p> <p>Quarter 1 - Road Classification Workshop held with Council to finalize classifications and levels of service for County roads – to be approved and communicated to residents in 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>2015</p> <p>Quarter 2 – 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 – 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 – 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>2016</p> <p>Quarter 1 – 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>Quarter 2 - Asset Management Policy approved. Asset</p>
	Kyle	Winter 2016	
	Tim/Darlene	Summer 2016	
	Utility Staff/Darlene	Summer 2016	

			<p>Managers to be given facilitation in July to proceed with Asset Strategy for 2017 Strategic Planning. DS</p> <p>Unable to line the water lines at Lottie Lake (too small). DS</p> <p>Quarter 3, 2016 – the Asset Management Committee has met twice in the last quarter with Urban Systems staff to begin work on an Asset Management Strategy that will move our Asset Management program forward. We will be proposing an amendment to the Asset Management Policy for Council consideration. As well we will have a strategy that will have a 3 year implementation plan to look at items like establishment of levels of service, risk assessment, and long term financial planning for County assets.</p>
<p>Continue adding County vehicles to AVL System – and/or Working Alone mechanisms</p> <p>2016 – complete GPS in fire equipment. Include last gravel trucks, waste hauling trucks, loaders</p>	<p>Linda/Mechanics DD</p>	<p>Summer 2016</p>	<p>2014</p> <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 – however they are asking for additional training. This will occur in October.</p> <p>2015</p> <p>Quarter 2 – equipment has been ordered for the vehicles and will be installed as mechanics have the time to install.</p> <p>Quarter 3 – 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 – additional equipment was ordered in the 4th quarter for 3 more fire units.</p> <p>2016</p> <p>Quarter 2– Plans to install GPS equipment for waste hauling trucks are being put in place – to be installed in the 3rd quarter.</p> <p>Quarter 3 – GPS will be installed in 3 waste trucks, Director of Emergency Management Vehicle and the new Director of Public</p>

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			Works Vehicle.
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>2014 Quarter 3 – Council has approved an application under both the Finance and Administration streams – with the expectation that we will have only one intern.</p> <p>2015 Quarter 1 – The County was approved to host a Finance Intern. Intern has been hired – Michelle Yun – starting May 1, 2015. Quarter 2 – Finance Intern has commenced employment Quarter 3 – Administration did not apply for an intern position for the 2016 year.</p> <p>2016 Quarter 2 – Internship applications are due in Sept 2016. Quarter 3 – An application is ready to be submitted for an Administrative Intern for 2017.</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>2016 Quarter 1 – A Finance Technician job has been advertised and a candidate has been selected. She will commence her duties on April 18, 2016. Complete.</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 to develop policy around this- decide on time requirement – who do we 	<p>Sheila</p> <p>Paulette</p> <p>Kyle</p>	<p>Ongoing</p> <p>Winter 2016</p>	<p>2015 Quarter 3– County webpage has been updated on an on-going 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. Quarter 4 – have met with Accurate Assessment and Bob Bezpalko of Alberta HUB to work on strategies for the GIS</p>

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<p>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>Webmap Investors site that will be a pilot for HUB.</p> <p>2016</p> <p>Quarter 1 – 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>Quarter 2 – IT conversion took longer than anticipated. Telus fiber had to be increased in speed – expect that the transition to telus fiber for internet to take place in July.</p> <p>Quarter 3 – The Telus Fiber was only updated at the end of August. Linda Meger is working with Accurate Assessment to make the eSite (formally known as Webmap) available on our website for the public. We will also set up a subscription site for realtors to access assessment sheets for an annual fee. The Economic Development option for the eSite is ready to implement and will be made available publicly for potential investors.</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</p> <p>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>2016</p> <p>Quarter 1 – IT conversion has taken place in March 2016 – still working out some of the glitches.</p> <p>Quarter 2 – offsite backups are now taking place. Will work with IT consultant to determine procedure for Business Continuity Plan.</p> <p>Quarter 3 – Trinus Technologies will be doing an IT Security and FOIP Privacy Compliance audit of the County's system at the end of September. This is included in our annual fee.</p>

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Consider purchase/lease of new plotter – complete with scanner (used for sending plans to assessors/building inspectors), can hold 2 rolls of paper increasing safety of staff when changing paper \$14,000	Linda/Paulette	January 2016	<p>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> <p>Quarter 2 – New plotter has been leased and installed. Complete.</p>
Implement Cash Receipts Toolkit to maximize staff time for on-line and phone banking receipts -	Darlene/Sheila/Phyllis/Coco	January 2016	<p>2015</p> <p>Quarter 1 – Put on hold until we tender out the banking services.</p> <p>Quarter 4 – with the award of the banking tender we will complete this in the early new year.</p> <p>2016</p> <p>Quarter 1 – 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.</p> <p>Quarter 2 – Cash Receipts Toolkit implemented June 1st. DS. Complete</p>
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	<p>2016</p> <p>Quarter 1 – This item has been included in the 2016 Preliminary Budget, will proceed following approval of final budget.</p> <p>Quarter 2 – Implementation deferred to 4th Quarter</p> <p>Quarter 3 - Talking with municipalities that already have CCS in place. Will work to implement prior to yearend.</p>
Make application through FCM for Relationship Building with Saddle Lake First Nation – to explore opportunities to work together.			<p>2016</p> <p>Quarter 2 – 2016 – Application was submitted in 2nd quarter following request for Saddle Lake to consider the opportunity to explore working together. Indications are that the application has made it past the first review.</p> <p>Quarter 3 – our application was unsuccessful.</p>

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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 new MGA • Off Highway Vehicle Bylaw 	Kyle		2016 Quarter 1 – Policy meeting took place the end of March 2016. Updated and new policies will be considered by Council at April council meeting. Quarter 2 - Updated/New policies include: <ul style="list-style-type: none"> • Benefits Policy - HR-4 • Conference and Education Attendance Policy – HR-8 • Acceptance of Tenders Policy – ADM-48 • Delinquent Accounts Receivable Policy – ADM-70 • Asset Management Policy – ADM-115 (new) • Long Term Disability Policy – HR-116 (new) Quarter 3 – Policy Committee meeting scheduled for end of September.
Review Outdated Bylaws	Kyle	Dec 2016	2015 Quarter 1 and 2 – Currently started reviewing outdated and antiquated bylaws. Quarter 4 – Review ongoing 2016 Quarter 3 – Outdated bylaws have been removed from the County's website. Work is being done to pass one bylaw that will rescind outdated bylaws.
Reorganize Agreements	Kyle	Dec 2016	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.

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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	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. Completed for 2016 – to be reviewed as per policy. Complete.
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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 Organization Review results to be 1 st quarter 2016 – potential to implement recommendations...	Sheila	Dec 2016	2014 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. 2015 Quarter 1 – Courses complete for 2014 group. Next courses to commence late October. Quarter 3 – 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. Quarter 4 – 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>2016</p> <p>Quarter 1 – 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> <p>Quarter 2 – Leadership Training completed in April 2016.</p> <p>Quarter 3 – Staff who have missed courses in the training will be able to pick up these courses outside of the County.</p>
Continue Team building for all staff – minimum of 2 events per year	WHSC	Fall 2016	<p>2016</p> <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>Quarter 2 – Team Building event took place April 22, 2016. Annual Staff BBQ was held May 14, 2016</p> <p>Quarter 3 – Next event to be end of October – will included OHS Motivational Speaker.</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. Continuation of Team Building Events Succession Planning – 	Sheila/Janice	Dec 2016	<p>2015</p> <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. 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>2016</p> <p>Quarter 1 – 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 County’s website.</p>

<p>Effective Teambuilding and Leadership series</p> <ul style="list-style-type: none"> • 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 			<p>Quarter 2 – Leadership Series has been completed in April 2016.</p> <p>Quarter 3 – Team building events scheduled for October 2016.</p> <p>Staff contribution to Strategic Planning was executed in August and September 2016 – via survey to staff.</p>
HVAC Administration Building continue with the east side of the building – \$35,000	Tim	Summer 2016	<p>2016</p> <p>Quarter 3 – HVAC upgrades have been completed in September 2016. Complete.</p>

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	<p>2016</p> <p>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.</p>

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</p> <p>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> <p>2016</p> <p>Quarter 3 – Economic Development theme for eSite (formally Webmap) will be available for public use on County’s webpage in 4th Quarter. Review of the options will be discussed with Accurate Assessment at the end of September.</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
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Continue Regional Emergency Management Training	All required	As required	<p>2015</p> <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 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>2016</p> <p>Quarter 1 – 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.</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	
Explore AFFRCS Radio Communication – ACP Grant application	Rob	Fall 2016	
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		

			<p>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> <p>End of 2nd quarter we did an ESS Mock Exercise as part of the FSEPP Grant. Exercise went well. Had a few learnings to apply to the ESS Plan. A week later we had a real activation to support Ft. McMurray Evacuees. Approx. 750 evacuees came through and some stayed in St. Paul. NESS equipment was used to support the process. 2 other municipalities also used some for the NESS equipment.</p> <p>ESS Plan is being updated with learnings from the exercise and activation.</p> <p>Start of the 3rd quarter we switched providers for the alert system. We are no longer with Everbridge and have switched to CommAlert. There were no interruptions during the change. Cost is the same, but CommAlert has more options. REMP and Sub plans have been placed in all ECC's and sent to all key stakeholders.</p> <p>Work has started on the radio infrastructure. We are pricing out radios that support AFRRCS. We will be purchasing about 7 for now for the key positions.</p> <p>Training for some of the REMA is still ongoing. Course are booked and sent to those who require it.</p> <p>May 1-7 we conducted Emergency Preparedness Week. Lots of material that was placed for the public went. Mostly it was due to the fire in Ft. Mac. Took a large scare for people to start being proactive.</p> <p>Elk Point Reception Center back-up power is still ongoing. Admin has been supporting the EM process with updating documents in the ESS Plan, tracking training, supporting the Reception Center activation.</p>
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<p>Purchase of an Emergency Livestock Trailer - \$30,000</p> <p>Policy regarding its use</p> <p>Register any members of this group under the Volunteer Insurance plan.</p> <p>Agreement with St. Paul Ag Society regarding use and volunteers.</p>	Dennis/Trevor/Kyle		<p>2015</p> <p>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 Community Grant for purchase of livestock trailer</p> <p>Quarter 3 - Grant was not received for livestock trailer. Plan on ordering trailer in 4th quarter.</p> <p>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</p> <p>2016</p> <p>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.</p>
Review Fire Agreement with Elk Point.	Dennis/Kyle		<p>2016</p> <p>Quarter 1- Have had meetings to begin discussions on agreement amendments which will be proposed later in 2016.</p> <p>Quarter 2 – No action in 2nd quarter, meetings to take place in 3rd quarter.</p> <p>Quarter 3 – defer negotiation of Elk Point Fire Agreement to</p> <p>Quarter 4 – will be scheduling a joint municipality meeting prior to finalizing the fire agreement.</p>
<p>New Equipment for Ashmont Fire Department</p> <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	<p>2016</p> <p>Quarter 1 – SCBA bottles have been purchased. Hydraulic ram was purchase in 2015</p> <p>Quarter 2 – Old St. Paul Rescue Truck has been taken to County PW for inspection, maintenance and upgrades up to \$15,000 has been approved by Council to ensure the unit is ready for use by Ashmont Fire Department.</p>
New Equipment for Mallaig Fire Department:	Dennis/Mallaig Fire Chief	Dec 2016	<p>2016</p> <p>Quarter 1 – Seacan was purchased and Bumper / winch</p>

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<ul style="list-style-type: none"> ○ Helmets \$3000 ○ Bunker Gear \$16800 ○ Seacan \$4100 ○ Bumper/winch \$7200 ○ Forestry hose \$2100 ○ Nozzles fittings \$1000 ○ Hose \$2400 			
<p>New Equipment for St. Paul Fire Department</p> <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	<p>2015</p> <p>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.</p> <p>2016</p> <p>Quarter 1 – Truck is being built in Winnipeg – should take delivery in May 2016. Quarter 2 – New Rescue truck has arrived. Old Rescue has been taken to County PW Shop for inspection. Quarter 3 – Old St. Paul Rescue truck has been transferred to Ashmont Fire Department.</p>
QMP update – inspection of commercial buildings replace Ron Boisvert as contact. No other major updates at this time	Trevor/Dennis	Winter 2016	

Goal 6 – Protective Services

Goal 6: *Efficacious law enforcement*

Action	Lead	Target Date	Quarterly Report
Unightly 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.	Leo/Sheila	Summer 2016	<p>2016</p> <p>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:</p>

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Ashmont, Heinsburg, St. Lina, Mallaig, St. Edouard, Lottie Lake, subdivisions etc,			Ashmont, Mallaig, Crestview, and Floatingstone. Quarter 2 – Community clean-up was completed in mid-May and was noted as a success with residents utilizing the service to clean up their properties.
Explore enhanced policing services in collaboration with neighbouring municipalities, First Nations, and Metis Communities	Sheila	December 2016	2016 Quarter 2 – have had an initial meeting with Whitefish First Nation to discuss this item as part of the agenda. Also made application to FCM for grant to work on relationship building with Saddle Lake. This item would be on the relationship building list.

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	2016 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	2016 Quarter 1 – Road use agreements are being worked on with different industry players in the County. Council approved 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	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. Quarter 2 – County staff are working to ready the Elk Point Transfer Station site for the project – just waiting on final permits for buildings before proceeding. Quarter 3 – Buildings are complete – just waiting for power and gas to be brought in.

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		2016 Quarter 3 – Council approved 5 miles of engineering for Northern Valley Road that will assist with grant application once the new program is announced.
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	2016 Quarter 1 – this item was not included in the 2015 budget. Quarter 2 – This item has been included in the 2016 Preliminary Budget Quarter 3 – Doors have been ordered in early summer.
See Appendix C for listing of equipment purchases	Leo		
Goal 7C: Successful Safety			

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Actions	Lead	Target Date	Quarterly Report
Courses for Management and Staff as determined by JWHSC	Rob/PW Supervisors	Ongoing	2016 Quarter 1 – The JWHSC is meeting every 2nd month. Courses are being discussed and are being booked for Mgmt and Staff as they occur. Quarter 2 - Defined courses that have started include Ground Disturbance 201 (all supervision and excavator operators), Transportation of Dangerous Goods, Standard and Emergency First Aid.
Implement Safety Management Systems update for all three municipalities	Rob	Winter 2016	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). Quarter 2 - FLRA's are being used consistently. We have also rolled out and are now using the Hazard ID and Near Miss report cards. Job Safety Analysis (JSA) is being used for more high risk work activities (Construction Crew). RSMS is approx.. ¼ complete.
Regional safety orientation videos	Work Place Health and Safety Committee	Winter 2016	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. Quarter 2 - The Plan is working well for tracking and following through with any injured employees. It provides a detailed plan to get the employees back to work sooner, WCB supports the process and has been involved in a few long term injuries while using the plan and is satisfied with it.
Implementation of an Injury Case Management Plan	Rob	Spring 2016	2016 Quarter 1 -A specific and structured Injury Case Management Plan was developed and put in place. Lots of

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			<p>good input from WCB on the process. They want to share our plan with other municipalities.</p> <p>Quarter 2 - The Plan is working well for tracking and following through with any injured employees. It provides a detailed plan to get the employees back to work sooner, WCB supports the process and has been involved in a few long term injuries while using the plan and is satisfied with it.</p>
Development of a Regional Safety Committee	Rob	Jan 2016	<p>2016</p> <p>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.</p> <p>Quarter 2 - Meetings are ongoing and is providing valuable input. We are currently working towards an Incentive Program for the Region with the program being established and developed by the Regional Committee. The plan is to roll it out to the individual municipal committees to review with their committees and mgmt. for input and approval. This is another program to help change the safety culture and get the employees involved and engaged.</p>
Regional Safety Manual, County specific portions.	Rob	Dec 2016	<p>2016</p> <p>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.</p> <p>Quarter 2 - The RSMS is approx.. ¼ complete. There is 7 Sections to the RSMS. Up to Section 4 will go to the committee for review and input.</p> <p>JSA's will be pre-developed for high risk work/tasks. Once the work/task is to be completed the employees use the JSA and fill out the details for that day.</p>
Update safety first aid for County staff	All Staff	April 2016	<p>2016</p> <p>Quarter 1 - Approx, 120 employees throughout the Region of St. Paul received First Aid training. Returning seasonal staff</p>

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			and new employees will take it as they start. Quarter 2 - Completed. We have now put a few of the seasonal staff through the training. We are now in compliance with OH&S requirements.
Offer Leadership for Safety Excellence Courses	Rob		2016 Quarter 1 -Leadership for Safety Excellence (LSE) courses will be booked for the 2 nd quarter for Mgmt/Supervisors. Quarter 2 - This was put on hold as to determine an alternate solution to conduct in a large group for cost savings. It will be completed in the 3 rd quarter.
Explore ACP Grant funding for regionalizing occupational health and safety with Town of St. Paul and Town of Elk Point	Kyle/Rob	December 2016	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. Quarter 2 - application for Municipal Excellence award has been submitted.
Clerical Position for OH&S	Rob		2016 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. Quarter 2 - Safety Admin has not changed from the previous information. The admin role is still busy with all the above information. The addition is the admin has been delivering orientations as required and also delivering information at safety meetings as required.
On-line MSDS/SDS system	Rob		2016 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

			<p>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.</p> <p>Quarter 2 - On-line SDS systems is up and running. A generic Username and Password was provided to all mgmt. and employees to access the site and any SDS. It has and is being used.</p> <p>Safety TV is being used during rainy days to get employees trained and through some courses</p>
Provide Safety incentives/recognition awards	Rob/Sheila		<p>2016</p> <p>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.</p>
Motivational Speaker for safety event – team building day	JWHSC		<p>2016</p> <p>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.</p> <p>Quarter 2 - Team building was done back in the 2nd quarter. A health/fitness coach was brought in, then the crews played dodge ball. Went well and lots of the employees were involved. New ideas are being brought forward for the next event.</p>
Appropriate funds for PPE	Rob		<p>2016</p> <p>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.</p>
Certificate of Recognition (COR)	Rob		<p>2016</p> <p>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.</p>

			Quarter 2 - We are in the que for the Peer Audit for Oct/Nov time frame. Crystal St. Arnault will complete the audit on another municipality as part of the process. Rob is not trained on the old system, so he can only do it with the new system.
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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	2013 Quarter 1 - Ashmont Water Treatment plant detailed design is complete. As of April 30, ready for tendering. Administration to liaison with AT to determine if projects that exceed the approval will be funded....this will be part of any tender document. Council to determine if we proceed to tender at the May Council meeting. Quarter 2 - Ashmont Water Treatment Plant was tendered out. Council to determine if tender will be awarded 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
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	Utility	Fall 2016	

<p>in 2016.</p> <p>Letter has been sent in for Mallaig connection – proceed if accepted by AT</p>	<p>Staff/Engineers</p> <p>Sheila</p>		<p>they asked Administration to research potential water line from Cold Lake to Glendon.</p> <p>2014</p> <p>Quarter 2– Council approved the expenditure of \$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>2015</p> <p>Quarter 1 – 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 – Final Detailed design is almost complete. We have entered into an agreement with Muni-Corr regarding</p>
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			<p>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 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>2016</p> <p>Quarter 1 – 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> <p>Quarter 2 – Water Transmission project was tendered with the award going to Directional Mining and Drilling. The project commenced in May 2016 and is expected to be completed by end of September. Approximately 1/3 of the pipe is installed by the end of June 2016. Council approved the Water Supply Agreement with Highway 28/63 Water Commission.</p> <p>Quarter 3 – The waterline from Spedden to Ashmont is complete, however the work within the water treatment plants at both ends will not be completed until later in October. Plans to flush distribution systems in Ashmont and Lottie Lake are being delayed until commissioning of the system. Debenture for the project has been received in the amount of \$785,000.</p> <p>September 1 the Federal Government announced funding under the clean water and wastewater program that will assist with funding for the water line from Ashmont to Mallaig. Council approved to commence negotiation with Urban Systems for engineering of the last leg of this project.</p>
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			Urban Systems has been the engineer for the project since 2010.
When requested, explore providing water to Developments	Sheila	2016 as requested	2016 Quarter 1,2,3,4 – No requests
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)	Sheila	When announced	2014 Quarter 2 – Program will not be open for applications until 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.
2016 – Explore new funding opportunities under new Provincial Government for replacement of water distribution lines in Lottie Lake and Ashmont.	Kyle	Ongoing	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.
Consider Local Improvement Tax as option to replace water distribution lines in Lottie Lake	Sheila	Winter 2016	Quarter 4 – Building Canada grant not accepting applications yet.
Explore sleeving of lines in Ashmont as option to extend life of distribution lines	Utility Staff	Summer 2016	2015 Quarter 1 – Building Canada Grant application for distribution lines in Lottie Lake and Ashmont was submitted on April 1, 2015. Quarter 3 – we did not receive grant for this project.
2014 -Review Ashmont Lagoon Feasibility study and work on implementation plan.	Council	January 2014	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 	Utility staff/Engineers	Summer 2014	Quarter 3 – Lagoon has been de-sludged - flow meter has been installed. Quarter 4 – Received report from Urban systems on

<ul style="list-style-type: none"> • Re-route trucks to Mallaig (once upgrades complete) • Geo-technical review of area for lagoon expansion • Purchase of required land <p>2015 Detailed design of lagoon upgrade – construction to be in future years 2016-2017. Design \$565,600</p> <p>2016 - Commence construction of lagoon expansion in 2016.</p> <p>2016 – build a joint waste water transfer station as per the Building Canada grant approval. (Joint with the County of Two Hills)</p>	<p>Sheila</p> <p>Engineers</p> <p>Utility Staff/Engineers</p>	<p>Fall 2015</p> <p>Fall 2016</p> <p>Fall 2016</p>	<p>wastewater plan based on work done at Ashmont lagoon over last 2 years.</p> <p>2015</p> <p>Quarter 1- 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.</p> <p>Quarter 2 – Land agreement has been signed with Allan and Shirley Tkachuk.</p> <p>Quarter 3 – 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.</p> <p>Quarter 4 – 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.</p> <p>2016</p> <p>Quarter 1 – 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.</p> <p>Quarter 2 – Tender for the lagoon portion of this project has gone out to qualified bidders in May 2016. Tender was awarded to G&J Parking Lot Maintenance LP. The Lagoon portion of the project commenced the end of June 2016. The County is still exploring options for the location of the Waste Water Transfer Station identified as part of this project.</p>
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			Quarter 3 – the lagoon will be complete in October 2016. Debenture has been received for the lagoon portion of the project in the amount of \$1,112,000. Location of the waste water transfer station is being determined. Geotechnical analysis has been completed – results will confirm if the location is suitable. If suitable, landowners within 800 meters of the development will be notified of the proposed development.
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	2015 Quarter 3 – Not completed Quarter 4 – Not completed 2016 Quarter 2 – Work in Progress
Meet with Salt Plant/Riverview residents regarding water and sewer lines in Riverview and potential water truck loading facility there.	Sheila/Utility Staff	Summer2016	2015 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. 2016 Quarter 1 – Administration is obtaining legal advice and opinion regarding the utility services in Riverview. Quarter 2 – Administration continued work with legal counsel to determine strategy for utility services in Riverview Quarter 3 – legal opinion has been received. Meetings to be scheduled in the 4th quarter.
Explore Bulkwater Truck Loading Facility in Elk Point area and pursue ACP grant funding	Bryan/Kyle	December 2016	2016 Quarter 1 – 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.

			<p>Quarter 2 – The Town of Elk Point is commencing with Qualification Based Selection for Engineering consultants for the Bulkwater Truck Loading Facility. Invitations to engineering consultants went out at the end of June 2016.</p> <p>Quarter 3 – the Town of Elk Point has determined that Urban Systems will be the engineer for the project.</p>
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Goal 9 – Waste Management

Goal 9: Waste management enhances and encourages “best practices” in waste disposal			
Action	Lead	Target Date	Quarterly Report
<p>Waste Storage Site - Poirier Development</p> <p>Poirier Development 2015 \$20,000</p> <p>Confirm location 2016</p>	Dennis	Fall 2014	<p>2013</p> <p>Quarter 2 – Will completed clay – Gravel pad at Perch Lake</p> <p>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.</p> <p>2014</p> <p>Quarter 3 - Perch Lake is completed. Poirier development is still undecided at this point.</p> <p>Quarter 4 – Staff/councilor are still working on preferred location for site in the Poirier Development. Construction will be deferred to 2015.</p> <p>2015</p> <p>Quarter 1 - 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 – construction for Poirier subdivision waste bin area has been delayed to spring of 2016.</p> <p>2016</p> <p>Quarter 1 - Have bins placed at entrance of subdivision. There will be no fenced enclosed facility.</p> <p>Quarter 2 – Road work on the County ROW was complete at the end of June 2016. Bins to be re-located to new area 1st week of</p>

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			July 2016. Quarter 3 – complete.
Front Load Waste bins \$40,000			2016 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	2015 65% of budget for child and youth programs.
Organize High Heels and Spurs Program for schools in our region	Janice & Coco	Dec 2016	2016 Quarter 1 – Booked May 9th, 10th and 11th. Quarter 2 - Completed as above.
Hold a Seniors Clinic on Alberta Seniors Benefits changes once per year	Janice & Coco	Oct 2016	2016 Quarter 3 – Waiting for the Province to book dates.
Organize and host Seniors Festival	Janice, Coco, Terry	Dec 2016	2016 Quarter 2 – Booked for November 22, 2016
Provide recognition to Community Volunteers	Janice, Coco, Terry	Ongoing	2016 Quarter 1 - Applied and received Volunteer Alberta Grant Acknowledge Elk Point Students April 15, 2016. Quarter 2 - in the process of thanking the volunteer income tax ladies. ESS volunteers as well. Quarter3 -Completed

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Administer the Meals on Wheels Program	Janice, Coco, Terry	Ongoing	2016 Quarter 3-Ongoing.
Arrange Joint Board Meetings with the Town Of St. Paul FCSs to insure no Overlap of Service	Janice	Dec 2016	2016 Quarter 1 – Booked April 22, 2016 Completed Quarter 2 – Booked for October 7, 2016
Update FCSS Policy & Procedures Manual as requested	Janice	Ongoing	Ongoing
Welcome Baby program, Administer & implement changes as required	Janice, Coco Terry	Ongoing	2016 Quarter 1 – Ongoing Quarter 2 – Ongoing Quarter 3 Ongoing.
Welcome to the County and Elk Point Packages. Administer & implement Changes as required	Janice, Coco Terry	Ongoing	2016 Quarter 1 – Ongoing Quarter 2 – Ongoing Quarter 3 –Ongoing.
Coordinate and Manage the annual Ashmont and Mallaig Summer Programs	Janice	Sep 2016	2016 Quarter 1 – Staff in the process of being hired Quarter 2 - Both Programs start in July. All staff are hired Quarter 3- Completed
Manage and Coordinate the Community Connector Trailer	Janice & Coco	Ongoing	2016 Quarter 1 – Staff hired 2 students Quarter 2 – First Event is June 27, 2016. Quarter 3- Completed
Administer the Mallaig Moms N Tots	Janice	Ongoing	2016 Quarter 1 – Ongoing good attendance Quarter 2 – Ongoing good attendance Quarter 3 - Ongoing
Administer the Ashmont Moms N Tots	Janice & Coco	Ongoing	2016 Quarter 1 – Ongoing good attendance Quarter 2 – Ongoing good attendance Quarter 3- Ongoing

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Coordinate the Volunteer Income Tax Program	Coco, Terry	Jun 2016	2016 Quarter 1 – In full swing 119 completed Quarter 2 – Completed 212 to date. Quarter 3- Completed 220
Coordinate Seniors Week Events	Janice, Coco Terry	Jun 2016	2016 Quarter 1 – Booked 4 events. Elk Point, Ashmont, Mallaig & Heinsburg Quarter 2 – Completed all 4 events.
Complete the Annual Report As Requested by the Province	Janice	June 2016	2016 Quarter 2 – Completed.
Complete Outcome Measures as requested by the Province	Janice	Dec 2016	2016 Quarter 2 – Province still on hold Quarter 3- Still waiting on the Province.
Provide Support & Direction to Seniors that are being Abused	Janice	Ongoing	2016 Quarter 1 – 2 reports to update Quarter 2 – 3 reports in this Quarter. Quarter 3- No Reports.
Administer the community Counselling program- & implement Changes As Requested	Janice	Ongoing	2016 Quarter 1 – Very Busy Quarter 2 – slowed down a bit Quarter 3 – Ongoing.
Provide Support/Referrals to individuals that Request Assistance	Janice, Coco, Terry	Ongoing	2016 Quarter 1 – 634 R&I Quarter 2 – 842 R&I Quarter 3- 732 R&I
Consider contribution to the FSLW Program (request \$30,000) not included in FCSS budget – would be over and above County required contribution for FCSS			2016 Quarter 1 – Quarter -3- Waiting for the request to be completed.

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Administer snow angel volunteer program for hamlets	Janice/Coco	Ongoing	2016 Quarter 2 – Winter months only Quarter 2 – No requests. Quarter 3- 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	2016 Quarter 1 – Hall Booked for Sept 6, 2016 Quarter 2 – June 24 invites went out Quarter 3- Completed.
Continue the Community Night Movies	Janice	Sept 2016	2016 Quarter 1 – Letter mailed to all community halls to book. Ferguson Flats was the first to book. Quarter 2 – 13 halls booked Quarter 3- Completed.
Coordinate and partner with Extreme for community bussing	Janice	Dec 2016	2016 Quarter 1 - Feb. 3 Seniors Trip to Space Science (48 ppl attended) Working on the Mustard Seed trip with School division. Quarter 2 – 2 trips for the summer programs. 1 trip to haying in the 30s – 1 trip for community gardens. Quarter 3- Mustard Seed trip booked.

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	2013 Quarter 2 - Agreed to do some weed control along highways in troubled areas. Costs covered (2013)

			<p>2014 Quarter 1- This is based on a per year basis. Transportation will cover costs for any type of work done. Sk Sprayed for weeds on highways near Ashmont. We continue to be in contact with the Ministry of Transportation to ensure their roads are kept clear. Currently we have up to \$5000 to spend on weed control on highways in the County from the Ministry. Kk</p> <p>2015 Quarter 1 – Meetings with Alberta Transportation scheduled for April 2015. 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>2016 Quarter 1 – Ongoing Quarter 2 – Alberta Transportation has been notified if they do not ensure weed control along provincial highways the County will issue weed notice. Quarter 3 - Portions of the Provincial Highways were sprayed. This will be charged to Carillion. After some discussion we were given up to \$5000 to control noxious weeds on the Provincial Highways.</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>2013 Quarter 1 – Program has ended for the spring with 944 coyotes/1 wolf brought in (in 2012 over 1400 coyotes were brought in). \$10,000 left in the budget to commence the program again in November 2013. Quarter 2 – Quarter 4 – Coyote Bounty commenced again November 1, 2013</p> <p>2014 Quarter 1 - The coyote bounty has received approximately 1300 coyotes and 3 wolves from the reduction program as of April 1, 2014. Quarter 4 – Program commenced for winter 2014/2015.</p>

			<p>2015 Quarter 1 – Budget expended in March 2015. Total from fall to spring. 1602 coyotes, 13 wolves. Quarter 4 – 185 coyotes brought in to date this fall.</p> <p>2016 Quarter 1 – 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. Quarter 3 - Fielded a few calls about the program. Cleaned up tools to be ready for fall.</p>
Continue with Oxeye Daisy program – 2016 – Education	Keith	Dec 2016 - ongoing	<p>2014 Quarter 1 – We will map out the oxeye daisy outbreak around Ashmont and report how it can spread from year to year. We will continue to have discussions with local residents about the weed. We will ensure County roads are clear of oxeye daisy.</p> <p>2016 Quarter 1 – Planned areas to survey for the upcoming season and noted the Ashmont area for Oxeye Daisy. Quarter 3 – Sprayed Highways around Ashmont and did some private spraying for the weed.</p>
New Tractor for mowing \$130,000	Warren/Keith	Spring 2016	<p>2016 Quarter 1– Tractor has been purchased – Massey Fergusson. Quarter 3 - Tractor was used in Ashmont for winter by Public Works. It was used in the spring to seed roadways and started mowing roadsides in June. So far it seems like a good purchase.</p>
Spraying map to be communicated to Bee Keepers in the area. Notification prior to spraying.	Keith	Summer 2016	<p>2016 Quarter 3 - Started to Compile a list of Bee Keepers in the County to be sent notifications for 2017.</p>
Ensure new road construction/back sloping is reviewed for spraying for up to 5 years.	Keith	Summer 2016	<p>2016 Quarter 1 – Maps of back sloping/ new road construction/ mulching are updated for 2016 spray season. Quarter 3 – Areas on maps are checked to see if they need to be sprayed in 2016. Areas not sprayed will be checked in fall.</p>

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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	2016 Quarter 1 – Additional staff member has been included in the 2016 Preliminary Budget to assist with field inspection/club root education. Quarter 2 – additional staff member is hired – working to map where canola is planted in the County in preparation for field inspections later in the summer. Quarter 3 – field inspections of approximately 600 canola fields have taken place. There is potential of 2 fields being identified with the presence of club root. If confirmed, the landowner will be contacted regarding the county's club root policy document.
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	2015 Quarter 2– 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. 2016 Quarter 3 – gravel testing on lands in the north part of the county has been completed and the county is pursuing potential gravel agreements and/or purchase of lands.
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.

Appendix 1 for 8.17.: 2016 3rd Quarter Strategic Plan

RFP for safety code services – our current contract expires in 2016	Planning staff	Summer2016	2016 Quarter 2 – RFP will be going out in 3 rd Quarter
Cross Training of Planning staff to ensure customer support when staff members are absent.	Krystle/Crystal Chelsey	Dec 2016	2016 Quarter 1 – ongoing
St. Paul North ASP to be completed.	Krystle	Dec 2016	2016 Quarter 2 – Council has received a Draft of the St. Paul North ASP. A joint meeting with the Town will be scheduled to review the Draft before a public meeting will be held to allow the Public to provide input on the plan. Quarter 3 – no action on this item. Administrative changes at the Town of St. Paul has delayed the scheduling of a joint meeting regarding the ASP. Meeting to be scheduled in 4th quarter.
Town of St. Paul IDP review. Check to see if we need to do.	Krystle	Dec 2016	2016 Quarter 2 – the Province has announced new requirements under the new MGA that pertain to IDP's – will defer review of this plan until the MGA has been approved and requirements set for IDP's with our neighbours.

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	2015 Quarter 3 - no action taken 2016 Quarter 1 – 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 – not included in the 2015 budget Quarter 2 – 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.

Appendix 1 for 8.17.: 2016 3rd Quarter Strategic Plan

			<p>2016 Quarter 2 – Administration is working on plans for the overflow camping area as approved in 2016 budget. Quarter 3 – results of survey of the Lac Bellevue campground has resulted in deferring of this project until land purchase from the Crown can be negotiated.</p>
Explore solar street lighting for new parking lot at Westcove –	Tim/Kyle	Summer 2016	<p>2014 Quarter 1 – Not included in 2014 budget 2015 Quarter 1 – not included in 2015 budget, but will review options for grants for this item. 2016 Quarter 1 – This has been included in the 2016 Preliminary Budget.</p>
<p>Explore replacing piers at all parks</p> <p>Priority for 2016:</p> <ol style="list-style-type: none"> 1. Stoney Lake, Floatingstone 2. Laurier Lake, Lac Sante, Crestview 	Tim	Summer2016	<p>2014 Quarter 1 – 2 piers included in 2015 budget. Quarter 2 – New piers are installed at Floatingstone and Stoney Lake. 2016 Quarter 1 – Piers in Preliminary budget for Stoney Lake, Floatingstone, and 3 other locations – Laurier Lake, Lac Sante, and Crestview Quarter 2 – Piers have been installed as per budget.</p>
<p>Upgrade power at Westcove - \$50,000/year for 3 years</p> <p>1st year completed in 2015, 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>	Tim	Fall 2016	<p>2015 Quarter 1 – included in 2015 budget Quarter 2 – obtaining quotes – will not complete until after park is closed for the season. Quarter 3 – upgrading of power at Westove has commenced – will be completed this fall. Quarter 4 – still waiting for ATCO to tie in pedestals to complete this project.</p>

Appendix 1 for 8.17.: 2016 3rd Quarter Strategic Plan

			<p>2016 Quarter 1 – B & C loop upgrades included in the Preliminary budget for 2016. Quarter 2 – working on plans to upgrade power following closure of parks in September. Quarter 3 – work to be completed in 4th quarter.</p>
Lac Bellevue – new Bathroom – overflow - \$10,000	Tim/Ken	Summer2016	<p>2015 Quarter 1 – not included in the 2015 budget 2016 Quarter 2 – Administration is working on getting necessary approval regarding the installation of this washroom facility. Quarter 3 – bathroom has been purchased, but not installed as staff are waiting for the purchase of land to be complete before placing of the washroom.</p>
Septic Fields – Floatingstone/Westcove \$60,000	Tim	Spring 2016	<p>2015 Quarter 1 – included in 2015 budget 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. Quarter 4 – Due to the nice November, the septic fields were completed following 3rd reading of the LUB amendment. Complete.</p>
Mallaig Recreation – 5 yr plan <ul style="list-style-type: none"> ○ Arena - \$15,000 - 2014 ○ Playground - \$50,000 - 2015 (using Public Trust Reserve Funds) 	Sheila		<p>2015 Quarter 1 – Arena funding happened in 2014. \$50,000 contribution to playground in 2015 budget, funded by Public Trust Reserve. Quarter 2 – Council provided funding for Mallaig Playground –</p>

Appendix 1 for 8.17.: 2016 3rd Quarter Strategic Plan

<ul style="list-style-type: none"> ○ Gazebo – future May require \$30,000 to offset playground costs not covered by the grant they received. 			<p>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 – 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 funded from the Public Trust Reserve.</p>
Re-negotiate the recreation contribution to Town of St. Paul	Sheila/Council	Dec 2016	<p>2015</p> <p>Quarter 2 – This agreement will be up for negotiation in 2016</p> <p>2016</p> <p>Quarter 3 – meeting to be scheduled in 4th quarter with council's to negotiate recreation agreement.</p>
Pursue grants for additional recreational servicing opportunities	Kyle	ongoing	<p>2015</p> <p>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.</p> <p>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</p> <p>2016</p> <p>Quarter 2 – even though the County was unsuccessful in getting the Makadiff Grant, the Broomball Organization provided free broomball equipment to the County for use in recreation/education purposes. County has applied for Canada 150 Grant to upgrade recreation opportunities at Westcove – mini-golf and a sunshelter gazebo near the pickleball court.</p> <p>Quarter 3 – Alberta Blue Cross Grant has been applied for to cover cost of playground at the Floatingstone campground.</p>
Pursue purchase of Provincial lands for County operated parks that we do not own. Lac Bellevue, etc.	Sheila/Tim	Dec 2016	<p>2016</p> <p>Quarter 1 – No longer needing to pursue purchase as lease with the Mallaig Chamber of Commerce has been renewed for one more year.</p>

Appendix 1 for 8.17.: 2016 3rd Quarter Strategic Plan

Pursue purchase of Mallaig beach			
Assist Haying in the 30s with location to house new oven.			2016 Quarter 1 – Included in Preliminary Budget Quarter 3 – the building has been constructed by the Haying in the 30s committee. The County will provide the \$10,000 to the committee as per the budget approved by council. Complete.
Provide assistance to St. Lina Ag Society for powering of camping stalls.			2016 Quarter 3 – the St. Lina Ag Society has applied for a CFEP grant that contemplates this as part of their project. County Council has approved a letter supporting their grant application. The motion also approves 25% of the total cost of the project should the grant application be approved.
Gazebo at Floating Stone \$30,000 to be installed at day use area.			2016 Quarter 1 – Included in the Preliminary Budget Quarter 2 – Administration is working on getting quotes and permits for the gazebo at Floating Stone. Quarter 3 – the gazebo has been ordered to be constructed in the 4th quarter.
Playground at Floating Stone - \$35,000			2016 Quarter 1 – Included in the Preliminary Budget Quarter 2, - Administration is working on getting quotes for the new playground at Floating Stone. Quarter 3 – this playground has been applied for under a Blue Cross grant program.

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
Consider contribution to Allied Arts to assist with payment of loan.		April 2016 - budget	

Appendix 1 for 8.17.: 2016 3rd Quarter Strategic Plan

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	



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

Issue Summary Report

8.18. 2017 Strategic Plan

#20161006002

Meeting : October 11, 2016

Meeting Date : 2016/10/11 10:00

Meeting Type : Council Meeting

Background

The 2017 Strategic Plan, as updated after the Planning Sessions, is attached, Following approval of the plan, administration will proceed with the 2017 budget process.

Recommendation

Administration is recommending to approve the 2017 Strategic Plan.

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

Draft Strategic Business Plan 2017

County of St. Paul No. 19

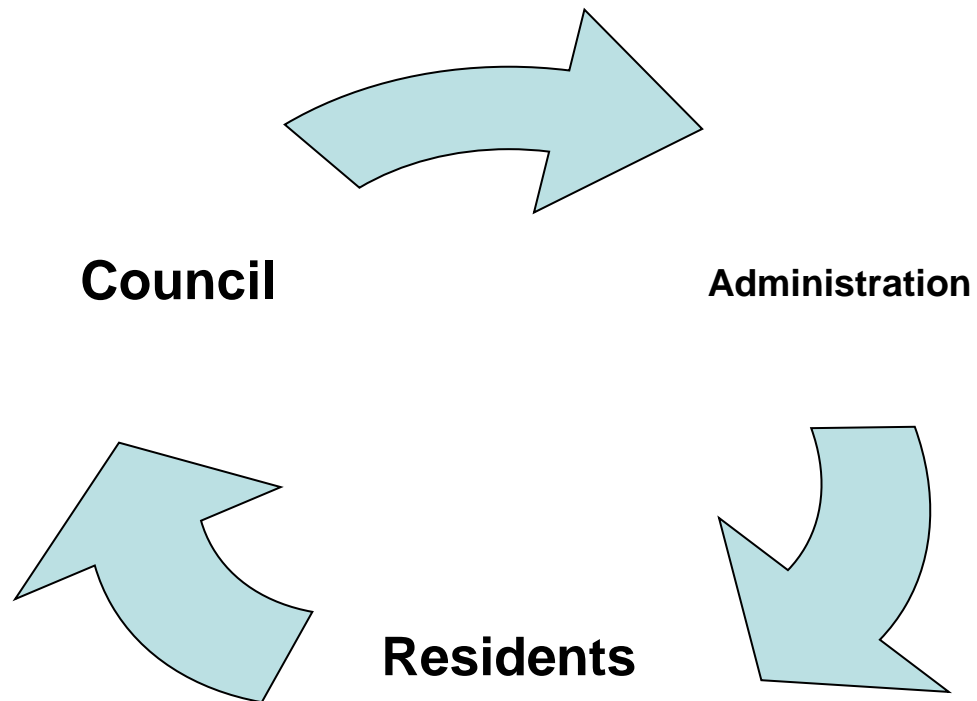


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**County of St. Paul
Strategic Business Plan – 2017**

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 – 2017 – St. Paul – Public Works	Council/Sheila	April 2017	Quarter 1 –
Continue with joint meetings with both the Town of St. Paul and the Town of Elk Point. Minimum 1/year	Council/Sheila	Dec 2017	Quarter 1 -
<p>Renew scholarships for the St. Paul Regional Education Division</p> <ul style="list-style-type: none"> 3 – Scholarships at \$1,000 each for students who have high marks, community involvement, and volunteerism for students entering fulltime studies 1 – Scholarship at \$1,000 each for students entering a trade. <p>Changed allocation of scholarships based on number of applications received in the last year. Also based on information from SPERD Guidance Councilor</p>	Tim/Phyllis	Summer 2017	Quarter 1 –
<p>Council supports community groups in the St. Paul and Elk Point Region to update their facilities. Support already identified for 2017 includes:</p> <ul style="list-style-type: none"> Riverland Trail Society - \$6720 Skate Park - \$30,000 			

<ul style="list-style-type: none"> • St. Lina Ag Society - \$43,750 • St. Lina Roof - \$12,000 • Ashmont Legion - \$25,000 • McRae Hall - \$12,000 			
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Goal 2 – Administration

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

Action	Lead	Target Date	Quarterly Report
Continue to work on an asset management project to determine life of assets within municipality Communication plan regarding road classification	Asset Management Committee	Dec 2017	2014 Quarter 1 - Road Classification Workshop held with Council to finalize classifications and levels of service for County roads – to be approved and communicated to residents in 2nd quarter. Quarter 3 – working with Urban Systems to determine 20 year capital plan for roads – will be bringing forward to 2015 Strategic Planning. Quarter 4 – County of St. Paul has been asked to present their Asset Management strategy and progress at the next Provincial Asset Management meeting.
Defer any purchase of software to 2018 or beyond.			
Risk Assessment of County owned buildings in 2016 – both for insurance purposes and for Asset Management.	Tim/Darlene	Summer 2016	2015 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. 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. Quarter 4, 2015 – Administration has included money in the 2016 budget proposal for analysis of County owned building and sewer infrastructure. SK
Camera sewer lines. Explore lining of water lines if possible.	Utility Staff/Darlene	Summer 2016	

<p>Implementation of Asset Management Strategy Implementation strategy to be over 3 years – Asset Management Strategy attached to this document.</p>		<p>Year 1 – Dec 2017</p> <p>Year 2 – Dec 2018</p> <p>Year 3 – Dec 2019</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>2016</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>Quarter 2 - Asset Management Policy approved. Asset Managers to be given facilitation in July to proceed with Asset Strategy for 2017 Strategic Planning. DS</p> <p>Unable to line the water lines at Lottie Lake (too small). DS</p> <p>Quarter 3, 2016 – the Asset Management Committee has meet twice in the last quarter with Urban Systems staff to begin work on an Asset Management Strategy that will move our Asset Management program forward. We will be proposing an amendment to the Asset Management Policy for Council consideration. As well we will have a strategy that will have a 3 year implementation plan to look at items like establishment of levels of service, risk assessment, and long term financial planning for County assets.</p> <p>2017</p>
<p>Continue adding County vehicles to AVL System – and/or Working Alone mechanisms</p> <p>2016 – complete GPS in fire equipment. Include last gravel trucks, waste hauling trucks, loaders</p>	<p>Linda/Mechanics DD</p>		<p>2014</p> <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 – however they are asking for additional training. This will occur</p>

Appendix 1 for 8.18.: 2017 Strategic Plan

2017 - Complete GPS in Fire Vehicles – St. Paul new Rescue Truck, Elk Point Trucks, New Gravel Truck, New Roll-off Truck		Summer 2017	<p>in October.</p> <p>2015</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> <p>2016</p> <p>Quarter 2, 2016 – Plans to install GPS equipment for waste hauling trucks are being put in place – to be installed in the 3rd quarter.</p> <p>Quarter 3, 2016 – GPS will be installed in 3 waste trucks, Director of Emergency Management Vehicle and the new Director of Public Works Vehicle.</p> <p>2017</p>
<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.</p> <p>If 2016 Grant application is successful, hire and mentor Administrative Municipal Intern.</p>	Kyle/all departments	May 2018	<p>2016</p> <p>Quarter 3, 2016 – An application is ready to be submitted for an Administrative Intern for 2017.</p> <p>2017</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 – 	<p>Sheila</p> <p>Paulette</p> <p>Kyle</p>	<p>Ongoing</p> <p>Dec 2017</p>	<p>2015</p> <p>Quarter 3, 2015 – County webpage has been updated on an on-going 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</p>

Appendix 1 for 8.18.: 2017 Strategic Plan

<p>Facebook, Twitter – Need 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 	<p>Kyle/Paulette</p> <p>FCSS</p> <p>Phyllis/FCSS</p>	<p>Dec 2017</p> <p>Ongoing</p> <p>Ongoing</p>	<p>and implementation of the Telus Fiber that is required in order for the release to the public to work effectively.</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>2016</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>Quarter 2, 2016 – IT conversion took longer than anticipated. Telus fiber had to be increased in speed – expect that the transition to telus fiber for internet to take place in July.</p> <p>Quarter 3, 2016 – The Telus Fiber was only updated at the end of August. Linda Meger is working with Accurate Assessment to make the eSite (formally known as Webmap) available on our website for the public. We will also set up a subscription site for realtors to access assessment sheets for an annual fee. The Economic Development option for the eSite is ready to implement and will be made available publicly for potential investors.</p> <p>2017</p>
Develop a Digital Records Strategy that would include land files and planning and development files tying records to GIS mapping system	Linda/Admin staff	Estimate 3 year program - complete Dec 2019	
Explore the cost of program and potentially implement the same – for fillable forms. This would enhance our website for forms that residents can download and use for county services. Ie. Development Permit.			

Appendix 1 for 8.18.: 2017 Strategic Plan

Previously the creation of fillable forms was done by our website contractor. It would be much more efficient if in-house staff could adapt forms as they are changed for municipal purposes.			
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Administration - Policy			
Action	Lead	Target Date	Quarterly Report
Policies/Bylaws to draft or review <ul style="list-style-type: none"> • Salt Management Plan • Procurement Policy • Employee Code of Ethics – update • Council Code of Ethics – per new MGA • Public Participation – per new MGA • Off Highway Vehicle Bylaw • Fee Schedule bylaw as it relates to Fire Calls • Review Vacation Policy • Equipment Sanitation and Contamination Protection Policy – ASB-54 Review – (in light presence of Club Root in the County) • 	Kyle		Quarter 1
Reorganize Agreements	Kyle	Dec 2017	2016 Quarter 1 – No action yet; aiming for second quarter

			<p>Quarter 2 – Started reviewing agreements that require updating and identifying areas where agreements require development</p> <p>Quarter 4 – Standard agreement finalized; will explore organizing agreements in the new year.</p> <p>2017</p>
Administration – Building Corporate Capacity			
Action	Lead	Target Date	Quarterly Report
<p>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)</p> <p>Continue courses in 2016 - Consider leadership/team building courses late in 2017 or 2018 to encompass new staff</p> <p>Organization Review results to be 1st quarter 2016 – potential to implement recommendations...</p> <p>Cross Training of staff positions nearing retirement.</p>	Sheila	Dec 2016	<p>2014</p> <p>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.</p> <p>Quarter 3 – courses will resume in October finishing by mid-December</p> <p>Quarter 4 – Courses will extend into January due to snow removal during the end of November.</p> <p>2015</p> <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>2016</p> <p>Quarter 1, 2016 – An Organization review was conducted by</p>

			<p>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. Quarter 2, 2016 – Leadership Training completed in April 2016. Quarter 3, 2016 – Staff who have missed courses in the training will be able to pick up these courses outside of the County.</p> <p>2017</p>
Continue Team building for all staff – minimum of 2 events per year	WHSC	Fall 2017	Quarter 1
<p>Explore Employee Attraction and Retention Strategies:</p> <ul style="list-style-type: none"> • Employee Engagement Survey – every 2-3 years – last one completed in 2015 • Contact SPERD for opportunities to present to Grade 6 and 11 classes regarding municipal government. Career opportunities in municipal government. • Continuation of Team Building Events • Succession Planning – Effective Teambuilding and Leadership series • 360 reviews for Management team. • Explore affordable housing 	Sheila/Janice	Dec 2017	Quarter 1 –

<p>or community housing projects for new employees moving to area</p> <ul style="list-style-type: none"> • Explore ways to find and retain skilled employees • Complete more background research when hiring. Check resumes better • Exit interviews 			
<p>Provide supervisors with training regarding employee performance management. Update/define employee job descriptions; update/amend performance appraisal system.</p>	Sheila	Jan 2017	

Goal 3 – Assessment

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

Action	Lead	Target Date	Quarterly Report
<p>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.</p>	Accurate/Sheila	ongoing	Quarter 1
<p>Determine strategy regarding centralized assessment of industrial properties. Try to ensure smooth</p>		As new MGA is proclaimed	

transition. Audit procedure?? Entry into CAMALOT system.			
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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
Explore opportunity around high speed internet for the County – what it means for Economic Development.	Sheila	Dec 2017	
Explore opportunities for application under the new provincial CAREs program for regional economic development	Sheila/Kyle	Dec 2017	

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
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Continue Regional Emergency Management Training	All required	As required	<p>2015</p> <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 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>2016</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</p>
Regional Emergency Management exercises – Sim Cell Realistic exercise.	Rob	Fall 2017	
Continue Implementation of Mass Notification System	Rob	1 st quarter 2017 - ongoing	
Set up larger ECC – St. Paul	Rob	Summer 2017	
Community readiness/education sessions	Rob	Summer 2017	
Continue upgrade of radios to AFFRCS Radio Communication System– ACP Grant application	Rob	Fall 2017	
Electrical upgrades to the Elk Point Reception Centre for generator connection	Rob	Summer2017	

		<p>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> <p>End of 2nd quarter we did an ESS Mock Exercise as part of the FSEPP Grant. Exercise went well. Had a few learnings to apply to the ESS Plan. A week later we had a real activation to support Ft. McMurray Evacuees. Approx. 750 evacuees came through and some stayed in St. Paul. NESS equipment was used to support the process. 2 other municipalities also used some for the NESS equipment.</p> <p>ESS Plan is being updated with learnings from the exercise and activation.</p> <p>Start of the 3rd quarter we switched providers for the alert system. We are no longer with Everbridge and have switched to CommAlert. There were no interruptions during the change. Cost is the same, but CommAlert has more options. REMP and Sub plans have been placed in all ECC's and sent to all key stakeholders.</p> <p>Work has started on the radio infrastructure. We are pricing out radios that support AFRRCS. We will be purchasing about 7 for now for the key positions.</p> <p>Training for some of the REMA is still ongoing. Course are booked and sent to those who require it.</p> <p>May 1-7 we conducted Emergency Preparedness Week. Lots of material that was placed for the public went. Mostly it was due to the fire in Ft. Mac. Took a large scare for people to start being proactive.</p> <p>Elk Point Reception Center back-up power is still ongoing. Admin has been supporting the EM process with updating documents in the ESS Plan, tracking training, supporting the</p>
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			Reception Center activation. 2017
Review Fire Agreement with Elk Point.	Tim/Kyle	March 2017	2016 Quarter 1- Have had meetings to begin discussions on agreement amendments which will be proposed later in 2016. Quarter 2 – No action in 2nd quarter, meetings to take place in 3rd quarter. Quarter 3 – defer negotiation of Elk Point Fire Agreement to Quarter 4 – will be scheduling a joint municipality meeting prior to finalizing the fire agreement. 2017
New Equipment for Ashmont Fire Department <ul style="list-style-type: none"> ○ Chain Saw \$500 ○ Cut-off Saw \$2000 ○ Lifting Bag Set \$4500 ○ Nozzles \$2000 ○ Miscellaneous \$2000 ○ Wildland Coveralls \$4700 ○ Breathing Respirators \$1600 ○ SCBA Masks \$5000 	Tim/Ashmont Fire Chief	Dec 2016	Quarter 1 –

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<ul style="list-style-type: none"> ○ Bunker Gear \$3200 ○ Gloves/Helmets \$1500 <p>Tanker Truck \$270,000 – 420,000</p> <p>Future Truck Replacements: 2020-21 – Rescue Truck \$250,000 – 300,000 2021-22 – Pumper Truck \$500,000 2021-22 – SCBAs \$50,000 2022-23 – Bush Truck \$100,000</p>			
<p>New Equipment for Mallaig Fire Department:</p> <ul style="list-style-type: none"> ○ Helmets \$3000 ○ Bunker Gear \$16800 ○ Modify cabinet \$2100 ○ Desk/equipment \$1500 ○ Nozzle – bush truck \$1200 ○ Hose \$2400 ○ Decals \$800 ○ Miscellaneous \$1000 ○ SCBA Masks 	Tim/Mallaig Fire Chief	Dec 2016	Quarter 1 –
<p>New Equipment for Elk Point Fire Department</p> <ul style="list-style-type: none"> ○ SCBA Masks <p>Elk Point Future equipment placements to be added when available.</p>			

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<p>New Equipment for St. Paul Fire Department</p> <ul style="list-style-type: none"> ○ New Light Bar for pumper truck - \$3,000 <p>St. Paul Future Truck Replacements</p> <ul style="list-style-type: none"> ○ 2018 – Mini-Pumper (2003 Ford F-350 4X4 – 300 gallon skid tank – waterous 2515 Pump – 20 HP Engine) ○ 2019 – Command Unit (Jointly owned with Town) ○ 2020- Pumper (2004 Freightliner M2 – 900 gallon tank) ○ 2026 – Rescue Truck (2011 Freightliner M2) ○ 2027 – Tanker (2007 Freightliner M2 Tandem – 3000 gallon tank) ○ 2036 – Rescue (2016 Ford F550 Super Duty 4X4) 	Tim/Trevor	Dec 2017	Quarter 1 –
QMP update – inspection of commercial buildings in St. Paul	Trevor/Tim	Winter 2017	
Consider annual capital contribution for fire equipment to be set up in reserve to even out budget requirements over the years.	Sheila/Darlene	1 st quarter 2017	

Goal 6 – Protective Services**Goal 6: Efficacious law enforcement**

Action	Lead	Target Date	Quarterly Report
Property 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, 2 weeks no tippage fee for bringing fridges to transfer stations – coordinate with Towns. (last year we did not give enough notice to Town of St. Paul)	Mark/Tim/Sheila	Summer 2017	Quarter 1 –
Explore enhanced policing services in collaboration with neighbouring municipalities, First Nations, and Metis Communities	Sheila	December 2017	2016 Quarter 2 – have had an initial meeting with Whitefish First Nation to discuss this item as part of the agenda. Also made application to FCM for grant to work on relationship building with Saddle Lake. This item would be on the relationship building list.

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.	Mark/Bryan/Linda	Ongoing	2016 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.

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			Quarter 4 – staff are still working with pit operators to encourage compliance with the bylaw. 2017
Continue to utilize Road Use Agreements for road damages	Mark/Bryan	Ongoing	2016 Quarter 1 – Road use agreements are being worked on with different industry players in the County. Council approved amendments to the agreements. 2017

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 2017 equipment replacement	Mark		
Make application for Resource Road Grant & Bridge Funding for 2017/18 Provincial Fiscal year.	Mark/Steven		2016 Quarter 3 – Council approved 5 miles of engineering for Northern Valley Road that will assist with grant application once the new program is announced. 2017
Goal 7B: Public works equipment is maintained and upgraded on a regular basis			
Action	Lead	Target Date	Quarterly Report
See Appendix C for listing of equipment purchases	Mark		
New Roof for old Ashmont Fire Hall	Mark	Fall 2017	

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 –
Implement Safety Management Systems update for all three municipalities	Rob	Winter 2017	<p>2016</p> <p>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).</p> <p>Quarter 2 - FLRA's are being used consistently. We have also rolled out and are now using the Hazard ID and Near Miss report cards. Job Safety Analysis (JSA) is being used for more high risk work activities (Construction Crew). RSMS is approx.. ¼ complete.</p> <p>2017</p>
Regional safety orientation videos	Work Place Health and Safety Committee	Winter 2017	<p>2016</p> <p>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.</p> <p>Orientations have started with all employees. Safety Admin is assisting in the delivery of the orientation.</p> <p>Quarter 2 - The Plan is working well for tracking and following through with any injured employees. It provides a detailed plan to get the employees back to work sooner, WCB supports the process and has been involved in a few long term injuries while using the plan and is satisfied with it.</p> <p>2017</p>

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Regional Safety Manual, County specific portions.	Rob	Dec 2017	<p>2016</p> <p>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.</p> <p>Quarter 2 - The RSMS is approx.. ¼ complete. There is 7 Sections to the RSMS. Up to Section 4 will go to the committee for review and input.</p> <p>JSA's will be pre-developed for high risk work/tasks. Once the work/task is to be completed the employees use the JSA and fill out the details for that day.</p> <p>2017</p>
Offer Leadership for Safety Excellence Courses	Rob		<p>2016</p> <p>Quarter 1 -Leadership for Safety Excellence (LSE) courses will be booked for the 2nd quarter for Mgmt/Supervisors.</p> <p>Quarter 2 - This was put on hold as to determine an alternate solution to conduct in a large group for cost savings. It will be completed in the 3rd quarter.</p> <p>2017</p>
Provide Safety incentives/recognition awards	Rob/Sheila		<p>2016</p> <p>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.</p> <p>2017</p>
Motivational Speaker for safety event – team building day	JWHSC		Quarter 1
Appropriate funds for PPE	Rob		Quarter 1
Review Working Alone System			

Goal 8 - Utilities

Goal 8: Utility systems are maintained and upgraded on a regular basis to ensure effective and efficient delivery of

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services			
Action	Lead	Target Date	Quarterly Report
<p>Work towards improved water quality in Ashmont and Mallaig</p> <ul style="list-style-type: none"> - 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	<p>WTP – March 2014</p> <p>Test Plant – spring 2013</p>	<p>2013</p> <p>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.</p> <p>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.</p> <p>Quarter 3 – Following meeting with Alberta Transportation and letter received regarding funding – Council determined to put the awarding of the tender for the Ashmont WTP on hold in order to look at other options. Options that will be explored include: connection to Hwy 28/63 Water Commission at Spedden; connection to St. Paul; and construction of WTP. Council will make determination at October Council meeting.</p> <p>Quarter 4 – Council received report from Urban Systems and based on the report made a resolution to proceed with a scope change requesting to build a line from St. Paul to Ashmont – provided the Town of St. Paul is interested in supplying water to the County. Then in November, the County received new information regarding the price of water from the Hwy 28/63 Commission at Spedden, as well they asked Administration to research potential water line from Cold Lake to Glendon.</p> <p>2014</p> <p>Quarter 2– Council approved the expenditure of \$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</p>
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	
Letter has been sent in for Mallaig connection – proceed if accepted by AT	Sheila		
Design and Construction of water	Bryan/Sheila	Fall 2017	

<p>transmission line from Ashmont to Mallaig – with Federal and Provincial grant dollars as well as debenture funding. - 2017</p> <p>Upgrade Truckfill in Mallaig – 2017</p> <p>Explore Truckfill at Boscombe Hall – depending on alignment for waterline.</p>	<p>Bryan/Sheila</p>	<p>Fall 2017</p>	<p>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>2015</p> <p>Quarter 1 – 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 – 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 January to work out some more details. A borrowing bylaw</p>
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			<p>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>2016</p> <p>Quarter 1 – 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> <p>Quarter 2 – Water Transmission project was tendered with the award going to Directional Mining and Drilling. The project commenced in May 2016 and is expected to be completed by end of September. Approximately 1/3 of the pipe is installed by the end of June 2016. Council approved the Water Supply Agreement with Highway 28/63 Water Commission.</p> <p>Quarter 3 – The waterline from Spedden to Ashmont is complete, however the work within the water treatment plants at both ends will not be completed until later in October. Plans to flush distribution systems in Ashmont and Lottie Lake are being delayed until commissioning of the system. Debenture for the project has been received in the amount of \$785,000.</p> <p>September 1 the Federal Government announced funding under the clean water and wastewater program that will assist with funding for the water line from Ashmont to Mallaig. Council approved to commence negotiation with Urban Systems for engineering of the last leg of this project. Urban Systems has been the engineer for the project since 2010.</p> <p>2017</p>
When requested, explore providing water to Developments	Sheila	2016 as requested	Quarter 1,2,3,4 – No requests

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Allow water connections for Smoky Lake Residents as per agreement with Smoky Lake County and Highway 28/63 Water Commission. The cost of these connections to be paid by the resident.	Bryan/Sheila	Summer 2017	
<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>2017 – 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>Sheila</p> <p>Kyle</p> <p>Sheila</p>	<p>When announced</p> <p>Ongoing</p> <p>Winter 2017</p>	<p>2013 Quarter 2 – Program will not be open for applications until 2014.</p> <p>2014 Quarter 2– 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. 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. Quarter 4 – Building Canada grant not accepting applications yet.</p> <p>2015 Quarter 1– Building Canada Grant application for distribution lines in Lottie Lake and Ashmont was submitted on April 1, 2015. Quarter 3 – we did not receive grant for this project.</p> <p>2017</p>
2014 -Review Ashmont Lagoon Feasibility study and work on implementation plan.	Council	January 2014	<p>2014 Quarter 2 – Work has commenced on the de-sludging of the Ashmont Lagoon – will take place in July/August.</p>

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<p>2014-15 Short Term measures to extend life of Ashmont Lagoon:</p> <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	<p>Flow Meter is scheduled to be installed in July. Geo-technical review has been completed.</p> <p>Quarter 3 – Lagoon has been de-sludged - flow meter has been installed.</p> <p>Quarter 4 – Received report from Urban systems on wastewater plan based on work done at Ashmont lagoon over last 2 years.</p>
<p>2015 Detailed design of lagoon upgrade – construction to be in future years 2016-2017.</p> <p>Design \$565,600</p>	Sheila		<p>2015</p> <p>Quarter 1- 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.</p> <p>Quarter 2– Land agreement has been signed with Allan and Shirley Tkachuk.</p> <p>Quarter 3– 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.</p>
<p>2016 - Commence construction of lagoon expansion in 2016.</p>	Engineers	Fall 2015	<p>Quarter 4– 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.</p>
<p>2017 – build a joint waste water transfer station as per the Building Canada grant approval. (Joint with the County of Two Hills)</p>	Utility Staff/Engineers	Fall 2016	<p>2016</p> <p>Quarter 1 – 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.</p> <p>Quarter 2 – Tender for the lagoon portion of this project has gone out to qualified bidders in May 2016. Tender was</p>
<p>Explore if Build Canada program will assist with upgrade of road required for wastewater transfer station.</p>	Bryan/Sheila	Summer 2017	
	Kyle	1 st quarter 2017	

			<p>awarded to G&J Parking Lot Maintenance LP. The Lagoon portion of the project commenced the end of June 2016. The County is still exploring options for the location of the Waste Water Transfer Station identified as part of this project.</p> <p>Quarter 3 – the lagoon will be complete in October 2016. Debenture has been received for the lagoon portion of the project in the amount of \$1,112,000. Location of the waste water transfer station is being determined. Geotechnical analysis has been completed – results will confirm if the location is suitable. If suitable, landowners within 800 meters of the development will be notified of the proposed development.</p>
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 2017	<p>2015\</p> <p>Quarter 3 – Not completed</p> <p>Quarter 4 – Not completed</p> <p>2016</p> <p>Quarter 2 – Work in Progress</p>
Meet with Salt Plant/Riverview residents regarding water and sewer lines in Riverview	Sheila/Utility Staff	1 st quarter 2017	<p>2015</p> <p>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.</p> <p>Quarter 2 – working on Utility Bylaw – hope to have ready for Council consideration in September.</p> <p>Quarter 3 – Utility Bylaw will be effective January 1, 2016, therefore meeting will be deferred to new calendar year.</p> <p>Quarter 4 – Administration will hold meetings with residents and salt plant in early new year.</p> <p>2016</p> <p>Quarter 1 – Administration is obtaining legal advice and opinion regarding the utility services in Riverview.</p> <p>Quarter 2 – Administration continued work with legal counsel to determine strategy for utility services in Riverview</p> <p>Quarter 3 – legal opinion has been received. Meetings to be</p>

			scheduled in the 4 th quarter. 2017
Complete Bulkwater Truck Loading Facility in Elk Point area (this project managed by the Town of Elk Point as per ACP Grant approval)	Bryan	Summer 2017	2016 Quarter 1– 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. Quarter 2 – The Town of Elk Point is commencing with Qualification Based Selection for Engineering consultants for the Bulkwater Truck Loading Facility. Invitations to engineering consultants went out at the end of June 2016. Quarter 3 – the Town of Elk Point has determined that Urban Systems will be the engineer for the project. 2017

Goal 9 – Waste Management

Goal 9: Waste management enhances and encourages “best practices” in waste disposal			
Action	Lead	Target Date	Quarterly Report
Front Load Waste bins 2- front load/2 – rolloff bins \$20,000	Tim/Warren	1 st quarter 2017	Quarter 1 –
Roll Off Truck replacement \$225,000 – 2017/18	Tim/Warren	Dec 2017	
Lac Bellevue Bin Site – at overflow	Tim/Warren	Dec 2017	
Review Private bin rental fee vs cost	Sheila/Darlene	1 st quarter 2017	
Consult with Elk Point to have joint ownership of Elk Point Transfer station – based on salt shed/pole shed project and operational agreement	Sheila	1 st quarter 2017	

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 2017	
Organize High Heels and Spurs Program for schools in our region	Janice & Coco	Dec 2017	Quarter 1 –
Hold a Seniors Clinic on Alberta Seniors Benefits changes once per year	Janice & Coco	Oct 2017	Quarter 1
Organize and host Seniors Festival	Janice, Coco, Terry	Dec 2017	Quarter 1
Provide recognition to Community Volunteers	Janice, Coco, Terry	Ongoing	Quarter 1 -
Administer the Meals on Wheels Program	Janice, Coco, Terry	Ongoing	Quarter 1
Arrange Joint Board Meetings with the Town Of St. Paul FCSs to insure no Overlap of Service	Janice	Dec 2017	Quarter 1 –
Update FCSS Policy & Procedures Manual as requested	Janice	Ongoing	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 2017	Quarter 1 –

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Manage and Coordinate the Community Connector Trailer	Janice & Coco	Ongoing	Quarter 1 –
Administer the Mallaig Moms N Tots	Janice	Ongoing	Quarter 1 –
Administer the Ashmont Moms N Tots	Janice & Coco	Ongoing	Quarter 1 –
Coordinate the Volunteer Income Tax Program	Coco, Terry	Jun 2017	Quarter 1 –
Coordinate Seniors Week Events	Janice, Coco Terry	Jun 2017	Quarter 1 –
Complete the Annual Report as Requested by the Province	Janice	June 2017	Quarter 2 –
Complete Outcome Measures as requested by the Province	Janice	Dec 2017	Quarter 2 –
Provide Support & Direction to Seniors that are being Abused	Janice	Ongoing	Quarter 1 –
Administer the community Counselling program- & implement Changes as Requested	Janice	Ongoing	Quarter 1 –
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 –
Assist the general Public with ongoing support and Direction	Janice, Coco, Terry	Ongoing	
Coordinate the Elk Point Community Information night	Janice, Coco, Terry	Sept 2017	Quarter 1 –

Continue the Community Night Movies	Janice	Sept 2017	Quarter 1 –
Coordinate Summer events in the communities			
Coordinate and partner with Extreme for community bussing	Janice	Dec 2017	Quarter 1 -

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 2017	<p>2013 Quarter 2 - Agreed to do some weed control along highways in troubled areas. Costs covered (2013)</p> <p>2014 Quarter 1- This is based on a per year basis. Transportation will cover costs for any type of work done. Sk Sprayed for weeds on highways near Ashmont. We continue to be in contact with the Ministry of Transportation to ensure their roads are kept clear. Currently we have up to \$5000 to spend on weed control on highways in the County from the Ministry. Kk</p> <p>2015 Quarter 1 – Meetings with Alberta Transportation scheduled for April 2015. 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>2016 Quarter 1 – Ongoing Quarter 2 – Alberta Transportation has been notified if they do</p>

			<p>not ensure weed control along provincial highways the County will issue weed notice.</p> <p>Quarter 3 - Portions of the Provincial Highways were sprayed. This will be charged to Carillion. After some discussion we were given up to \$5000 to control noxious weeds on the Provincial Highways.</p> <p>2017</p>
Increase summer staffing by shared student (shared with FCSS) to assist with increased work for Club Root program and increased duties of ASB staff.	Keith	Spring 2017	
<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 program in 2017</p> <p>Continue to advocate to our neighbouring municipalities regarding joining this program</p>	Keith /Warren	Dec 2017	<p>2013</p> <p>Quarter 1 – Program has ended for the spring with 944 coyotes/1 wolf brought in (in 2012 over 1400 coyotes were brought in). \$10,000 left in the budget to commence the program again in November 2013.</p> <p>Quarter 2 –</p> <p>Quarter 4 – Coyote Bounty commenced again November 1, 2013</p> <p>2014</p> <p>Quarter 1 - 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>2015</p> <p>Quarter 1 – Budget expended in March 2015. Total from fall to spring. 1602 coyotes, 13 wolves.</p> <p>Quarter 4 – 185 coyotes brought in to date this fall.</p> <p>2016</p> <p>Quarter 1 – 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> <p>Quarter 3 - Fielded a few calls about the program. Cleaned up tools to be ready for fall.</p>

			2017
Continue with Oxeye Daisy program – 2016 – Education	Keith	Dec 2017 - ongoing	2014 Quarter 1, 2104 – 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. 2016 2016 Quarter 1 – Planned areas to survey for the upcoming season and noted the Ashmont area for Oxeye Daisy. Quarter 3 – Sprayed Highways around Ashmont and did some private spraying for the weed. 2017
Spraying map to be communicated to Bee Keepers in the area. Notification prior to spraying.	Keith	Summer 2017	2016 Quarter 3 - Started to Compile a list of Bee Keepers in the County to be sent notifications for 2017. 2017
Ensure new road construction/back sloping is reviewed for spraying for up to 5 years.	Keith	Summer 2017	2016 Quarter 1 – Maps of back sloping/ new road construction/ mulching are updated for 2016 spray season. Quarter 3 – Areas on maps are checked to see if they need to be sprayed in 2016. Areas not sprayed will be checked in fall. 2017
Club Root education for producers and for industry. Best Practices. Continue to staff ASB to check all canola fields in the County	Keith	Dec 2017 - ongoing	2016 Quarter 1 – Additional staff member has been included in the 2016 Preliminary Budget to assist with field inspection/club root education. Quarter 2 – additional staff member is hired – working to map

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Send Pest Notice reminders to landowners affected by Club Root.			where canola is planted in the County in preparation for field inspections later in the summer. Quarter 3 – field inspections of approximately 600 canola fields have taken place. There is potential of 2 fields being identified with the presence of club root. If confirmed, the landowner will be contacted regarding the county's club root policy document. 2017
Consider mowing of all ditches along all developed road allowances Consider purchase of smaller mower (would work better for mowing the Iron Horse Trail)/Consider contracting out Iron Horse Trail Contract out mowing of gravel roads?	Keith	Spring 2017	
Replace mower – \$35,000	Keith/Warren	Spring 2017	
1 ton truck – transfer Duramax truck to PW	Keith/Warren	Spring 2017	
Replace Side by Side – est \$23,000	Keith/Warren	Spring 2017	

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	Leo	Dec 2017	2015 Quarter 2– land that is part of the exchange agreement for the

Appendix 1 for 8.18.: 2017 Strategic Plan

Gravel testing on properties identified in review (when time permits)			<p>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.</p> <p>2016</p> <p>Quarter 3 – gravel testing on lands in the north part of the county has been completed and the county is pursuing potential gravel agreements and/or purchase of lands.</p> <p>2017</p>
<p>Lac Sante ASP Review</p> <p>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?</p>	Krystle	Dec 2017	<p>2015</p> <p>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.</p> <p>2017</p>
Cross Training of Planning staff to ensure customer support when staff members are absent.	Krystle/ Chelsey	Dec 2017	Quarter 1 – ongoing
St. Paul North ASP to be completed.	Krystle	1 st quarter 2017	<p>2016</p> <p>Quarter 2 – Council has received a Draft of the St. Paul North ASP. A joint meeting with the Town will be scheduled to review the Draft before a public meeting will be held to allow the Public to provide input on the plan.</p> <p>Quarter 3 – no action on this item. Administrative changes at the Town of St. Paul has delayed the scheduling of a joint meeting regarding the ASP. Meeting to be scheduled in 4th quarter.</p> <p>2017</p>
Town of St. Paul IDP review. Check to see if we need to do.	Krystle	Dec 2017	<p>2016</p> <p>Quarter 2 – the Province has announced new requirements under the new MGA that pertain to IDP's – will defer review of this plan until the MGA has been approved and requirements set for IDP's with our neighbours.</p> <p>2017</p>

Re-Survey Plan 527MC Block 1 MK at Vincent Lake to have houses be situated on the lots. Estimated cost of re-survey \$42,000. Administration is recommending that the residents (15) be responsible for the cost of re-surveying.	Krystle/Sheila	Dec 2017	
Sell the land that is currently ER but would become the land owners after re-survey to the appropriate lot owners. Determine cost of the sale of land – market??			

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 developing overflow camping area at Lac Bellevue Delay to 2017	Tim/Ken	Fall 2017	<p>2015 Quarter 1 – not included in the 2015 budget Quarter 2 – 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.</p> <p>2016 Quarter 2– Administration is working on plans for the overflow camping area as approved in 2016 budget. Quarter 3 – results of survey of the Lac Bellevue campground has resulted in deferring of this project until land purchase from the Crown can be negotiated.</p> <p>2017</p>

Appendix 1 for 8.18.: 2017 Strategic Plan

Explore solar street lighting for new parking lot at Westcove –	Tim/Kyle	Summer 2017	<p>2014 Quarter 1 – Not included in 2014 budget</p> <p>2015 Quarter 1 – not included in 2015 budget, but will review options for grants for this item.</p> <p>2016 Quarter 1 – This has been included in the 2016 Preliminary Budget.</p>
Explore replacing piers at all parks	Tim	Summer2017	Quarter 1
<p>Priority for 2017:</p> <p>1. 2 at Lac Bellevue</p>			
<p>Mallaig Recreation – 5 yr plan</p> <ul style="list-style-type: none"> ○ Gazebo – future 2019/20 - \$190,000 ○ Recycle bins ○ Hockey Arena Zamboni Repaired/Ice Plant Overhauled – 2017/18 - \$40,000 ○ Renovate Change rooms 2017/18 – waiting for quote ○ Add’n camping stalls/power upgrades – waiting for quote <p>Note Mallaig is looking for support of 50% of unfunded portions of projects.</p>	Sheila		<p>2014 Quarter 1 – Arena funding happened in 2014. \$50,000 contribution to playground in 2015 budget, funded by Public Trust Reserve. Quarter 2 – Council provided funding for Mallaig Playground – funded from Public Trust Reserve. 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>2015 Quarter 4 – 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 funded from the Public Trust Reserve.</p> <p>2017</p>

Appendix 1 for 8.18.: 2017 Strategic Plan

Pursue grants for additional recreational servicing opportunities	Kyle	ongoing	
Pursue purchase of Provincial lands for County operated parks that we do not own. Lac Bellevue, Stony Lake. Consider future purchase of Mallaig Beach area	Sheila/Tim/Linda	Dec 2017	Quarter 1 –
Provide assistance to St. Lina Ag Society for powering of camping stalls. – County contribution based on CFEP grant application –		Dec 2017	2016 Quarter 3 – the St. Lina Ag Society has applied for a CFEP grant that contemplates this as part of their project. County Council has approved a letter supporting their grant application. The motion also approves 25% of the total cost of the project should the grant application be approved.
Playground at Stoney Lake \$35,000	Tim	Dec 2017	
Westcove re-shingle gazebo	Tim	Fall 2017	
Floatingstone New stalls and another Playground in C Loop	Tim	Fall 2017	
Explore cost of wifi at all municipal parks	Tim	Dec 2017	
Metal roof of park office/garage/bathrooms at Lac Bellevue	Tim	Fall 2017	

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 8.18.: 2017 Strategic Plan

Potential replacement of the Action Van in St. Paul??		April 2017 - budget	
Condo Bylaw and Party Wall Agreement complete for building that houses Northern Lights Library and Allied Arts	Sheila/Kyle	Dec 2017	
Elk Point Library – new location will be looking for support			
Assist Allied Arts if success for grant to upgrade lighting to LED			



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

Issue Summary Report

8.19. Encroachment Agreement

#20161005003

Meeting : October 11, 2016

Meeting Date : 2016/10/11 10:00

Meeting Type : Council Meeting

Background

In August, Henry & Florence Gour entered into an encroachment licence with the County to allow the deck and steps to remain on the Environmental Reserve in front of their property at Lot 7, Block 1, Plan 8020711. The property is now being transferred to their son, Paul Gour. Paul is requesting to enter into the encroachment agreement, so they can continue to use the family cottage.

A copy of the agreement is attached. It is the same agreement that his parents signed.

Recommendation

Administration is recommending to enter into an encroachment agreement with Paul and Diana Gour to allow the deck and steps to remain on the Environmental Reserve in front of their property at Lot 7, Block 1, Plan 8020711.

Additional Information

Originated By : pcorbiere

Appendix 1 for 8.19.: Encroachment Agreement

THIS LICENSE MADE EFFECTIVE this __ day of _____, 2016.

BETWEEN:

COUNTY OF ST. PAUL NO. 19
(hereinafter called the "Grantor")

- and -

PAUL GOUR and DIANA GOUR
(hereinafter collectively called the "Owner")

ENCROACHMENT LICENSE

WHEREAS:

A. The Owner is the registered owner of the lands legally described as follows:

PLAN 8020711
BLOCK 1
LOT 7
EXCEPTING THEREOUT ALL MINES AND MINERALS

(hereinafter referred to as the "Owner's Lands");

B. The Grantor is the registered owner of the lands legally described as follows:

PLAN 8020711
BLOCK 1
LOT 1ER
CONTAINING 5.1 HECTARES (12.6 ACRES) MORE OR LESS
EXCEPTING THEREOUT: HECTARES (ACRES) MORE OR LESS
A) PLAN 0425295 – SUBDIVISION 0.063 0.16
EXCEPTING THEREOUT ALL MINES AND MINERALS

(hereinafter referred to as the "Grantor's Lands");

C. The Owner has constructed a deck, steps and a moveable shed on the Owner's Lands, a portion of which encroaches upon the Grantor's Lands (such encroaching portion is hereinafter referred to as the "Encroachment"); and

D. The Grantor is prepared to grant an Encroachment License to permit the Encroachment to exist upon or over a portion of the Grantor's Lands, subject to the terms and conditions contained within this Agreement.

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the payment of \$1.00 paid by the Owner to the Grantor, the receipt of which is hereby acknowledged, and in consideration of the mutual covenants and agreements contained herein, the Grantor and the Owner hereby agree as follows:

GRANT OF ENCROACHMENT LICENSE

1. The Grantor hereby grants to the Owner an Encroachment License to permit the Encroachment to exist upon or over the Grantor's Lands in the manner and location as is shown in red on the Surveyor's Certificate which is attached hereto as **Schedule "A"** to this Agreement, subject to the terms, covenants and conditions

{B2105295.DOC;3}

contained within this Agreement. The Owner shall not enlarge, extend or modify the Encroachment beyond the size and location shown within Schedule "A" to this Agreement.

2. The Owner acknowledges and agrees that their license to encroach upon or over the Grantor's Lands granted under this Agreement shall not confer upon the Owner any exclusive right whatsoever with respect to the use or occupation of the Grantor's Lands, and that the Owner shall have no claim to the Grantor's Lands other than as herein provided.
3. The Owner acknowledges and agrees that the rights of the Owner are only personal in nature, and that nothing contained within this Agreement shall be interpreted so as to confer upon the Owner any legal or equitable estate or interest in the Grantor's Lands.
4. The Owner shall not register this Agreement by way of Caveat or otherwise against the title to the Grantor's Lands or the Owner's Lands.

TERM AND TERMINATION

5. Subject to the earlier termination of this Agreement due to breach of contract or as otherwise provided for herein, the term of this Agreement shall commence upon the effective date hereof, and terminate on the earlier of:
 - (a) the complete removal or destruction of the Encroachment; or
 - (b) the date which falls 60 days from the date of the written notice provided by the Grantor to the Owner advising the that this Agreement has been terminated by the Grantor.
6. In the event that the Encroachment at any time after the effective date hereof is destroyed or removed from the Grantor's Lands:
 - (a) this Agreement shall automatically terminate, save and except for those terms which survive termination, and all rights and privileges granted to the Owner pursuant to the terms of this Agreement shall immediately expire; and
 - (b) the Encroachment, or any structure constructed as a replacement for the Encroachment, shall not be replaced or rebuilt upon the Grantor's Lands.
7. In the event that the Encroachment is only partially destroyed, the rights and privileges granted to the Owner pursuant to the terms of this Agreement shall expire with respect to the partially destroyed portion of the Encroachment, if in the sole discretion of the Grantor, it is unreasonable for the Owner to rebuild the partially destroyed portion of the Encroachment having regard to the nature of the structure, and the extent and nature of the damage.
8. Notwithstanding anything contained within this Agreement, this Agreement and all rights and privileges granted to the Owner will immediately terminate upon the transfer of title to the Owner's Lands to any individual, person, or corporation other than the original parties to this Agreement. Furthermore, the Owner shall not, without the prior written consent of the Grantor, assign, convey, or in any way part with this Agreement or any of the rights and privileges granted pursuant to this Agreement.

REMOVAL AND RECLAMATION

9. Upon the termination of the rights and privileges granted to the Owner pursuant to the terms of this Agreement, the Owner shall:

- (a) remove the Encroachment from the Grantor's Lands; and
- (b) attend to the repair and reclamation of the Grantor's Lands to the reasonable satisfaction of the Grantor.

The Owner's obligations under this Section 9 shall survive the termination of this Agreement for any reason whatsoever, and shall remain binding upon the Owner until all such obligations are satisfied in full.

MAINTENANCE EASEMENT

- 10. In conjunction with the Grantor's grant of the right of encroachment as contained within this Agreement, the Grantor hereby grants to the Owner the right, license, privilege and easement across, over, under, and upon the Grantor's Lands as is reasonably required in order to allow the Owner to inspect the condition of the Encroachment, and to attend to routine maintenance and repairs of the Encroachment.
- 11. The Owner's right to enter upon the Grantor's Lands for the purposes permitted within Section 10 above are subject to the reasonable restrictions and limitations imposed from time-to-time by the Grantor, in its sole discretion, that are necessary to minimize disruption of the Grantor's use and enjoyment of the Grantor's Lands, and minimize damage to the Grantor's Lands.
- 12. The Owner shall maintain and repair the Encroachment in a good and workmanlike manner, having regard to the nature of the Encroachment and the structure constituting the Encroachment, the nature and condition of the Grantor's Lands, and the nature and extent of the encroachment upon the Grantor's Land.
- 13. The Owner shall be responsible for the repair and restoration of the Grantor's Lands after each and every entry upon the Grantor's Lands pursuant to the rights of easement granted within Section 10 above.

LIABILITY

- 14. The Owner shall indemnify and hold harmless the Grantor, its councillors, officers, employees, agents, servants, contractors, franchisees and licensees from and against any and all claims, damages, costs (including, without restriction, all legal and other professional costs on a solicitor and his own client full indemnity basis), losses, expenses, actions and suits of every kind and nature caused by, or arising directly or indirectly out of the existence of the Encroachment, the exercise or purported exercise of any of the rights granted within this Agreement, or by reason of any matter or anything done, permitted or omitted to be done by the Owner or its heirs, executors, administrators, successors and permitted assigns, and whether occasioned by negligence or otherwise.
- 15. The Owner hereby assumes, and shall remain responsible for all risk of personal injury and damage to all real or personal property, including the Owner's property comprising the Encroachment, arising out of the presence of the Encroachment upon the Grantor's Lands, regardless of how such injury or damage is caused.
- 16. The Owner shall be responsible for, and shall pay upon demand to the Grantor:
 - (a) the cost of repairing any damage to the Grantor's Lands caused directly or indirectly by the Encroachment. Without restricting the generality of the foregoing, the Owner shall be responsible for the repair and restoration of any structures or chattels damaged by the Owner, or its agents, employees, contractors or invitees as a result of the exercise or purported exercise of any of the rights granted within this Agreement;
 - (b) all costs incurred in removing or altering the Encroachment if not performed as and when required under this Agreement; and

- (c) any additional costs incurred by the Grantor in maintaining the Grantor's Lands caused directly or indirectly by the Encroachment, including without limitation hand labor, and variations to standard construction methods as needed.
- 17. The Owner's obligations under Sections 14, 15 and 16 above shall survive the termination of this Agreement for any reason whatsoever, and shall remain binding upon the Owner until all such obligations are satisfied in full.
- 18. Throughout the term of this Agreement, the Owner shall take out and maintain general liability insurance for with a minimum limit of \$2,000,000.00, with the Grantor named as an additional insured, in such form as may be satisfactory to the Grantor, acting reasonably, and upon request provide the Grantor with written confirmation of the existence of such insurance (including but not limited to providing copies of the insurance policies).

DEFAULT

- 19. Should the Owner be in default of any term, covenant or condition herein contained, the Grantor shall have the option to terminate this Agreement on 10 days' prior written notice to the Owner, provided such default has not been rectified by the Owner within said 10 day notice period.
- 20. In addition to the rights and remedies afforded to the Grantor hereunder, should the Owner be in default of any term, covenant or condition herein contained, the Grantor shall have the right (but not the obligation), without notice, to rectify such default on behalf of the Owner, and all cost, expenses and outlays whatsoever incurred by the Grantor in rectifying such default shall be payable by the Owner on demand. The obligation of the Owner under this Section shall survive the termination of this Agreement for any reason whatsoever, and shall remain binding upon the Owner until all such obligations are satisfied in full.

GENERAL

- 21. All notices to be given in relation to this Agreement, as well as all requests for prior written consent required under this Agreement, may be hand delivered or sent by prepaid courier or registered mail addressed to the parties as follows:
 - (a) to the Owner at:
Paul and Diana Gour
9831-165 Street
Edmonton, AB T5P 3S9
Fax: _____
 - (b) to the Grantor at:

County of St. Paul No. 19
5015 – 49 Avenue
St. Paul, Alberta T0A 3A4
Fax: 780-645-3104
Attention: Planning and Development Officer

or at such other address, in either case, as the Owner or the Grantor respectively may from time-to-time appoint in writing. Any notice sent in accordance with this Section shall be deemed to be given to and received by the addressee 7 days after the mailing thereof, postage prepaid, save and except for periods of postal interruption, in which case all notices required herein shall be sent by pre-paid courier or hand delivered and shall be deemed to have been received upon delivery thereof.

22. The Owner shall:
- (a) notify the Grantor, in writing, of any sale or transfer of the Owner's Lands;
 - (b) notify the purchaser or transferee of the Owner's Lands of the terms of this Agreement; and
 - (c) notify the purchaser or transferee of the Owner's Lands that the terms of this Agreement immediately terminate upon the transfer of title to the Owner's Lands.
23. The terms contained within this Agreement, including any recital and any Schedules attached hereto, shall constitute the entire agreement between the parties. Words within this Agreement importing number or gender shall be construed in grammatical conformance with the context or the party or parties in reference. Any term or provision of this Agreement which is found to be invalid or unenforceable shall be severed from the balance of the document, and shall not affect the enforceability of the remainder of this Agreement.
24. Should the Owner be comprised of more than party, all covenants of the Owner hereunder shall be construed to be joint and several.

INDEPENDENT LEGAL ADVICE

25. The parties hereby acknowledge and confirm that each was advised by the other to obtain independent legal or other professional advice, and that each has had an opportunity to read, review and understand the nature and effect of the provisions of this Agreement prior to executing this Agreement. Each hereby confirms that it has had the opportunity to seek independent legal or professional advice prior to executing this Agreement and has either:
- (a) obtained such legal or other professional advice; or
 - (b) waived the right to obtain such independent legal or other professional advice.

IN WITNESS WHEREOF the parties have executed this Agreement to be effective the year and date first above written.

COUNTY OF ST. PAUL NO. 19

Per: _____

Per: _____

(c/s)

Witness

PAUL GOUR

Witness

DIANA GOUR

AFFIDAVIT OF EXECUTION

CANADA)	I, _____, of
PROVINCE OF ALBERTA)	_____, in the Province of Alberta,)
TO WIT)	MAKE OATH AND SAY:

1. THAT I was personally present and did see **PAUL GOUR** named in the within (or annexed) Instrument, who is personally known to me to be the person named therein, duly sign and execute the same for the purposes named therein.
2. THAT the same was executed at _____, in the Province of Alberta, and that I am the subscribing witness thereto.
3. THAT I know the said **PAUL GOUR** and he is, in my belief, of the full age of eighteen years.

SWORN before me at _____, in the)
 Province of Alberta, this ____ day of)
 _____, 2016.)

A Commissioner for Oaths in and for
Alberta

AFFIDAVIT OF EXECUTION

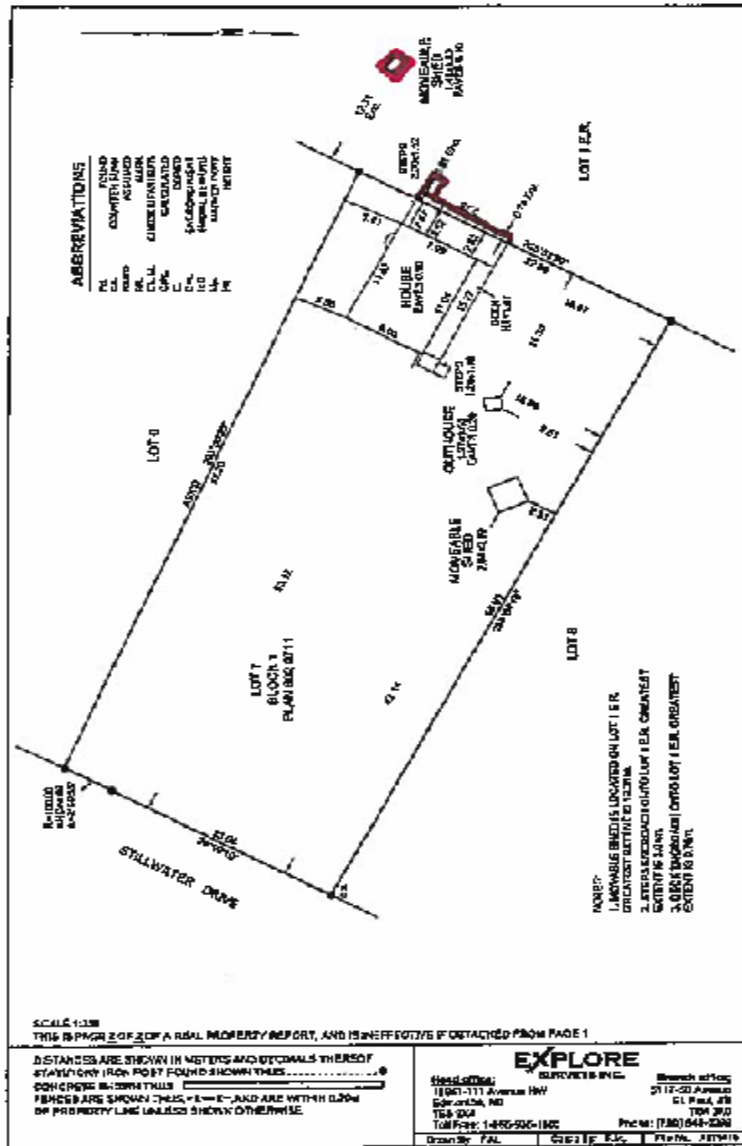
CANADA)	I, _____, of
PROVINCE OF ALBERTA)	_____, in the Province of Alberta,)
TO WIT)	MAKE OATH AND SAY:

1. THAT I was personally present and did see **DIANA GOUR** named in the within (or annexed) Instrument, who is personally known to me to be the person named therein, duly sign and execute the same for the purposes named therein.
2. THAT the same was executed at _____, in the Province of Alberta, and that I am the subscribing witness thereto.
3. THAT I know the said **DIANA GOUR** and she is, in my belief, of the full age of eighteen years.

SWORN before me at _____, in the)
 Province of Alberta, this ____ day of)
 _____, 2016.)

A Commissioner for Oaths in and for
Alberta

SCHEDULE "A"
The Encroachment





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Issue Summary Report

8.20. Lot A, Block 2, Plan 527MC

#20160928014

Meeting : October 11, 2016

Meeting Date : 2016/10/11 10:00

Meeting Type : Council Meeting

Background

The owners of Lot A, Block 2, Plan 527MC at Vincent Lake are requesting to purchase up to 10 feet within the water line of Vincent Lake, as the properties on the east side of their property was granted this in the past.

The History behind the lots to the east is as follows:

- In 1967, the lots were extended, the property was sold to the landowners, and then a new community reserve was registered.
- This was done to accommodate the houses that were built on the reserve land, some of which were built before the original subdivision was even made.
- After the original subdivision was built, some of the houses were still not on the lots. Some years later, the lots were extended to accommodate the existing structures.

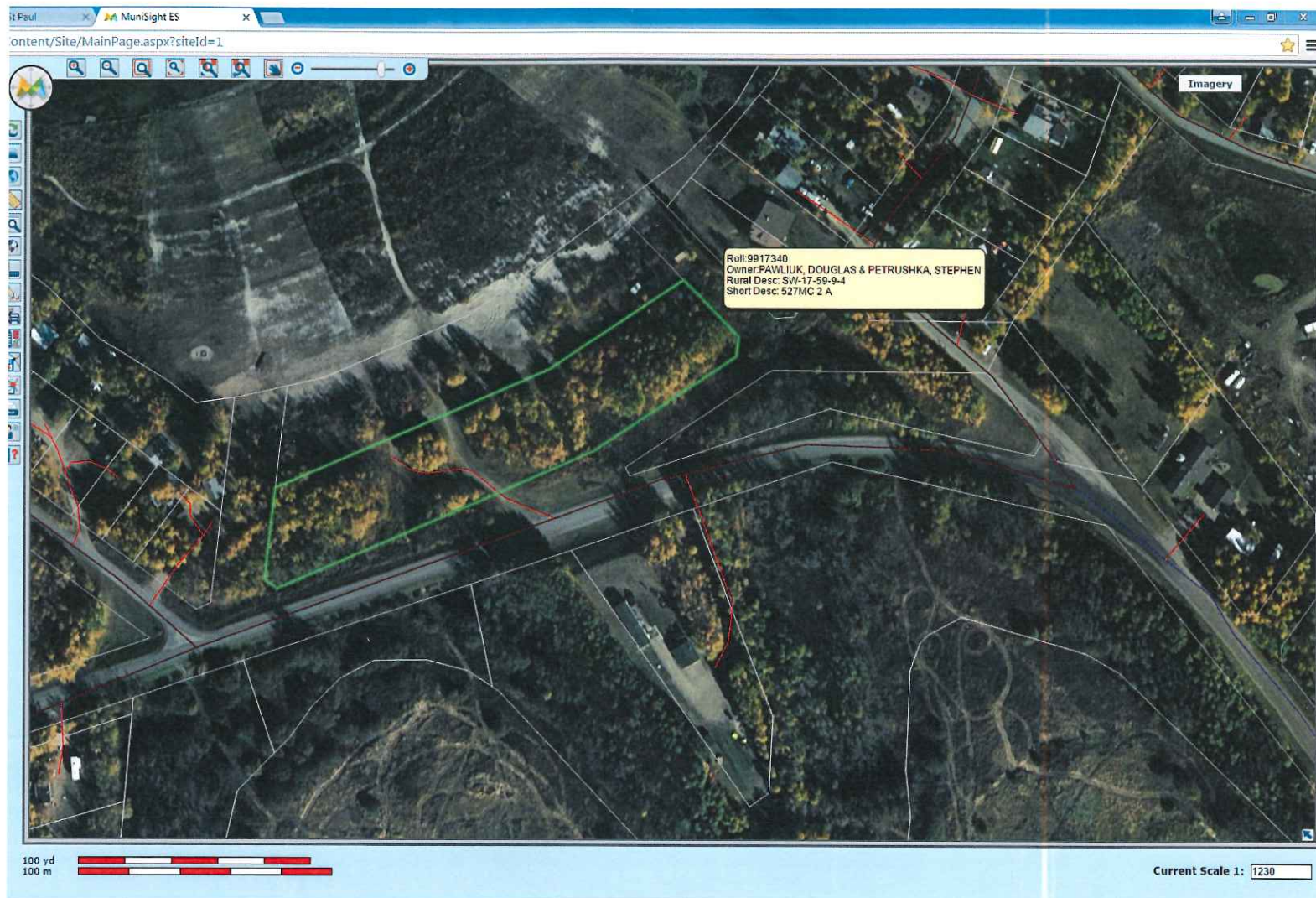
Recommendation

Administration is recommending to deny the request from the landowner to purchase up to 10 feet in front of Lot A, Block 2, Plan 527MC.

Additional Information

Originated By : pcorbiere

Appendix 1 for 8.20.: Map





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Issue Summary Report

8.21. Recycling Pilot Project - Quik Pick Waste Disposal

#20160930001

Meeting : October 11, 2016

Meeting Date : 2016/10/11 10:00

Meeting Type : Council Meeting

Background

The pilot project for the recycling containers at the Elk Point Transfer Station will be extended to January 31, 2017. Early in the New Year Quik Picks wants to discuss continuing with the recycling containers for a nominal fee.

The annual fee for containers including pick up would be \$4,218.24.

Recommendation

Administration is recommending to continue the recycling program at the Elk Point Transfer Station with Quik Pick Waste Disposal after the January 31, 2017 pilot project is completed, for an annual fee of \$4,218.24, to be shared with the Town of Elk Point.

Additional Information

Originated By : pcorbiere



Quik Pick Waste Disposal

5502 - 59th Avenue, Box 710, Lloydminster, AB. S9V 0Y7

Ph.: (780) 875-4100 Fax: (780) 875-6015 Toll Free: 1-877-475-4100

Division of Nodgram Holdings Ltd.

September 28, 2016

Town of Elk Point
Box 448
Elk Point, AB T0A 1A0

Dear sirs/madams,

We are pleased to inform you that the pilot project of recycling containers will be extended until January 31, 2017. Early in the New Year we will contact you to discuss continuing with the recycle containers for a nominal fee.

The fees to continue with the recycle container program are as follows:

Container rental fee ----- \$13.00/month/each

Container dumping fee once per week --- \$74.88/month/each

We would also like to quote the Town of Elk Point on a residential Blue Bag collection program for recyclable materials. We propose to collect blue bags from residential dwellings once every second week. The cost of this service would be \$3.75/residence/month. Example, if the town has 500 residential dwellings the cost would be \$1,875.00/month. The residents would be responsible to provide their own blue bags. Quik Pick Waste Disposal can provide the Town of Elk Point with bulk purchase of blue bags in turn the Town can resell the bags at a reasonable cost to the residents.

A 5% Environmental Fee and GST would be extra. Currently there is no Fuel Surcharge; however, we reserve the right to discuss fuel surcharges in the event that diesel prices drastically increase.

A handwritten signature in black ink, appearing to be "Dale Cross", written over a horizontal line.

Dale Cross
Quik Pick Waste Disposal

RECEIVED

SEP 29 2016

TOWN OF ELKPOINT



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www.county.stpaul.ab.ca

Issue Summary Report

8.22. Request to Connect to Distribution System in Bayview

#20161005002

Meeting : October 11, 2016

Meeting Date : 2016/10/11 10:00

Meeting Type : Council Meeting

Background

The owner of Lot 1, Block 1, Plan 3063MC is requesting to connect to the distribution system in Bayview Beach. There is currently no fee in the fee schedule bylaw for this connection. Previously there was a \$1500 connection fee to connect to the cc valve and the resident was responsible for the balance of the costs to bring the water to their home. The landowner is requesting the shortest route to connect to the line, which would be through the Municipal Reserve.

Planning and Development has no concerns with the line being directionally drilled through the Municipal Reserve. Krystle is recommending to register a utility right of way so we don't lose track of it.

Recommendation

Administration is recommending to allow the landowner to connect to the distribution system in Bayview Beach through the Municipal Reserve and that we register a utility right of way for the water line.

Additional Information

Originated By : pcorbiere





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Issue Summary Report

8.23. Gravel Truck

#20161006003

Meeting : October 11, 2016

Meeting Date : 2016/10/11 10:00

Meeting Type : Council Meeting

Background

Public Works has received a quote of \$192,500 for a 2016 Western Star, Gravel Truck. Last year they paid \$194,000 for the same truck. They are requesting approval to purchase one truck from the 2017 budget.

Recommendation

Administration is recommending to approve the purchase of the 2016 Western Star Gravel Truck for \$192,500 to be paid from the 2017 budget.

Additional Information

Originated By : pcorbiere





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Issue Summary Report

8.24. Allowance for Non-Collectible Tax Accounts

#20161006004

Meeting : October 11, 2016

Meeting Date : 2016/10/11 10:00

Meeting Type : Council Meeting

Background

We have budgeted \$5000 in the non-collection for property taxes account. However there is approximately \$13,000 in outstanding property taxes for Oil companies that we suspect are uncollectible. Accurate Assessment is studying what oil companies are currently affecting municipalities by not paying property taxes. They will also be attempting to identify and inform municipalities of any companies that may be entering into Companies Creditors Arrangement Act protection, or the receivership process.

Based on this information, Administration would advise Council that it is appropriate to set up an allowance for doubtful accounts that would accommodate the amount currently outstanding for industry. As indicated above, this is an \$8,000 expense over the budgeted amount.

Recommendation

Administration is recommending to set up the allowance for doubtful accounts in the amount of \$13,000.

Additional Information

Originated By : pcorbiere

10. Reports

10.1. CAO REPORT



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www.county.stpaul.ab.ca

Issue Summary Report

10.1. CAO Report

#20160817001

Meeting : October 11, 2016

Meeting Date : 2016/10/11 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



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Issue Summary Report

12.1. Budget to Actual

#20160817002

Meeting : October 11, 2016

Meeting Date : 2016/10/11 10:00

Meeting Type : Council Meeting

Background

A copy of the budget to actual will be presented to Council for review.

Recommendation

Motion to approve the budget to actual as of September 30, 2016.

Additional Information

Originated By : skitz



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Issue Summary Report

12.2. Council Fees

#20160817003

Meeting : October 11, 2016

Meeting Date : 2016/10/11 10:00

Meeting Type : Council Meeting

Recommendation

Motion to approve the Council Fees for the Month of , 2015 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

#20160817004

Meeting : October 11, 2016

Meeting Date : 2016/10/11 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