



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

## **June 13, 2017 Council Meeting**

Tuesday, June 13, 2017

Start time 10:00 AM

### **AGENDA**

1. **Call to Order**
2. **Minutes**
  - 2.1 **May 9, 2017 Council Meeting (2017/05/09)**
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. **10:45 a.m. - Public Hearing - Bylaw 2017-20 - Boundary Change**
  - 7.2. **11:00 a.m. - St. Paul Chamber of Commerce**
  - 7.3. **1:00 p.m. - Shawn Jacula - Laurier Lake**
  - 7.4. **1:30 p.m. - Norm Berlinguette - In Camera**
8. **New Business**
  - 8.1. **Request for Grant - St. Paul Municipal Seed Cleaning Assn.**
  - 8.2. **Heinsburg Community Hall - Request for Funding**
  - 8.3. **Request for Support - St. Paul 4-H Multi-Club Exchange Group**
  - 8.4. **Request for Financial Assistance for ARMAA Conference**
  - 8.5. **2017 ARMAA Conference**
  - 8.6. **Request to Cancel Property Taxes on Lot 6, Block 3, Plan 0021847**
  - 8.7. **Go East Letter of Support**
  - 8.8. **Request for Letter of Support for New Horizons Grant**
  - 8.9. **ICC Memorandum of Understanding**
  - 8.10. **Regional Strategic Plan**
  - 8.11. **2017 Municipal Election - Appointment of Returning Officer**

- 8.12. **2017 Municipal Election - Request to Designate More Than One Polling Station Per Division**
- 8.13. **2017 Municipal Election - Advanced Voting Dates and Polling Stations**
- 8.14. **2017 Municipal Election - Pay Schedule for Deputy Returning Officers**
- 8.15. **Tender for Northern Valley Road**
- 8.16. **Bylaw 2017-21 - Short Term Borrowing for Northern Valley Road**
- 8.17. **Cold Mix Tender**
- 8.18. **Tender for Trac Hoe**
- 8.19. **Crusher Quotes**
- 8.20. **Camp Lake Drainage Issues**
- 8.21. **CNRL Upgrade and Develop Undeveloped Road Allowance**
- 8.22. **Request to Access Lot through Lot 223RM, Block 5, Plan 7922205**
- 8.23. **Road Cancellation - Road Plan 92EO in SE 12-58-9-W4**
- 8.24. **Munis 101: The Essentials of Municipal Governance**
- 8.25. **Electoral Boundaries Commission**

**9. Reports**

- 9.1. **CAO Report**

**10. Upcoming Meetings**

- 10.1. **June 27 @ 10:00 a.m. - Public Works**
- 10.2. **July 6 @ 10:00 a.m. - Council Meeting**
- 10.3. **July 11 - 14 ASB Summer Tour**

**11. Financial**

- 11.1. **Budget to Actual**
- 11.2. **Listing of Accounts Payable**
- 11.3. **Council Fees**

**12. Adjournment**

## 5. In Camera

### 5.1. IN CAMERA



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## Issue Summary Report

### 5.1. In Camera

**#20170609001**

**Meeting :** June 13, 2017 Council Meeting

**Meeting Date :** 2017/06/13 10:00

**Meeting Type :** Council Meeting

#### Background

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In Camera Items to be presented at the meeting.

#### Recommendation

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Motion to go in camera as per sections 16 and 21 of the MGA.

#### Additional Information

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**Originated By :** pcorbiere



## 7. Delegation

- 7.1. 10:45 A.M. - PUBLIC HEARING - BYLAW 2017-20 -  
BOUNDARY CHANGE
- 7.2. 11:00 A.M. - ST. PAUL CHAMBER OF COMMERCE
- 7.3. 1:00 P.M. - SHAWN JACULA - LAURIER LAKE
- 7.4. 1:30 P.M. - NORM BERLINGUETTE - IN CAMERA



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## Issue Summary Report

### 7.1. 10:45 a.m. - Public Hearing - Bylaw 2017-20 - Boundary Change #20170523006

**Meeting :** June 13, 2017 Council Meeting

**Meeting Date :** 2017/06/13 10:00

**Meeting Type :** Council Meeting

#### Background

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At the May Meeting, Council gave first reading to Bylaw No. 2017-20, to change the boundaries of an environmental reserve to rectify another concern within Lot 10ER, Block 1, Plan 8121812 registered in respect of Part of SW 26-56-11-W4.

The Bylaw was advertised in the St. Paul Journal and Elk Point Review the weeks of May 30th and June 6th and administration has not received any feedback.

#### Recommendation

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Proceed to Public Hearing scheduled for 10:45 a.m. to discuss Bylaw No. 2017-20 to change the boundary of an environmental reserve to rectify another concern within Lot 10 ER, Block 1, Plan 8121812.

Following the public hearing, Council to consider second and third reading of Bylaw No. 2017-20.

#### Additional Information

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**Originated By :** pcorbiere

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

**BY-LAW NO. 2017-20**

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A By-law of the County of St. Paul, in the Province of Alberta to change the boundaries of an environmental reserve to rectify another concern within Lot 10 ER, Block 1, Plan 812 1812 registered in respect of Part of SW 26-56-11-W4 located within the boundaries of the County of St. Paul.

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**WHEREAS**, Section 676(1)(d) of the Municipal Government Act, as amended, provides that a Council may change the boundaries of an environmental reserve or environmental reserve easement in order to correct an omission, error or other defect in the certificate of title, or to rectify an encroachment problem or other concern.;

**AND WHEREAS** the public hearing and public hearing notification requirements of Sections 230 and 606 of the Municipal Government Act., as amended, for a Bylaw considering pursuant to Section 676 have been complied with:

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

That the portion of the Environmental Reserve designation of Lot 10ER, Block 1, Plan 812 1812 displayed on the attached plan forming part of this Bylaw is hereby cancelled.

Read a first time in Council this 9th day of May, A.D. 2017.

Advertised the 30<sup>th</sup> day of May, A.D.2017, and the 6<sup>th</sup> day of June, A.D. 2017 in the Paul Journal and Elk Point Reiew.

Read a second time in Council this \_\_\_\_ day of \_\_\_\_\_, A.D. 2017.

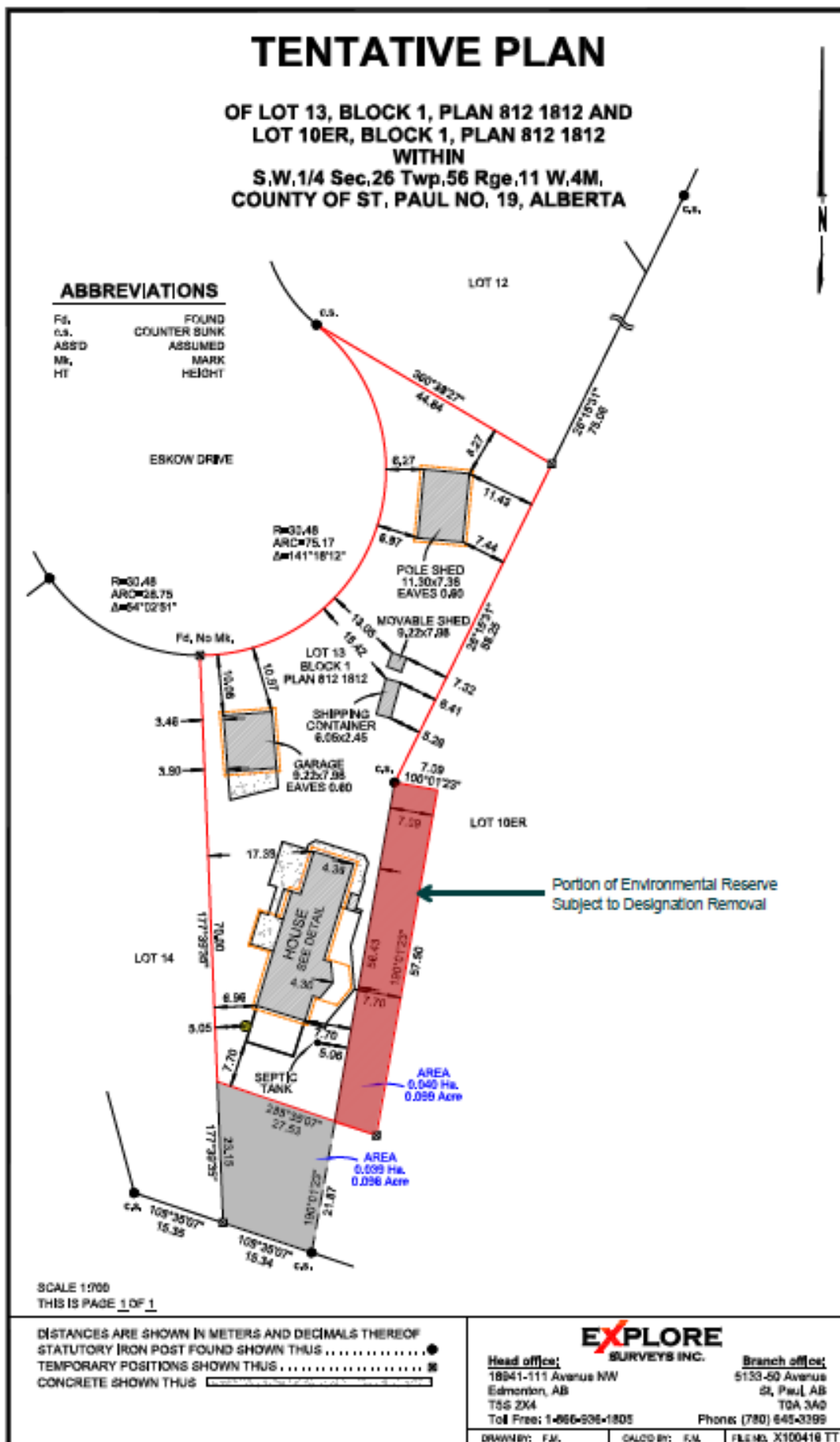
Read a third time in Council this \_\_\_\_ day of \_\_\_\_\_, A.D. 2017.

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Reeve

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Chief Administrative Officer





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## Issue Summary Report

### 7.2. 11:00 a.m. - St. Paul Chamber of Commerce

#20170518003

**Meeting :** June 13, 2017 Council Meeting

**Meeting Date :** 2017/06/13 10:00

**Meeting Type :** Council Meeting

#### Background

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The St. Paul & District Chamber of Commerce will be in to speak about their successes, challenges, opportunities and to request that Council consider an increase in their annual funding from \$5,000 to \$10,000.

From 2013 - 2015, Council approved \$5000 for the Elk Point and St. Paul Chambers of Commerce and \$1500 for Mallaig.

In 2016 Council provided each of the Chambers of Commerce with \$5000.

#### Additional Information

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**Originated By :** pcorbiere





## Strategic Framework

- ▶ The Chamber has developed a Strategic Framework, which guides the work being done by the Board and Staff.
- ▶ Vision Statement: The St. Paul & District Chamber of Commerce is the champion of the business community, promoting the sustainable economic development and livability of St. Paul and district.
- ▶ Mission: The St. Paul & District Chamber of Commerce is the champion through support to business, promotion of growth and advocacy.
- ▶ Framework Pillars:
  - ▶ Sustainability
  - ▶ Community Engagement & Growth
  - ▶ Value Proposition

## 2017 Budget

Revenue	
Membership	26,000.00
Grants – Municipal	10,000.00
Grants – Other	5,000.00
ATB Interest	180.00
Rodeo Supper	15,000.00
Small Business Week	1,000.00
Earn Events	1,000.00
Workshops	500.00
Newsletter	250.00
Radio Promo	3,000.00
Christmas Promo	1,000.00
Winter Trade Show/Chamber Christmas Party	12,000.00
Chamber Insurance	10,000.00
Sign Logo Program	10,000.00
	<b>94,930.00</b>

EXPENSE	
Rent	4,000.00
Advertising	2,500.00
Phone & Fax	500.00
Insurance	1,350.00
Interest/Fees	50.00
Office Supplies	2,000.00
Equipment/Repairs	1,000.00
Web Maint/hosting	500.00
Scholarship	500.00
Travel (local)	100.00
Conference Expenses	1,500.00
Membership Dues (ACC & CCC)	1,865.00
Promotional	465.00
Legal & Accounting	1,500.00
Rodeo Supper	10,000.00
Christmas Promo	500.00
Winter Trade Show/Christmas Party	10,000.00
Small Business Week	500.00
Workshops	200.00
Earn Event	1,000.00
Radio Promo	1,500.00
Gifts & Donations	100.00
Logo Sign Program	5,600.00
AGM Expenses & Member Mixers	1,000.00
WCB	200.00
Employee Benefits	10,000.00
Wages	36,500.00
	<b>94,930.00</b>



## Successes

- ▶ Joint St. Paul & Bonnyville Chamber AB Labour Grant
  - ▶ Monies received to address Labour Market Needs Initiatives: Business Support Network, EARN Events, WOW Events & Workshops
- ▶ Portage College Incubator Initiative
  - ▶ Working with Portage College to promote entrepreneurship
- ▶ WOW (Wisdom & Opportunity for Women)
  - ▶ Successful launch of WOW Network and events
- ▶ Two Hills Trade Show Attendance
  - ▶ Increased Awareness of the St. Paul Chamber in surrounding areas
- ▶ Increased Engagement
  - ▶ Three new board members/attendance at General Meeting
- ▶ Partnerships
  - ▶ Community Learning, Portage College, Community Futures, AB Hub/RABC, Bonnyville Chamber of Commerce

## Challenges

- ▶ Relocation of Office to Portage
  - ▶ Requirement to purchase own equipment/relinquish shared equipment & furniture
- ▶ Equipment failure
  - ▶ Requirement to purchase new computer
- ▶ Limited capacity with one staff member
  - ▶ Grant provides resources, but limited capacity to execute well
- ▶ Required Website Updates
  - ▶ Required updates due to outdated platform
- ▶ Continued challenges with engagement and perceived value
  - ▶ Cancelled workshops/events
- ▶ Static membership
  - ▶ Gained new members, but lost previous members due to economy
- ▶ Chamber Group Insurance Plan Revenue decline
  - ▶ Members opting out of Insurance Plan due to economy/fewer employees



# Opportunities

## ▶ CARES Grant

- ▶ Delayed application to October to put additional and concentrated effort into the application
- ▶ Requires matching dollars, which were not allocated in the 2017 budget
- ▶ Focus: Phase One: Strategic Framework (complete)

Phase 2: Outcomes: Community Readiness; Shop Local; Chamber Event

Phase 3: Execution: Document Resources; Shop Local Campaign; Tradeshow

## ▶ AB Labour - Labour Market Scan Study

- ▶ Grant opportunity exists with AB Labour to produce a Labour Market Study to provide an greater understanding and responsiveness to those needs.

## ▶ Partnerships

- ▶ Increased opportunities to work with partners to increase capacity and reduce duplicity of services.

## The Request

- ▶ The St. Paul & District Chamber of Commerce respectfully requests the continued and increased support from the County of St. Paul No. 19, in the sum of \$10,000.00. The increased funding would allow:
  - ▶ the Chamber to overcome obstacles faced early in 2017;
  - ▶ make application to the CARES Grant in the fall 2017 for matching dollars;
  - ▶ move toward increasing the capacity of the Chamber.

Under the Strategic Framework (Pillar One - Sustainability), the goal is to increase efficiency and capacity of the Chamber to move to a self sustaining organization.



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## Issue Summary Report

### 7.3. 1:00 p.m. - Shawn Jacula - Laurier Lake

#20170607001

**Meeting :** June 13, 2017 Council Meeting

**Meeting Date :** 2017/06/13 10:00

**Meeting Type :** Council Meeting

#### Background

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The owner of Lot 14, Block 1, Plan 8021891 at Laurier Lake will be in to speak with Council about the theft and vandalism in their area and to request that Council consider closing one end of Poplar Drive.

#### Additional Information

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**Originated By :** pcorbiere



## Appendix 1 for 7.3.: Jacula Request

Originally sent March 2, 2017, updated May 26, 2017

Dear County of St. Paul Council,

For years Laurier Lake has been an unfortunate 'hot spot' for theft and vandalism. Especially during the winter when many of us seasonal residents relocate for the winter, but lately we have been seeing acts year round.

My neighbourhood, Waterton Subdivision, has gotten together to discuss ways we can help secure our neighbourhood. Furthermore we feel this action will help increase safety for all residents, especially children due to the increased high speed traffic that speeds on Poplar Drive.

Waterton Subdivision is located at the NE corner of the lake with the road, Poplar Drive, cutting through it to provide access to each lot. As property owners we are requesting information on the process/availability of closing one end of Poplar Drive.

We understand all the hurtles and are ready to work with each other and the county to overcome them.

I hope this initial communication will allow for discussion and provide our community the approval to proceed with our research and plan to present to Council.

Please feel free to contact me at anytime shawnjacula@gmail.com or directly at 780-581-9011.

Thank you!

Shawn Jacula

Lot 723  
Poplar Drive  
Laurier Lake









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## Issue Summary Report

**7.4. 1:30 p.m. - Norm Berlinguette - In Camera**

**#20170607002**

**Meeting :** June 13, 2017 Council Meeting

**Meeting Date :** 2017/06/13 10:00

**Meeting Type :** Council Meeting

### Recommendation

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Motion to go in camera as per section 17 of the FOIP Act.

### Additional Information

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**Originated By :** pcorbiere



## 8. New Business

- 8.1. REQUEST FOR GRANT - ST. PAUL MUNICIPAL SEED CLEANING ASSN.
- 8.2. HEINSBURG COMMUNITY HALL - REQUEST FOR FUNDING
- 8.3. REQUEST FOR SUPPORT - ST. PAUL 4-H MULTI-CLUB EXCHANGE GROUP
- 8.4. REQUEST FOR FINANCIAL ASSISTANCE FOR ARMAA CONFERENCE
- 8.5. 2017 ARMAA CONFERENCE
- 8.6. REQUEST TO CANCEL PROPERTY TAXES ON LOT 6, BLOCK 3, PLAN 0021847
- 8.7. GO EAST LETTER OF SUPPORT
- 8.8. REQUEST FOR LETTER OF SUPPORT FOR NEW HORIZONS GRANT
- 8.9. ICC MEMORANDUM OF UNDERSTANDING
- 8.10. REGIONAL STRATEGIC PLAN
- 8.11. 2017 MUNICIPAL ELECTION - APPOINTMENT OF RETURNING OFFICER
- 8.12. 2017 MUNICIPAL ELECTION - REQUEST TO DESIGNATE MORE THAN ONE POLLING STATION PER DIVISION
- 8.13. 2017 MUNICIPAL ELECTION - ADVANCED VOTING DATES AND POLLING STATIONS
- 8.14. 2017 MUNICIPAL ELECTION - PAY SCHEDULE FOR DEPUTY RETURNING OFFICERS
- 8.15. TENDER FOR NORTHERN VALLEY ROAD
- 8.16. BYLAW 2017-21 - SHORT TERM BORROWING FOR NORTHERN VALLEY ROAD
- 8.17. COLD MIX TENDER
- 8.18. TENDER FOR TRAC HOE
- 8.19. CRUSHER QUOTES
- 8.20. CAMP LAKE DRAINAGE ISSUES

- 8.21. CNRL UPGRADE AND DEVELOP UNDEVELOPED ROAD ALLOWANCE
- 8.22. REQUEST TO ACCESS LOT THROUGH LOT 223RM, BLOCK 5, PLAN 7922205
- 8.23. ROAD CANCELLATION - ROAD PLAN 92EO IN SE 12-58-9-W4
- 8.24. MUNIS 101: THE ESSENTIALS OF MUNICIPAL GOVERNANCE
- 8.25. ELECTORAL BOUNDARIES COMMISSION



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## Issue Summary Report

### 8.1. Request for Grant - St. Paul Municipal Seed Cleaning Assn. #20170608001

**Meeting :** June 13, 2017 Council Meeting

**Meeting Date :** 2017/06/13 10:00

**Meeting Type :** Council Meeting

#### Background

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The St. Paul Municipal Seed Cleaning Association is requesting a grant from the County to assist with their property taxes. The 2017 property taxes are \$20,686.67.

Since 2012 Council approved a \$5,000 grant to assist with operating expenses.

#### Recommendation

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Administration is recommending to approve a \$5,000 grant for the St. Paul Municipal Seed Cleaning Association.

#### Additional Information

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**Originated By :** pcorbiere



# ST PAUL MUNICIPAL SEED CLEANING ASSOCIATION LTD

PH: (780) 645-3939 FAX: (780) 645-2122  
P.O. Box 1101, St. Paul, AB T0A 3A0  
Email Address: stplseed@telusplanet.net



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**"We Specialize in Seed Cleaning"**

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May 16, 2017

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

**ATTENTION: COUNTY COUNCIL**

**RE: REQUEST FOR GRANT FUNDING – PROPERTY TAXES**

We the Board of Directors, respectfully request the County's consideration for grant funding to assist with the cost of property taxes for the St. Paul Municipal Seed Cleaning Association Ltd.

Our Plant must continually assess the need for costly equipment and upgrades in order to manage the demand of producers. Our facility does not pose a competitive disadvantage to other businesses or market places within our County, but rather provides much needed and necessary processing/handling of our grain commodities.

With the ever rising costs of operations, the St. Paul Municipal Seed Cleaning Association Ltd. sees the need to request assistance so that we may continue to be viable as an Agriculture based Co-operative.

Please advise as to the outcome of this request at your earliest convenience.

Respectfully yours,

The Board of Directors,  
St. Paul Municipal Seed Cleaning Association Ltd.

sb



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## Issue Summary Report

### 8.2. Heinsburg Community Hall - Request for Funding

**#20170601001**

**Meeting :** June 13, 2017 Council Meeting

**Meeting Date :** 2017/06/13 10:00

**Meeting Type :** Council Meeting

#### Background

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The Heinsburg Community Club has been carrying out renovations to the Heinsburg Community Hall including electrical upgrades, water and sewer improvements, window replacements, and installing new stoves and cupboards.

To date, the Club has spent approximately \$36,500 to date with \$3,281 coming from grant funding.

The Club is requesting \$16,500 to assist with paying off the remaining invoices.

The County of St. Paul owns the Heinsburg Community Hall Facility.

#### Recommendation

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Motion to provide \$16,500 to the Heinsburg Community Club to help complete the upgrades to the Heinsburg Community Hall and pay the remaining invoices.

#### Additional Information

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**Originated By :** kattanasio

## Appendix 1 for 8.2.: Heinsburg Request

Heinsburg Community Club  
General Delivery,  
Heinsburg, Alberta  
T0A 1X0

June 5, 2017

County of St. Paul #19,  
St. Paul, Alberta  
T0A 3A0

Attention: Mr. Kyle Attansio;

Dear Sir;

Re: Upgrades to Heinsburg Community Hall.

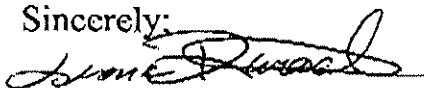
Forwarding information on the upgrades done, estimates and actual costs of work completed. Electrical upgrades, water and sewer improvements, window replacements, new stoves and cupboards. Expenditures, less grant received come to roughly \$33000.00 to date.

Full accounting of items already paid and those outstanding are available.

We are requesting financial assistance in the amount of \$16500.00 to assist in restoring our financial stability.

We would be very appreciative and grateful with your financial assistance.

Sincerely:

  
Leona Durocher,  
Secretary,  
Heinsburg Community Club

\* Attachments:

Further information concerning work done or in progress

## Appendix 1 for 8.2.: HeinsburgRequest

## Fuller explanation of Work Done and Prices.

Stoves replaced: Very old stoves that needed to be hand lit prior to each useage. Considered by some to be so old as to be dangerous. Purchased two, new electric stoves, with convection ovens (considered to be energy efficient). Also to be much easier for caterers and others who use the hall kitchen to use, hence making hall more user friendly.

Electrical upgrades: For some time, it has been known that during times of Hall usage, that the electrical services were proving to be inadequate, causing outages during events. When electricians began to check into conditions, they found a number of locations where wiring was outdated, or not up to present day codes. In addition to correcting the present inefficiencies the older and outdated portions of the service were corrected and brought up to current code requirements.

Windows: In the Seniors wing the windows have deteriorated until they need replacing. One window even had the glass broken. The window in the Hall kitchen was the same age, and also in poor condition, the frames showing rot and all definitely allowing heat loss. replacement of the six windows has been quoted at \$6,700.00. we applied for, and received a Community enhancement grant of \$3,281.00, to assist with replacement

Water and Sewer: Over the past several years, whenever the Hall hosted larger events, a problem arose with toilets becoming plugged up and not flushing properly. Several years ago, all seven toilets were replaced, but difficulty continued. So all the pumps to well, sewer and treatment system were replaced with larger ones. Recently, a project to enlarge water lines to toilets has been undertaken, and a plan to skip the water treatment equipment for toilets has been embarked upon. Not yet completed.

Cupboards: Since the original stoves occupied the entire north wall of the kitchen and provided space for pots, etc., to be there, the new stoves, with their ceramic tops do not provide for this space, fill in cupboards are required for this deficiency. The ceramic stove tops also need covers to protect them from possible breakage when not in actual use. The cupboards are needed for a working area.

.....page 2.

## Appendix 1 for 8.2.: HeinsburgRequest

Page 2

Our hall has three good sized events coming up shortly requiring these improvements to be ready for service.

Our Hall has missed a number of opportunities for use in the past several years because of the perceived difficulties in dealing with potential embarrassments that could arise from some, if not all of the above described situations.

The cost of doing these repairs, replacements and upgrades has severely depleted the Community Club's resources, which are acquired through events hosted at our Hall, bingos and casinos. Volunteers from our Club provide the person power to do what is necessary to cover these events.

From time to time, applications are made to various sources for grants to cover specific needs. These seldom cover all the costs. See below, for a listing of expenses incurred while doing the very necessary upgrades to the Heinsburg Community Hall.

It is the desire of our membership to continue to provide a worthy facility for use by those who have need, at a reasonable rate.

We are restricted by the Gaming Commission on useage of funds acquired through Bingos and Casinos. Much of the work done, recently, cannot be covered by this money.

#### Rough Estimates and Actual Costs.

Electrical Upgrades -	\$20,000.00
Stoves	4,700.00
Windows	6,700.00
Pumps and Toilets	2,000.00
New plumbing	1,500.00
Cupboards	1,500.00
Total	\$36,200.00
Grant received	3,281.00
Final total	\$33,000.00





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## Issue Summary Report

### 8.3. Request for Support - St. Paul 4-H Multi-Club Exchange Group #20170608008

**Meeting :** June 13, 2017 Council Meeting

**Meeting Date :** 2017/06/13 10:00

**Meeting Type :** Council Meeting

#### Background

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The St. Paul 4-H Multi Club Exchange Group will be hosting twelve youth from Renfrew County, Ontario, between August 10 to 19th. They are requesting promotional items to give to the members as well as financial assistance to pay for entry fees, facility rentals, etc for the members while they are in our community.

They are also requesting a County representative to give a few words of welcome at their meet and greet Bar-b-que on August 10th.

#### Recommendation

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This request is being presented to Council as it falls outside of the scope of Policy ADM-51.

As per Council's wishes.

#### Additional Information

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**Originated By :** pcorbiere

## Appendix 1 for 8.3.: Request for Support

June 7, 2017

To Whom It May Concern,

We are writing on behalf of the St Paul 4-H Multi-club Exchange Group. This year our club has been chosen from a number of applicants to participate in an exchange with 4-H members from Renfrew County, Ontario. Our club is very excited to be involved in this exchange and we will be hosting twelve youth in our community August 10<sup>th</sup> through 19<sup>th</sup> inclusive. We have a full itinerary which showcases beautiful areas and various activities in both the Town and County of St. Paul. Planned events include picnics in local parks, lake visits and farm tours.

We are seeking donations of any town or county promotional items or memorabilia that would showcase our area – any items that members can remember us by would be wonderful! Also, any financial donations would be greatly appreciated and all donations are being used to directly support the members events while in our community. Entry fees, facility rentals and transportation for the group are all being provided for our guests through fundraising. We are working very hard to treat them to the best hospitality our community has to offer!

Lastly, we are having a meet and greet BBQ on August 10<sup>th</sup>, 2017 at Reunion Station in St. Paul from 5:30 pm – 8:30 pm to acquaint ourselves with our guests. We would love to have both a town and county representative to help us by offering a few words of welcome to our guests!

If you can help in any way either by donation of goods, facility passes, financial donation etc. please contact either person listed below and we will be sure to direct the donations to the fundraising committee. If it is possible for a designate to attend our Meet and Greet BBQ; again, please contact us and we will be sure that representatives are treated to a BBQ meal and given the opportunity to say a few words to our guests, our members and their families.

Thank-you so much for your consideration of this request. We truly believe that we live in a wonderful community and look forward to hosting the students and showing them both the beauty of the area and the beautiful people that live here!

With Kind Regards,

Sheri Faucher  
780-645-1578

Gisele Kotowich  
780-645-8299

St. Paul 4-H Multi-Club Exchange Group



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## Issue Summary Report

### 8.4. Request for Financial Assistance for ARMAA Conference

#20170607007

**Meeting :** June 13, 2017 Council Meeting

**Meeting Date :** 2017/06/13 10:00

**Meeting Type :** Council Meeting

#### Background

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The annual AARMA Conference will be held in Zone 5 this year, so they are requesting a financial contribution from all municipalities within our zone to assist with the costs.

In 2014 the County provided a \$500 contribution to help offset the cost of the conference.

#### Recommendation

---

Administration is recommending the provide \$500 to assist with the expenses of the conference.

#### Additional Information

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**Originated By :** pcorbiere



## Municipal District of Provost No. 52

4504 - 53 Avenue; P.O. Box 300; Provost, Alberta T0B 3S0  
Telephone: (780) 753-2434; 857-2434 Fax: (780) 753-6432  
Email: [mdprovost@mdprovost.ca](mailto:mdprovost@mdprovost.ca)  
Website: [www.mdprovost.ca](http://www.mdprovost.ca)

OFFICE OF THE ADMINISTRATOR

June 5th, 2017

**ATTENTION: Zone 5 Member Municipalities**

Dear Council,

On an annual basis, the Alberta Rural Municipal Administrator's Association (ARMAA) holds its conference in various Zones throughout the province. This year, we will be holding our event in Camrose from September 7<sup>th</sup> and 8<sup>th</sup>. In this regard, we would respectfully request a financial contribution from your municipality, as a member of Zone 5, to assist in the costs of hosting a successful event.

Our conference features representatives from across the province as well as fraternal delegates from other provinces. The goal of this gathering is to provide a venue where administrative professionals may assist each other in standardizing and evolving best work practices and solving questions of mutual impact arising from the administration of current and pending legislation.

In addition to networking opportunities, we continue to have excellent representation from Municipal Affairs, which allows our delegates to interact and ask questions of senior staff and Deputy Ministers. Representatives from the legal profession also provide our delegates with presentations that are relevant to ongoing and new issues which affect the operations of our municipalities on a daily basis.

Your contribution can be sent directly to ARMAA at Box 272, Eaglesham, AB, T0H 1H0 c/o Irene Cooper. We thank you for your consideration.

Sincerely,

Tyler Lawrason  
ARMAA Zone 5 Director



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

## Issue Summary Report

### 8.5. 2017 ARMAA Conference

**#20170608006**

**Meeting :** June 13, 2017 Council Meeting

**Meeting Date :** 2017/06/13 10:00

**Meeting Type :** Council Meeting

#### Background

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The Alberta Rural Municipal Administrators Association 2017 Conference will be held September 6 - 8, 2017 in Camrose.

#### Recommendation

---

Administration is recommending to approve Kaitlyn Kenney to attend the ARMAA conference from September 6-8, 2017 in Camrose.

#### Additional Information

---

**Originated By :** kattanasio





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

## Issue Summary Report

### 8.6. Request to Cancel Property Taxes on Lot 6, Block 3, Plan 0021847

#20170608002

**Meeting :** June 13, 2017 Council Meeting

**Meeting Date :** 2017/06/13 10:00

**Meeting Type :** Council Meeting

#### Background

---

Aline Drive Water Service Ltd, owners of Lot 6, Block 3, Plan 0021847, is requesting that the 2017 municipal portion of the property taxes be cancelled on the lot that has their dugout and small shed with equipment to pump water to 3 lots in the subdivision. The property taxes are paid by the lot owners who are connected to the water service.

The assessment on the property has been changed from Commercial to Residential, so their taxes have been reduced from \$929.24 to \$272.45. They are requesting that Council cancel \$134.22.

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

Since 2011 Council has cancelled the Municipal property taxes on this lot.

#### Alternatives

---

Deny the request to cancel the property taxes on Lot 6, Block 3, Plan 0021847.

Approve a tax cancellation in the amount of \$134.22 for Lot 6, Block 3, Plan 0021847, which is the municipal portion of the property taxes only.

#### Recommendation

---

Administration is recommending to refund the municipal property taxes in the amount of \$134.22 for the 2017 taxation year on Lot 6, Block 3, Plan 0021847, as per section 347 of the M.G.A.

#### Additional Information

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**Originated By :** pcorbiere

JUNE 02, 2017

County of St Paul No. 19,  
Attn. County Councillors,  
Reeve; Councillor Div. # 4  
Attn. Ms. Maxine Fodness:

Re: Request Council Consideration.

Rebate of Municipal Tax Portion on 3.350 acre "Water Service" site only;  
The site (Pump House/with Dugout) services three (3) acreages known as  
The Bert Pratch Subdivision at 207 58512 SCNDRY 881

I, Ed Glossop, represent this noted group of three acreages, all adjacent to  
Aline Drive, all connected to a central water access source acre site known  
as;

	Lot	Blk	Plan	Roll Number
S.E 33. 58. 9. 4	6	3	0021847	9833117

We are collectively known as "Aline Drive Water Service", for legal land  
rights only. Our group is only a non profit registered company limited; of  
which each family holds a 1/3 interest. Associated to/Connected to each  
legal acreage property, respectively. Note: Each owner understands a sale of  
their acreage, also means the sale of their 1/3 interest in Lot #6 included.  
Since securing a legal connection of each acreage property to this water site  
in 2005, the additional tax of this location (i.e. Lot #6 to each acreage home  
site) has been a tax assessment increase from \$200-per year to approx  
\$1000- per year in only an ten (10) year period.

(\$206 in 2005, \$934 in 2010, \$942 in 2011, \$941 in 2012, \$860 in 2013  
\$979 in 2014, 1,013 in 2015, \$1,020+ in 2016;

Therefore we respectively request "A council consideration of municipal  
tax cancellation or reduction: as provided for: Under Sec 347 (1) of the  
Municipal Government Act. Since tax year 2011, the site tax was "Reduced  
to NR Alta School Foundation only. Please reconsider this application again  
for the taxation year 2017.

Please contact myself for further required information, question or  
clarification of same. "Thank You Very Much" for your time and trouble, in  
regards to this urgent to us "Annual Matter"

Sincerely,  
Ed. Glossop,  
P.O #1567, St. Paul T0A3A0  
Ph. 780 645 5529



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

## Issue Summary Report

### 8.7. Go East Letter of Support

**#20170607010**

**Meeting :** June 13, 2017 Council Meeting

**Meeting Date :** 2017/06/13 10:00

**Meeting Type :** Council Meeting

#### Background

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Go East RTO requested a letter of support for their Community and Regional Economic Support (CARES) grant application for \$25,000 for their Road Trip - Regional Tourism Market Expansion Project. They needed the letter by May 26th.

#### Recommendation

---

Motion to ratify the letter of support for Go East RTO for their Community and Regional Economic Support (CARES) grant application. Road Trip - Regional Tourism Market Expansion Project.

#### Additional Information

---

**Originated By :** pcorbiere





### GoEast “Road Trip” Digital Marketing Expansion CARES Proposal Briefing

#### CONCEPT

*To increase economic diversification through  
tourism product development and operator support.*

#### Purpose

To expand tourism marketing product in the GoEast region by developing five road trip itineraries and the supporting digital media needed to successfully deliver the product to market.

#### Outcomes

- Five new market-ready driving itineraries with routes from Edmonton going east along highways 28, 15, 16, 14 and 13.
- A responsive-design website, optimized for mobile devices, with pages for the routes including videos and the ability to search for attractions “near me”.
- Support to tourism operators in the region to enhance their digital marketing skills and participation in the drive-route product marketing.

#### Rationale

GoEast promotes five drive routes through its annual travel guide. Based on tourism industry trends, the region will be able to strengthen its market reach by replicating these routes on a digital platform. GoEast’s website architecture does not fully support the marketing model envisioned for these drive routes. The website is not fully accessible for mobile devices and does not integrate with social media. Once the website has been redeveloped, it will be able to support the driving route tourism product and seamlessly deliver content over multiple social media streams. To improve utilization of the new road trip products, and social media marketing generally, GoEast will host workshops for regional tourism operators. These workshops will improve knowledge of social media uses and best practices in tourism marketing and introduce the road trip tourism product.

#### Deliverables

- 1. Re-developed website architecture**
  - a. “Back end” website design, moving from directory-based interfaces to story-telling
  - b. Improved content and usage
    - i. Edit and update existing data and transfer to enhanced website
- 2. Expand regional tourism product**
  - a. Develop five road trip itineraries based on Highways 28, 16, 15, 13 and 14.
  - b. Have routes and attractions accessible through a “near-me” website interface. This interface will pull a list of attractions and services based on selected criteria from the updated data.



### GoEast “Road Trip” Digital Marketing Expansion CARES Proposal Briefing

#### 3. Two – three half-day workshops for regional tourism operators

- i. Build social media marketing expertise
- ii. Support successful launch of road trip product

#### Timelines

10-17 – 09-18	Stage one – Project planning, website redesign, data collection and loading, route itinerary concepts, videography completion and uploading.
10-18 – 03-19	Route itinerary completion, integration to website, tourism operator training, launch for 2019 tourism season

#### Proposed Budget

Website development	\$ 20,000
Data updating	\$ 5000
Itinerary development	\$ 20,000
Training	\$ 5000
<i>Total project budget</i>	<i>\$ 50,000</i>

#### Proposed Funding

Go-East in-kind	\$ 5000
GoEast Cash	\$ 20,000
CARES	\$ 25,000
<i>Total project funding</i>	<i>\$ 50,000</i>

## Appendix 2 for 8.7.: Letter of Support

May 24, 2017

Cheryl Livingstone, Chair  
GoEast Regional Tourism Organization (RTO)  
50230 – Rge. Rd. 200  
Beaver County, AB  
T0B 4J2

Dear Ms. Livingstone:

Re: GoEast CARES Grant Application

The County of St. Paul is pleased to offer its support for GoEast's Community and Regional Economic Support (CARES) proposal, RoadTrip – Regional Tourism Market Expansion Project.

It is our understanding that GoEast RTO has applied for a \$25,000 grant, which they will match with \$20,000 cash and \$5000 in-kind services from their organization. The County of St. Paul views this funding application as supportive of the Regional Tourism Organization's 2013-17 Business Plan and very beneficial to economic diversification in north- east and east-central Alberta. Strengthening GoEast's digital marketing abilities and developing five road trip itineraries, provides the potential to increase tourism traffic and promote buying patterns in this region.

We wish you every success with your grant application and look forward to the continued support for our tourism industry.

Sincerely,

Sheila Kitz, CLGM  
Chief Administrative Officer



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

## Issue Summary Report

### 8.8. Request for Letter of Support for New Horizons Grant

#20170607004

**Meeting :** June 13, 2017 Council Meeting

**Meeting Date :** 2017/06/13 10:00

**Meeting Type :** Council Meeting

#### Background

---

The FCSS Department will be applying for a New Horizons Grant for funding for 12 day trips to various places. The focus of these trips will be to promote social participation and inclusion for Seniors. FCSS is requesting a letter of support to accompany their New Horizons Grant Application.

#### Recommendation

---

Administration is recommending to provide the FCSS Department with a letter of support to accompany their New Horizons Grant Application for funding for day trips to promote social participation and inclusion for seniors.

#### Additional Information

---

**Originated By :** pcorbiere



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

## Issue Summary Report

### 8.9. ICC Memorandum of Understanding

#20170518001

**Meeting :** June 13, 2017 Council Meeting

**Meeting Date :** 2017/06/13 10:00

**Meeting Type :** Council Meeting

#### Background

---

The purpose of establishing the Intermunicipal Collaboration Committee (ICC) is to generate continued success in both current and future joint endeavours. To clarify, this committee is not intended to reduce municipal autonomy, replace current joint governance or servicing agreements, or duplicate the work of other council committees. The ICC will collectively approach the identification, review and implementation of regional projects. The intent of ICC is to promote the sharing of resources, expertise, and the risk and benefits associated with coordinating joint projects. These collaborative efforts include but, are not limited to, those special projects for which grant funding has been obtained or for which the partners are attempting to obtain grant funding.

The ICC will enhance awareness of each municipality's respective challenges and priorities and will create a mechanism for the partnering municipalities to submit ideas for regional grant consideration; this will substantially benefit the St. Paul – Elk Point Region. The Memorandum of Understanding (MOU) is a framework for the St. Paul – Elk Point Regional Partnership to establish principles and processes for direct communication to support the partnership within the ICC and further, to provide a formalized process to continue past collaborations and to promote fellowship.

The first ICC meeting is scheduled for July 5.

#### Recommendation

---

Administration is recommending to approve the Memorandum of Understanding.

#### Additional Information

---

**Originated By :** kattanasio



## MEMORANDUM OF UNDERSTANDING

### THE ST. PAUL – ELK POINT REGIONAL PARTNERSHIP: A COLLABORATIVE ADVANTAGE



JUNE 2017





## BACKGROUND:

The County of St. Paul, Summer Village of Horseshoe Bay, Town of Elk Point, and Town of St. Paul together form the St. Paul – Elk Point Regional Partnership. While each municipality has their own unique political and jurisdictional identities, the collective region has intersecting visions, challenges and opportunities as defined by a shared regional geography. Within these shared commonalities lies the collaborative ability for the four municipalities to act together and achieve the benefits offered by joint ventures and further, to offer each other support while facing challenging issues.

The four municipalities within the St. Paul – Elk Point Regional Partnership have had a very productive relationship in collaborative projects. Traditionally, each municipality has met on an ad hoc basis with one another to network, share information and to pursue collective action as desired. Since the 2013 Municipal Elections, the municipalities have partnered more frequently through joint servicing and an aggressive pursuit of grant funding for mutually beneficial projects. In 2016, the partnering municipalities implemented a Regional Strategic Plan was drafted to identify and monitor collaborative pursuits moving forward.

With the forthcoming changes to the *Municipal Government Act*, which emphasize inter-municipal collaboration efforts, and in addition to the implementation of a Regional Strategic Plan, the four councils in the St. Paul – Elk Point Regional Partnership are executing in the spirit of fellowship, an additional framework to guide future collective action.

## PURPOSE OF THE INTER-MUNICIPAL COLLABORATION COMMITTEE:

The purpose of establishing of the Intermunicipal Collaboration Committee (ICC) is to generate continued success in both current and future joint endeavours. To clarify, this committee is not intended to reduce municipal autonomy, replace current joint governance or servicing agreements, or duplicate the work of other council committees. The ICC will collectively approach the identification, review and implementation of regional projects. The intent of ICC is to promote the sharing of resources, expertise, and the risk and benefits associated with coordinating joint projects. These collaborative efforts include but, are not limited to, those special projects for which grant funding has been obtained or for which the partners are attempting to obtain grant funding.

The ICC will enhance awareness of each municipality's respective challenges and priorities and will create a mechanism for the partnering municipalities to submit ideas for regional grant consideration; this will substantially benefit the St. Paul – Elk Point Region. The Memorandum of Understanding (MOU) is a framework for the St. Paul – Elk Point Regional Partnership to establish principles and processes for direct communication to support the partnership within the ICC and further, to provide a formalized process to continue past collaborations and to promote fellowship.



**PURPOSE OF THE MEMORANDUM OF UNDERSTANDING:**

The commitment built into this Memorandum of Understanding lies in the ongoing desire for increased sustainability in the region and finding efficiencies and economies of scale through special projects, and joint service provision. This desire further underlines the need to address matters collaboratively. As sustainability pressures increase, the ability of each municipality to provide the necessary services to its residents in the region is affected. Being proactive in identifying possible projects, utilizing joint planning, and sharing visions for the region will allow for more orderly growth and reduce the risks of municipalities having an adverse influence on one another.





**ST. PAUL – ELK POINT REGIONAL PARTNERSHIP  
MEMORANDUM OF UNDERSTANDING FOR REGIONAL COLLABORATION**

**BETWEEN:**

COUNTY OF ST. PAUL  
SUMMER VILLAGE OF HORSESHOE BAY  
TOWN OF ELK POINT  
TOWN OF ST. PAUL

(hereinafter referred to as “the Parties”)

**WHEREAS** the Parties have the legislated authority to enter into an agreement for the purposes of sharing resources, expertise, risk, and benefits associated with coordinating regional collaboration efforts on special projects on behalf of their respective communities; and

**WHEREAS** the Parties believe it is in the public interest to pursue regional collaboration for the following reasons:

- Contributes to knowledge and information sharing
- Obtains efficiencies through the pooling of resources
- Enhances communication, understanding, and respect for different viewpoints
- Saves money on current and/or future expenditures
- Enhances or maintains current service levels
- Creates the potential for the provision of new services to meet emerging needs
- Maximizes service delivery efficiency and avoids duplication of effort
- Generates new revenue sources
- Offers opportunities for joint advocacy efforts
- Strengthens lobbying efforts for access to external resources both governmental and corporate in nature; and

**WHEREAS** the Parties feel it is critical to provide a framework to guide the Inter-municipal Collaboration Committee in areas including:

- Formulating general principles to guide inter-municipal relations (Section 1)
- Establishing roles and responsibilities for all Parties (Section 2)
- Creating a defined committee structure to represent all Parties (Section 3)

**NOW THEREFORE**, the Parties wish to declare their spirit of fellowship by entering into a Memorandum of Understanding for striking an Inter-municipal Collaboration Committee with the following considerations:



**SECTION 1.0: ESTABLISHMENT OF GUIDING PRINCIPLES**

The parties agree to the following principles to guide Inter-municipal Collaboration Committee efforts:

- 1) Advancement of shared interests while maintaining local autonomy
  - Each municipality understands and maintains its responsibility to make decisions in the best interests of its residents while balancing their perspective towards building a strong region.
- 2) Encourage defined opportunities for communication and information sharing
  - Enhancing opportunities for communication and dialogue to express and exchange information, which allows for challenges and differences to be understood quickly to avoid the development of misunderstandings.
- 3) Promote networks and linkages through consultative process
  - Developing increased collaboration will create efficiencies by sharing opportunities, which reduces the duplication of services, and promotes common goals and a heightened regional profile.
- 4) Pursue relations through an open, honest, and transparent relationship
  - Each level and department of the municipal organizations knows its counterparts and feels comfortable in having an open and frank discussion on various inter-municipal issues to avoid unaddressed matters and to create an atmosphere of trust, respect, and continuous learning.
- 5) Recognize and embrace differences while cultivating a culture of respect and understanding
  - Increased cooperation and communication does not mean that the municipalities will always agree or be required to participate in every proposed initiative. The distinct characteristics of the individual municipalities means there will be differences in vision and opinions. It is imperative that each municipality recognizes and respects the differences and rationale of each other's perspective and understands these differences are advantageous in providing choice and diversity, which creates a more robust region.
- 6) Commit to seeking opportunities and solving issues at their closest point of origin
  - When issues or matters of opportunity arise, the responsibility to deal with these opportunities and issues should be addressed as soon as possible by the people directly involved and with the greatest knowledge of the issues.
- 7) Generate continuity
  - Encourages a standard of cooperation and communication that will outlast political change with successive Councils.
- 8) Enhance public awareness of progress and results of regional collaboration
  - Create a unified voice to celebrate and disseminate results of collaborative efforts.





**SECTION 2.0: ROLES AND RESPONSIBILITIES****The Role of Council**

Each Council retains autonomy and the responsibility to make decisions on behalf of their residents. However, by signing on to this MOU each Council affirms their commitment to increased collaboration through the ICC, which provides direction to their respective administration staff. Furthermore, the MOU signals a desire to harness a regional perspective in local decision-making by facilitating a forum for the municipalities to work together productively and harmonizing their interests.

**The Role of the Inter-municipal Collaboration Committee**

The four municipalities will create an Inter-municipal Collaboration Committee (ICC). The ICC will become the focus for special projects requiring inter-municipal consideration and oversight. Although the ICC will be non-decision making, it will be responsible for the negotiation and management of inter-municipal opportunities, challenges, and special projects as required. The ICC will strategically identify opportunities and prioritize inter-municipal actions to formulate recommendations for the Councils' consideration and address areas of inter-municipal differences in need of attention.

Any single municipality may choose to participate as an observer on a matter where it is jointly agreed their contribution or impact directly on the issue is not warranted.

The ICC is responsible to:

- Coordinate regional collaboration efforts and meetings;
- Suggest opportunities for collaboration and information dissemination;
- Develop ideas for the review and consideration of the Parties; and
- Facilitate decision-making by Councils on special regional collaboration projects.

**The Role of CAOs and Senior Administration**

Administration through the direction of the CAOs, will be the mechanism through which the MOU is formalized, maintained, implemented, and enhanced over time.

Administration brings continuity to the relationship between the municipalities and can initiate communication on an as-needed basis and ensures that staff adheres to the principles of the MOU. The CAOs in each municipality are conduits by which inter-municipal information flows. Their knowledge of one another's municipality, structure, and personnel is significant and all information will flow through and be managed by them. CAOs may also strike ad hoc committees as required with appropriate staff to manage distinct projects.

CAOs will be responsible for delivering recommendations back to their respective Councils. If requested by an individual Council, a delegation from the ICC will attend a Council meeting to provide further information.





CAOs and Senior Administration will build consensus around various important matters for carrying out projects. This may include, but is not limited to evaluating options for:

- Proceeding with a given special project;
- Selecting a method of procurement for a joint project; or
- Hiring a consultant or contractor for a joint project.

If the matter comes before the ICC, the CAOs are jointly responsible for structuring the information necessary, arranging the agenda and facilitating the proceedings for the ICC to consider the matter.

The CAOs will also annually draft a Regional Strategic Plan that identifies regional priorities and projects. This document will be submitted to each respective Council for approval.

### **The Role of Staff**

Staff at all levels will be responsible to ensure the guiding principles of the MOU are carried out operationally for special projects overseen by the ICC. This means that staff will work with their municipal counterparts to address issues that arise within the scope of their authority and mandate. Staff will also raise issues and be accountable for informing the appropriate levels of authority about matters that require attention for the mutual benefit of the municipalities.

## **SECTION 3.0: STRUCTURE OF INTER-MUNICIPAL COLLABORATION COMMITTEE**

### **Composition and Scheduling of ICC**

The ICC will be composed of eight (8) members as follows:

- One (1) Council member from each Council. The opportunity to appoint an alternate and rotate Council members on to the ICC will be at the discretion of each municipality;
- The CAOs of each municipality (will not have voting rights).

Quorum will consist of at least one elected official from each municipality and at least two CAOs in attendance.\* For the purposes of this Committee, attending the meeting by phone will satisfy attendance requirements for the purpose of obtaining a quorum.

\*In the event of their absence, the Council representative from the Summer Village of Horseshoe Bay may delegate their voting power by proxy to the CAO of the Summer Village of Horseshoe Bay.

The Committee shall annually appoint a chairperson and vice-chairperson.

Meetings of the ICC will be held at a minimum two (2) times per year with recognition that more frequent meetings will be scheduled as special projects arise and as issues may develop.



The two (2) meetings per year will be scheduled annually to:

- Summarize and update progress on issues and projects to date;
- Inventory and prioritize matters to be addressed;
- Strategize, plan, and schedule for new items;
- Address any outstanding matters.

Any additional meetings will be utilized to address specific matters as they arise. Should presentations to the ICC be required, the invited parties will be agreed to and coordinated ahead of the meeting by the CAOs.

### SUMMARY:

The St. Paul – Elk Point Regional Partnership is inherently bonded together by a shared vision, common interests, and a desire to provide residents of the region with a high quality of services and high quality of life. This MOU is constructed to form a foundation for future discussions, to support working together towards regional prosperity for the region's residents through the ICC, and to demonstrate leadership through cooperation and the promotion of ongoing inter-municipal communication.

By signing this document, each municipality acknowledges their commitment to, and agreement with, the spirit, intent, and content of this Memorandum of Understanding.

Signed this \_\_\_\_ day of June, 2017 in the Town of St. Paul, Alberta.

**County of St. Paul**

**Summer Village of Horseshoe Bay**

**Town of Elk Point**

**Town of St. Paul**

\_\_\_\_\_  
Reeve Steve Upham

  
\_\_\_\_\_  
Mayor Gary Burns

\_\_\_\_\_  
Mayor Parrish Tung

\_\_\_\_\_  
Mayor Glenn Andersen

\_\_\_\_\_  
CAO Sheila Kitz

  
\_\_\_\_\_  
CAO Norman Briscoe

\_\_\_\_\_  
CAO Ken Gwozdz

\_\_\_\_\_  
CAO Holly Habiak







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

## Issue Summary Report

### 8.10. Regional Strategic Plan

**#20170607005**

**Meeting :** June 13, 2017 Council Meeting

**Meeting Date :** 2017/06/13 10:00

**Meeting Type :** Council Meeting

#### Background

---

Administration has been working with the Town of Elk Point, Town of St. Paul, and the Summer Village of Horseshoe Bay to update the Regional Strategic Plan started in 2016 which encompasses identified areas of collaboration, shared services and projects that our municipalities can work on to enhance the quality of life for all of our residents. This type of plan is identified as an important component of the scoring for the Alberta Community Partnership Program. A copy of the plan is attached for Council's review.

#### Recommendation

---

Administration is recommending to approve the 2017 Regional Strategic Business Plan as presented.

#### Additional Information

---

**Originated By :** kattanasio



## Regional Strategic Business Plan 2017

Town of St. Paul  
County of St. Paul No. 19  
Town of Elk Point  
Summer Village of Horseshoe Bay

**The municipalities above recognize the value of working together to provide appropriate services and share costs for the provision of these services for the betterment of the residents of our collective municipalities. We will collaboratively work together to obtain funding where appropriate to achieve our goals.**



## Future Direction

### VISION

The St. Paul Region will be a united group of energetic and diverse communities recognized for their leadership, community spirit, and extraordinary quality of life.

### MISSION

To meet the needs of the St. Paul and Region through leadership, cooperation, collaboration, education, and public service excellence.

### VALUES

#### Accountability

- We respond to the changing needs of residents and other organizations by providing transparent government and the implementation of best practices within a framework of financial prudence

#### Continuous Learning and Improvement

- We support life-long learning and commitment to innovation, research, knowledge exchange and ongoing program evaluation.

#### Inclusion

- We provide an accessible, inclusive environment that values the diversity of our staff and community.

#### Service Excellence

- We encourage professional excellence through collaboration, partnerships, innovation and teamwork in an environment that fosters trust and respect.

## Appendix 1 for 8.10.: 2017 Regional Strategic Plan

### Goal 1 – Governance and Administration

<b>Goal 1: The municipalities will seek to build consensus on actions to address specific public policy challenges within the region with the intent of improving the overall practice of public administration enabling a better and shared understanding of complex problems.</b>			
<b>Actions</b>	<b>Lead</b>	<b>Target Date</b>	<b>Quarterly Report</b>
All municipalities will hold joint meetings and initiate negotiations pertaining to Inter-municipal Collaboration Frameworks <ul style="list-style-type: none"> <li>Administration will carry out review of current agreements</li> </ul>			1 <sup>st</sup> Quarter: Meetings to be scheduled in 2 <sup>nd</sup> Quarter
All municipalities will seek opportunities for efficiencies or economies of scale in municipal service delivery through collaborations and partnerships. Conduct service reviews to determine where shared services can create efficiencies and lower costs.			

### Goal 2 – Regional Emergency Management

<b>Goal 1. The municipalities will work collaboratively to ensure we are prepared for emergencies or disasters that may occur and to take every measure to protect our first responders, residents, property, environment, and to mitigate the economic, social, and environmental impacts of any emergency incident.</b>			
<b>Action</b>	<b>Lead</b>	<b>Target Date</b>	<b>Quarterly Report</b>
Implement Regional Emergency Management Plan with partners.			1 <sup>st</sup> Quarter: The plans now require a yearly review and update.
Regional Emergency Management			1 <sup>st</sup> Quarter: Training is ongoing for the committee and agency

## Appendix 1 for 8.10.: 2017 Regional Strategic Plan

Training			representatives. There have been some transitions in personnel and needing updates. 70% of the committee is trained 80% of the agency is trained. The ESS team is approximately 70% trained
Regional Emergency Management exercises – 1 field exercise			1 <sup>st</sup> Quarter: A Sim-Cell exercise is tentatively scheduled for the 3 <sup>rd</sup> Q.
Set up Regional ECC –			1 <sup>st</sup> Quarter- Project ongoing
Community readiness/education sessions			1 <sup>st</sup> Quarter: Community education programs are ongoing.
Improved radio communication infrastructure including AFRCSS <ul style="list-style-type: none"> <li>Apply for ACP Grant</li> </ul>			1 <sup>st</sup> Quarter: Project remains ongoing with Vercomm completing remaining upgrades in early 2017 2 <sup>nd</sup> Quarter: Recent thefts from Vercomm have delayed project completion.
Develop FireSmart Community Plan and works towards becoming a FireSmart Recognized Community			1 <sup>st</sup> Quarter: FireSmart Community Plan is in development; consultations are ongoing. Grant applications open in the Fall 2017.

### Goal 3 – Regional Occupational Health & Safety

**Goal 2: The municipalities strive to embed a culture of safety as the paramount aim in how we conduct our work. Collectively, the municipalities will work together to minimize the risk that our staff and contracted service providers are exposed to.**

Action	Lead	Target Date	Quarterly Report
Set up Regional Safety Management System			1 <sup>st</sup> Quarter: The main safety manual is complete in its draft format. It being distributed to the regional joint health and safety committee (RJHSC) for review and feedback. The main manual should be in place by the 2 <sup>nd</sup> Q 2017. The incident management manual is expected to be completed in draft format by the end of the 1 <sup>st</sup> Q 2017. Will then need to be reviewed by the RJHSC. Should be in place by 2 <sup>nd</sup> Q 2017.
Develop and Implement Return to Work Program			Modified work program has been developed and in place. Currently working with WCB and PCN to identify a doctor we can use



## Appendix 1 for 8.10.: 2017 Regional Strategic Plan

			specifically for workplace injuries and illness. Might be an opportunity to open an OIS (Occupational Injury Service) Clinic in the region.
Hold joint team building activities in conjunction with regional occupational health and safety workshops			2 <sup>nd</sup> Quarter: First regional team building exercise was held in April. Motivational speaker Spencer Beach attended and his presentation was well-received the amongst employees.

### Goal 4 – Crime Reduction and Policing

**Goal 3: The municipalities desire to employ a collaborative policing approach which combines collaboration with problem-solving and evidence-based policing to build community trust, support, and cooperation while achieving more effective and long-lasting crime reduction benefits.**

Action	Lead	Target Date	Quarterly Report
Work with St. Paul and Elk Point RCMP detachments and municipal partners and First Nations/Metis settlements on strategy to reduce crime in the Region			<b>1st Quarter: Outreach efforts are ongoing with Indigenous communities</b>

### Goal 5 – Public Works and Utilities

**Goal 4. The municipalities aspire to work together, where possible, to enhance transportation and utility services that will benefit residents in more than one jurisdiction.**

Action	Lead	Target Date	Quarterly Report
County of St. Paul and the Town of Elk Point will build a Bulk Water Station in Elk Point <ul style="list-style-type: none"> <li>Execute ACP Grant</li> </ul>			<b>1st Quarter: Modelling, design concepts, and location selection matrix completed; tender forthcoming in 2017</b>
County of St. Paul and Town of Elk Point will build a Salt Shed at the Elk Point Transfer Station			<b>1st Quarter: Partners are working on a land purchase agreement for the Salt Shed and Transfer Station lands to facilitate joint ownership of the facilities and surrounding lands</b>
The Town of St. Paul and the Elk Point/St. Paul Water Commission (made up of Town of Elk Point and			

## Appendix 1 for 8.10.: 2017 Regional Strategic Plan

the County of St. Paul) will work with Alberta Transportation and Alberta Environment and Parks to explore opportunities for permanent licensing/supply of water to the St. Paul WTP			
<p>All municipalities will explore carrying out a feasibility study to assess street lighting and potential for energy efficiency and better integration of data into Regional GIS</p> <ul style="list-style-type: none"> <li>• Apply for ACP Grant</li> </ul>			<b>1st Quarter: ACP Grant Application submitted, application was successful</b>

### Goal 6 – Economic Development

**Goal 5: The municipalities will pursue regional economic development opportunities aimed at creating more employment and a rising standard of living in the region through the expansion of profitable business activity throughout the region. The municipalities recognize that economic success in one municipality has positive ramifications for the entire region.**

Action	Lead	Target Date	Quarterly Report
Through our membership with Alberta HUB and by leveraging the regional GIS system, the partners aim to create and develop a site selection feature promoting investment in the St. Paul region. Using a web-based presence, provided information would include but not be limited to municipal and private land for sale, Land Use Bylaw information, zoning, and transportation infrastructure. We will work to aggressively target site selectors in promoting the region and in providing a competitive process for all permitting to maximize the			<b>1st Quarter: Exploring best way to share economic development data with prospective investors</b>

## Appendix 1 for 8.10.: 2017 Regional Strategic Plan

investment attractiveness of the region.			
The Town of St. Paul, Town of Elk Point, and County of St. Paul will explore crafting a regional economic development strategic plan by applying to the CARES Program			<p>1<sup>st</sup> Quarter: The next application period opens in April and closes on May 31<sup>st</sup>, 2017; administration preparing background information</p> <p>2<sup>nd</sup> Quarter: Municipalities have approved the application. Currently being drafted</p>

### Goal 7 – Parks and Recreation

Goal 7: The municipalities wish to work collaboratively to improve parks and recreational servicing throughout the region.			
Action	Lead	Target Date	Quarterly Report
The County of St. Paul and the Town of St. Paul will renegotiate their Recreation Agreement in 2017			
The County of St. Paul will support Recreation in Elk Point in conjunction with Elk Point.			
All municipalities will seek opportunities to jointly apply for funding to pursue additional recreational servicing opportunities			
All municipalities will participate in a Parks and Recreation Needs Analysis and Action Plan Study <ul style="list-style-type: none"> <li>• Apply for ACP Grant</li> </ul>			1 <sup>st</sup> Quarter: ACP Grant Application submitted, application was successful

### Goal 8 – Planning & Development

Goal 8: The municipalities seek to consult with one another on land-use planning issues to minimize negative externalities spilling over into neighbouring jurisdictions.			
Actions	Lead	Target Date	Quarterly Report
The County of St. Paul and the Town of St. Paul will continue to			1 <sup>st</sup> Quarter: Draft ASP has been distributed to Town and County for review; joint meeting planned for 1 <sup>st</sup> Quarter 2017 with public

## Appendix 1 for 8.10.: 2017 Regional Strategic Plan

work on the Area Structure Plan in North St. Paul			consultation, public hearing, and bylaw proposal
The County of St. Paul, Town of St. Paul, and Town of Elk Point will update their respective inter-municipal development plans and the County of St. Paul and Summer Village of Horseshoe Bay will complete a new Inter-municipal Development Plan <ul style="list-style-type: none"> <li>Apply for ACP Grant</li> </ul>			1st Quarter: ACP Grant Application submitted in December 2016, application was successful

### Goal 9 – Family and Community Support Services

Goal 8: The municipalities, where appropriate, strive to jointly deliver and augment Family and Community Support Services in the Region.			
Actions	Lead	Target Date	Quarterly Report
The County of St. Paul and Town of Elk Point will deliver joint Family and Community Support Services following their merger in 2015			

### Goal 10 – Airports

Goal 10: The municipalities shall jointly operate airports that effectively promote and serve general aviation while bringing pride and economic activity to the Region.			
Actions	Lead	Target Date	Quarterly Report
The County of St. Paul and Town of Elk Point will carry out lighting and facility upgrades at Elk Point Airport to ensure Aerodrome Codes and Standards compliance			1st Quarter: STIP Application submitted to Alberta Transportation in February 2017, waiting to hear if application is successful
The County of St. Paul and Town of St. Paul will carry out lighting upgrades at the St. Paul Airport			1 <sup>st</sup> Quarter: STIP Application submitted to Alberta Transportation in February 2017, waiting to hear if application is successful



## Appendix 1 for 8.10.: 2017 Regional Strategic Plan

### Goal 11 – Waste Management

<b>Goal 8: The municipalities shall seek out innovative and resourceful new solutions to improve the management of municipal solid waste.</b>			
<b>Actions</b>	<b>Lead</b>	<b>Target Date</b>	<b>Quarterly Report</b>
All partners will explore alternative value-added options to manage and process municipal solid waste			1 <sup>st</sup> Quarter: ACP Grant Project from 2015 is ongoing. Presentation was made outlining areas of potential for the region

### Goal 12 – Fire Services

<b>Goal 12: The municipalities, where appropriate, will seek to jointly enhance fire services in the Region by seeking out economies of scale and efficiencies while delivering the best possible fire protection to avoid loss of life and property through prevention, education, and response.</b>			
<b>Actions</b>	<b>Lead</b>	<b>Target Date</b>	<b>Quarterly Report</b>
The Town of St. Paul, Town of Elk Point, and County of St. Paul will explore measures to enhance fire services in the region			1 <sup>st</sup> Quarter: CAOs will meet in early 2 <sup>nd</sup> Quarter
The Town of St. Paul, Elk Point, and County of St. Paul will engage in regional training exercises			1 <sup>st</sup> Quarter: St. Paul Fire Chief has obtained grant funding for regional training exercises



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## Issue Summary Report

### 8.11. 2017 Municipal Election - Appointment of Returning Officer

#20170605001

**Meeting :** June 13, 2017 Council Meeting

**Meeting Date :** 2017/06/13 10:00

**Meeting Type :** Council Meeting

#### Background

---

Section 9(1) of the Local Authorities election Act requires that an elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections.

#### Recommendation

---

Administration is recommending to appoint Kyle Attanasio as Returning Officer.

#### Additional Information

---

**Originated By :** skitz



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## Issue Summary Report

### 8.12. 2017 Municipal Election - Request to Designate More Than One Polling Station Per Division #20170605002

**Meeting :** June 13, 2017 Council Meeting

**Meeting Date :** 2017/06/13 10:00

**Meeting Type :** Council Meeting

#### Background

---

In accordance with Section 2 of the Modified Voting Procedure Regulation, the County is obligated to seek ministerial approval from the Minister of Municipal Affairs to designate more than one polling station per electoral subdivision.

The County passed a Modified Voting Procedure Bylaw in 1986 for the purpose of designating more than one polling station per electoral subdivision.

#### Recommendation

---

Administration is recommending that the County make a request to the Minister of Municipal Affairs to approve a Ministerial Order hereby permitting the County Returning Officer to designate more than one polling station per voting subdivision in accordance with Section 2 of the Modified Voting Procedure Regulation.

#### Additional Information

---

**Originated By :** kattanasio

(5) The elected authority that is responsible for the conduct of the election must ensure that the procedures prescribed under this Act for holding an election are complied with, including procedures in respect of the retention and destruction of election materials.

RSA 2000 cL-21 s3;2006 c22 s4;2012 c5 s104

## Improvement district and special area elections

4 If an election is to be held in an improvement district or special area, the Minister may assume any of the powers, duties or functions of an elected authority under this Act in respect of that election.

1985 c38 s3;1995 c24 s99(15)

## Procedure modification

5 All proceedings that, in the opinion of an elected authority, are necessary to give full effect to section 73, 77.1, 77.2, 77.3, 79, 80 or 81 are deemed to be authorized notwithstanding any inconsistencies that may arise between any of those sections and any other provision of this Act.

RSA 2000 cL-21 s5;2006 c22 s5

## Ministerial powers

6(1) The relevant Minister may

(a) give directions governing the conduct of a general election, first election, by-election or vote on a bylaw or question if the relevant Minister considers the provisions of this Act insufficient, and

(b) require the elected authority to conduct a vote of the electors on any question specified by the relevant Minister at the same time as a general election is held or any question respecting any matter over which the elected authority has jurisdiction.

(2) The relevant Minister may decide any questions arising from the difficulty or impossibility of applying this Act and in so deciding the relevant Minister may by order alter dates prescribed by this Act for the doing of any matter or thing and may give other directions.

(3) If there are wards in an area, the provisions of this Act respecting a general election apply unless specifically varied in this Act, and if the bylaw, resolution or order establishing wards does not provide for any matter, the relevant Minister may by order give direction as to that or any other matter or thing requisite to the proper conduct of an election.



(Consolidated up to 180/2016)

## ALBERTA REGULATION 5/2007

### Local Authorities Election Act

#### MODIFIED VOTING PROCEDURE REGULATION

##### *Table of Contents*

- 1 Definition
- 2 Designating locations of voting stations
- 3 Elector's statement
- 4 Blind voter template
- 5 Appointing deputies to take votes of electors unable to attend voting station
- 6 Repeal
- 7 Expiry

##### **Definition**

- 1 In this Regulation, "Act" means the *Local Authorities Election Act*.

##### **Designating locations of voting stations**

- 2 Where an elected authority has passed a bylaw in accordance with section 160(2) of the Act, section 37 of the Act is modified as follows:

- (a) the returning officer of the elected authority may designate the location of the voting station;
- (b) the location of more than one voting station may be designated for each voting subdivision.

##### **Elector's statement**

- 3 The statement required under section 77 of the Act is Form 8 as prescribed in Schedule 1 to the *Local Authorities Election Forms Regulation* (AR 378/2003).

##### **Blind voter template**

- 4 Despite section 78(5) of the Act, where an elected authority has passed a bylaw in accordance with section 160(2) of the Act, the returning officer of the elected authority may determine the form of

### BY-LAW #1111

### COUNTY OF ST. PAUL #19

---

A By-Law of the County of St. Paul #19 in the Province of Alberta, being a By-Law to Adopt a Modified voting Procedure.

---

PURSUANT to the provisions of the Local Authorities Election Act, Statutes of Alberta 1983, and amendments thereto, and, under the Authority of Order Number 464/86, the Council of the County of St. Paul #19 enacts as follows:

1. The County of St. Paul #19 hereby adopts the modified system of conducting an election as prescribed by Alberta Regulation No. 288-85, filed on September 11th, 1985.

The modified voting procedure shall be used for the purpose of conducting elections pursuant to the provisions of the Local Authorities Election Act.

3. This By-Law shall come into force and effect upon the date of the third and final reading.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 13<sup>th</sup> day of August, 1986.

*Note: Refer to originals for signature.*



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## Issue Summary Report

### 8.13. 2017 Municipal Election - Advanced Voting Dates and Polling Stations

#20170605003

**Meeting :** June 13, 2017 Council Meeting

**Meeting Date :** 2017/06/13 10:00

**Meeting Type :** Council Meeting

#### Background

---

As per Section 73 of the *Local Authorities Election Act*, County Council may, by resolution, provide for an advanced vote.

#### Recommendation

---

Administration is recommending to provide for advanced voting on October 7th, 2017 at two polling stations, one to be located at the County Administration Office and one to be located at the Elk Point Seniors Recreation Centre.

#### Additional Information

---

**Originated By :** kattanasio



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## Issue Summary Report

### 8.14. 2017 Municipal Election - Pay Schedule for Deputy Returning Officers

#20170605004

**Meeting :** June 13, 2017 Council Meeting

**Meeting Date :** 2017/06/13 10:00

**Meeting Type :** Council Meeting

#### Background

---

In 2010 and 2013, the County has used the following pay schedule for its deputy returning officers:

- \$240 for Election Day
- \$0.52 per kilometer for mileage
- \$125 for training plus mileage

#### Recommendation

---

Administration is recommending to approve the following pay schedule for deputy returning officers for the 2017 Municipal Election:

- \$250 for Election Day
- \$0.52 per kilometer for mileage
- \$125 for training plus mileage

#### Additional Information

---

**Originated By :** kattanasio





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## Issue Summary Report

### 8.15. Tender for Northern Valley Road

**#20170607003**

**Meeting :** June 13, 2017 Council Meeting

**Meeting Date :** 2017/06/13 10:00

**Meeting Type :** Council Meeting

#### Background

---

The tenders for the Northern Valley Road (TWP Rd 560), Phase 3, Grading and Other Work from Range Road 53 to Range Road 44 were opened on Thursday, June 8th at 1:00 p.m.

The following tenders were received:

G & J Parking Lot	\$2,107,011.00
Prairie North	\$2,156,967.50
Coburn Contracting	\$2,193,828.32
Location Cats	\$2,525,629.01
BTO Contracting	\$2,905,275.20
Martushev Logging	\$3,137,356.40
Crow Enterprises	\$3,260,991.00
Broda Group Ltd.	\$3,813,745.70
Swamp Cats	\$4,485,193.41

#### Recommendation

---

Administration is recommending to accept the lowest tender for the Northern Valley Road (TWP Rd 560), Phase 3, Grading and Other Work from Range Road 53 to Range Road 44 from G & J Parking Lot in the amount of \$2,107,011.

#### Additional Information

---

**Originated By :** pcorbiere

## INVITATION TO TENDER

County of St. Paul No. 19

### Northern Valley Road – Phase 3 Grading and Other Work

Sealed Tenders for the above project will be received by the County of St. Paul No. 19 until:

**1:00 p.m., Thursday, 8 June 2017**

Tender opening will be at the County Public Works Shop, 5618 – 57 Street, St. Paul, Alberta.

#### PROJECT DESCRIPTION:

Northern Valley Road – Phase 3  
From Rge Rd 53 to Rge Rd 44 (approximately 11.20 km)

#### APPROXIMATE QUANTITIES:

Clearing	-	7.0 ha
Common Excavation	-	139,000 m <sup>3</sup>
Borrow Excavation	-	96,100 m <sup>3</sup>
Overhaul	-	24,820 m <sup>3</sup> km
Topsoil Placement	-	192,500 m <sup>2</sup>
Culvert Installation	-	994 m
Gravel Surfacing (Des 4 Class 20)	-	12,100 t

The County will supply the aggregate for this project.

Plans and specifications may be obtained from the office of the Engineer, AMEC Foster Wheeler Environment & Infrastructure at 5681 – 70 Street NW, Edmonton, Alberta.

A non-refundable fee of Fifty Dollars (\$50.00) made payable to AMEC Foster Wheeler Environment & Infrastructure will be required for each set of documents taken. Tender documents will be available for pick up at AMEC Foster Wheeler's Edmonton office after 2:00 p.m., on **Thursday, May 25, 2017**.

Tenders must be accompanied by a certified cheque or bid bond in the amount of ten percent (10%) of the total sum tendered. **The completion date for this project is October 15, 2017.**

The Owner reserves the right to reject any or all tenders. The lowest or any other tender will not necessarily be accepted.

If further information is required, please contact Mr. Steven Jeffery, Public Works Supervisor, County of St. Paul No. 19 at (780) 614-7946.

For technical or engineering information, contact Mr. Gabe Rohr, AMEC Foster Wheeler Environment & Infrastructure at (780) 377-3633.



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## Issue Summary Report

### 8.16. Bylaw 2017-21 - Short Term Borrowing for Northern Valley Road #20170607006

**Meeting :** June 13, 2017 Council Meeting

**Meeting Date :** 2017/06/13 10:00

**Meeting Type :** Council Meeting

#### Background

---

The tender for the Northern Valley Road closed on Thursday, June 8th. If Council awards the tender for the Northern Valley Road, we need to have a Short-Term Borrowing Bylaw in place. The borrowing bylaw will be for one quarter of the total project. We will receive funding for half of the project from the Province and funding for the other quarter of the project from CNRL.

Administration is recommending that if the Northern Valley Road tender is awarded, Council give all three readings to Bylaw 2017-21. The Bylaw will be presented to Council at Tuesday's meeting.

#### Recommendation

---

Motion to give all three readings to Bylaw No. 2017-21 - Short Term Borrowing for the Northern Valley Road, Grading and Other work.

#### Additional Information

---

**Originated By :** pcorbiere



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## Issue Summary Report

### 8.17. Cold Mix Tender

**#20170607008**

**Meeting :** June 13, 2017 Council Meeting

**Meeting Date :** 2017/06/13 10:00

**Meeting Type :** Council Meeting

#### Background

---

Public Works has received the following bids for mixing 70,000 tonnes of Cold mix in the Richland Pit:

Grynn Contracting Ltd.	\$13.75/tonne
Black Track Paving	\$14.00/tonne
E Construction Ltd.	\$21.94/tonne

#### Recommendation

---

Administration is recommending to accept the lowest bid from Grynn Contracting Ltd. for \$13.75/tonne.

#### Additional Information

---

**Originated By :** pcorbiere





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## Issue Summary Report

### 8.18. Tender for Trac Hoe

**#20170607009**

**Meeting :** June 13, 2017 Council Meeting

**Meeting Date :** 2017/06/13 10:00

**Meeting Type :** Council Meeting

#### Background

---

Public Works has been demoing different Trac Hoes and has received quotes, which will be presented to Council at the meeting on Tuesday.

#### Recommendation

---

Administration is recommending to approve the purchase of a trac hoe as per the recommendation of Public Works.

#### Additional Information

---

**Originated By :** pcorbiere



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## Issue Summary Report

### 8.19. Crusher Quotes

#20170608003

**Meeting :** June 13, 2017 Council Meeting

**Meeting Date :** 2017/06/13 10:00

**Meeting Type :** Council Meeting

#### Background

---

Further to direction from the May 23 Public Works, following discussions on the cost of upgrading and replacing the crusher piece at a time vs the cost of replacing the entire crusher, Public Works will have prices to present at Tuesday's meeting.

#### Recommendation

---

Council to determine how to proceed based on the information presented by Public Works.

#### Additional Information

---

**Originated By :** pcorbiere



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## Issue Summary Report

### 8.20. Camp Lake Drainage Issues

**#20170608007**

**Meeting :** June 13, 2017 Council Meeting

**Meeting Date :** 2017/06/13 10:00

**Meeting Type :** Council Meeting

#### Background

---

At the May 23 Public Works meeting Council requested that administration look into the flooding on Range Road 110, by Camp Lake (NW 31-57-10-W4) and options on how to address the issue. See map attached.

Based on the findings, Public Works is recommending to lift the existing road by up to 1.91 metres at the lowest spot. Does Council want to tender this project out?

#### Recommendation

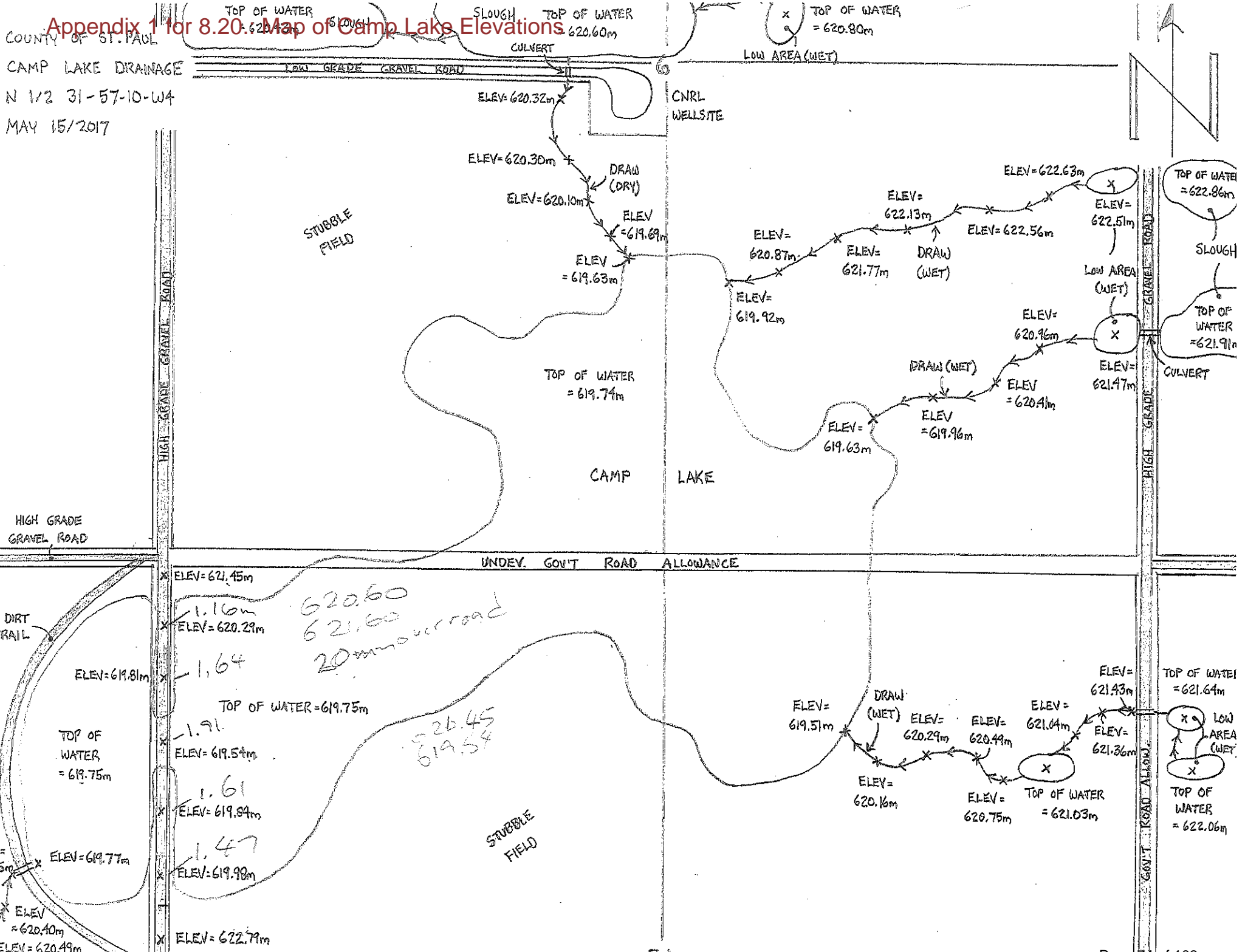
---

Administration is recommending to lift the existing section of Range Road 110 in NW 31-57-10-W4.

#### Additional Information

---

**Originated By :** pcorbiere







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## Issue Summary Report

### 8.21. CNRL Upgrade and Develop Undeveloped Road Allowance

#20170608009

**Meeting :** June 13, 2017 Council Meeting

**Meeting Date :** 2017/06/13 10:00

**Meeting Type :** Council Meeting

#### Background

---

Scott Land & Lease Ltd., on behalf of CNRL is requesting consent to:

- upgrade 2425 m of undeveloped road allowance
- develop 362 m of undeveloped road allowance to access a proposed new wellsite
- abut the undeveloped road allowance in NE 34-57-6-W4 with Log Deck
- abut the undeveloped road allowance in NE 35-57-6-W4 with Borrow Pits
- construct an approach in the NE 34-57-6-W4

#### Recommendation

---

Administration is recommending to approve CNRLs request to upgrade and develop the undeveloped road allowance.

#### Additional Information

---

**Originated By :** pcorbiere



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## Issue Summary Report

**8.22. Request to Access Lot through Lot 223RM, Block 5, Plan 7922205**

**#20170608004**

**Meeting :** June 13, 2017 Council Meeting

**Meeting Date :** 2017/06/13 10:00

**Meeting Type :** Council Meeting

### Background

---

The owner of Lot 191, Block 5, Plan 7922205 is requesting permission to access their lot through Lot 223MR, Block 5, which is directly north of their property. The original driveway on their property has mature trees and it is not wide enough to accommodate trailers without eliminating some of the trees.

As indicated in the pictures, the driveway is fenced off and they are currently accessing their lot through the MR.

### Recommendation

---

Administration is recommending to uphold policy and deny the request to access their property through the Municipal Reserve.

### Additional Information

---

**Originated By :** pcorbiere

## Appendix 1 for 8.22.: Request - Zajac

Marian and Anna Zajac  
128 Larose Drive  
St. Albert, Alberta, T8N 2M9  
May 28, 2017

County of St. Paul No. 19  
Councilor Division 4  
5015-49 Avenue  
St. Paul, Alberta, T0A 3A4

Dear Maxine Fodness and Phyllis Corbiere:

We are writing this letter of request to use a County of St. Paul's approach directly adjacent to the back of Plan 7922205, Block 5, Lot 191 at Crestview Beach, Lower Therien Lake which is approximately twenty feet.

The above-mentioned property is utilized infrequently from May 15 through to August every year and both the Lake Lot and back approach have been cared for and maintained by three generations since March 17, 1993.

The original driveway has matured trees and plant life that we do not want to devastate and disrupt the fauna that inhabits it. The driveway is and would not be large enough to accommodate the pull trailer(s) without eliminating the trees.

Please contact us directly at 780-458-7464, 780-901-8454 or [annaweber13@gmail.com](mailto:annaweber13@gmail.com) if you have further questions and we thank you for your consideration regarding this matter.

Sincerely,

Marian and Anna Zajac  
932 071 733 +77



## Appendix 1 for 8.22.: Request - Zajac



























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## Issue Summary Report

### 8.23. Road Cancellation - Road Plan 92EO in SE 12-58-9-W4

#20170607011

**Meeting :** June 13, 2017 Council Meeting

**Meeting Date :** 2017/06/13 10:00

**Meeting Type :** Council Meeting

#### Background

---

Road Plan 92EO in SE 12-58-9-W4 is being presented to Council for cancellation as it is no longer required. This is part of the old list of road cancellations being cleaned up. A new road has been built straight through on the road allowance.

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

#### Recommendation

---

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

WHEREAS, Council has determined that the lands hereafter described by the existing road plan are no longer required for the travelling public due to the existence of an alternate route,

WHEREAS, the County of St. Paul will register the new survey road plan.

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

All that portion of Road Plan 92EO in SE 12-58-9-W4 containing .680 hectares (1.68 acres) more or less.

Excepting thereout all mines and minerals.

#### Additional Information

---

**Originated By :** pcorbiere



## County of St. Paul No. 19

June 13, 2017

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

**WHEREAS**, Council has determined that the lands hereafter described by the existing road plan is no longer required for the travelling public due to the existence of an alternate route,

**WHEREAS** the County of St. Paul No. 19 will register the new survey road plan.

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

***All that portion of Road Plan 92EO in SE 12-58-9-W4 containing  
0.680 hectares (1.68 acres) more or less***

***Excepting thereout all mines and minerals***

Cancelled portions shall be consolidated with respective titles.

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

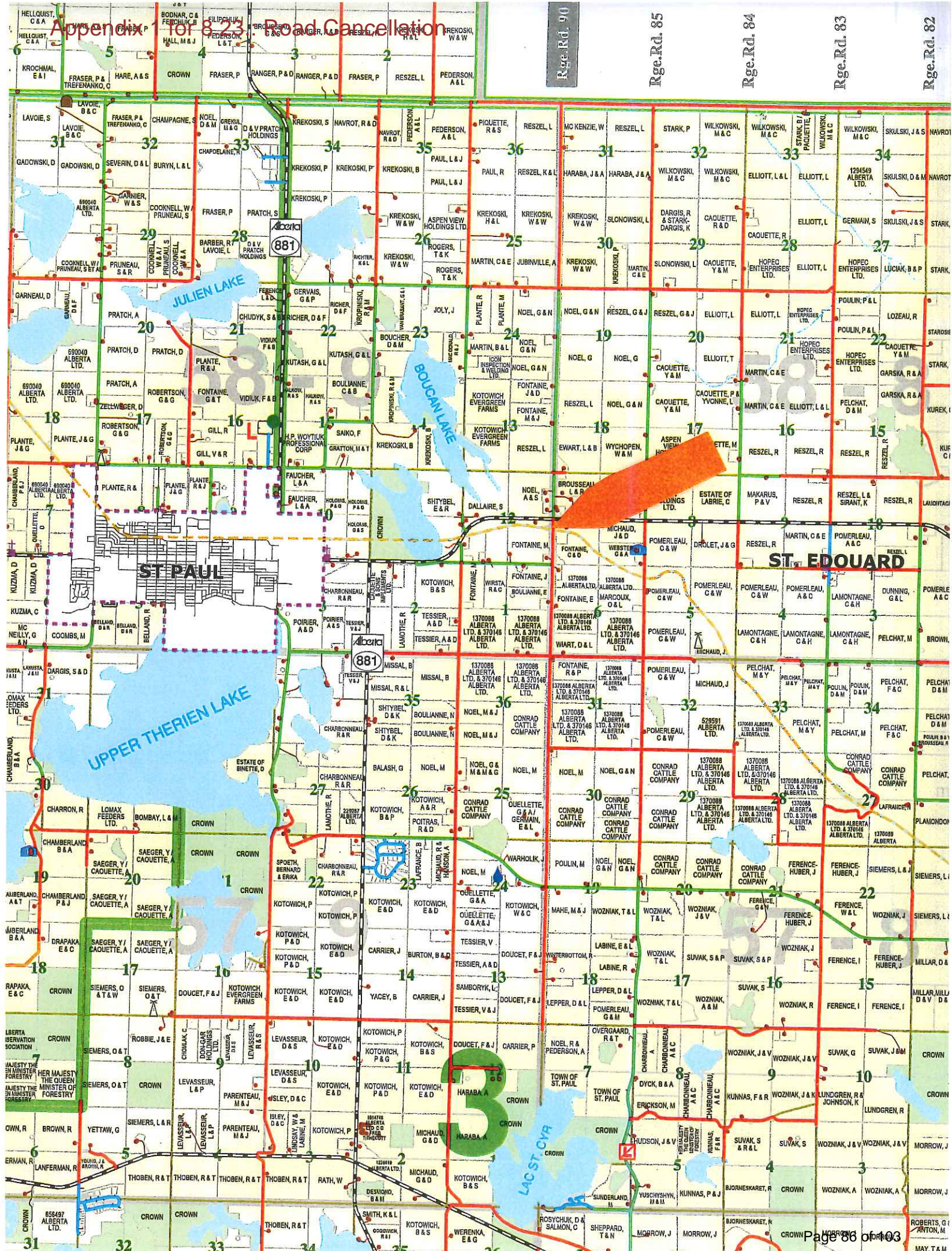
\_\_\_\_\_  
REEVE

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

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



Appendix 1 for 823. Road Cancellation





## Appendix 1 for 8.23.: Road Cancellation



Rds 7890

I certify that the within instrument is duly Entered and Registered in the Land Titles Office for the North Alberta Land Registration District at Edmonton, in the Province of Alberta at 10 o'clock, A.M., on the 31 day of January, A.D. 1928, Number 92, Book 50, Folio 4.

Provided for Registrar

# PLAN OF ROAD DIVERSION

IN

S.E. 1/4 Sec 12, Twp 58, Rge 9, W. 4M.

ALBERTA

Scale 100ft = 1 in.

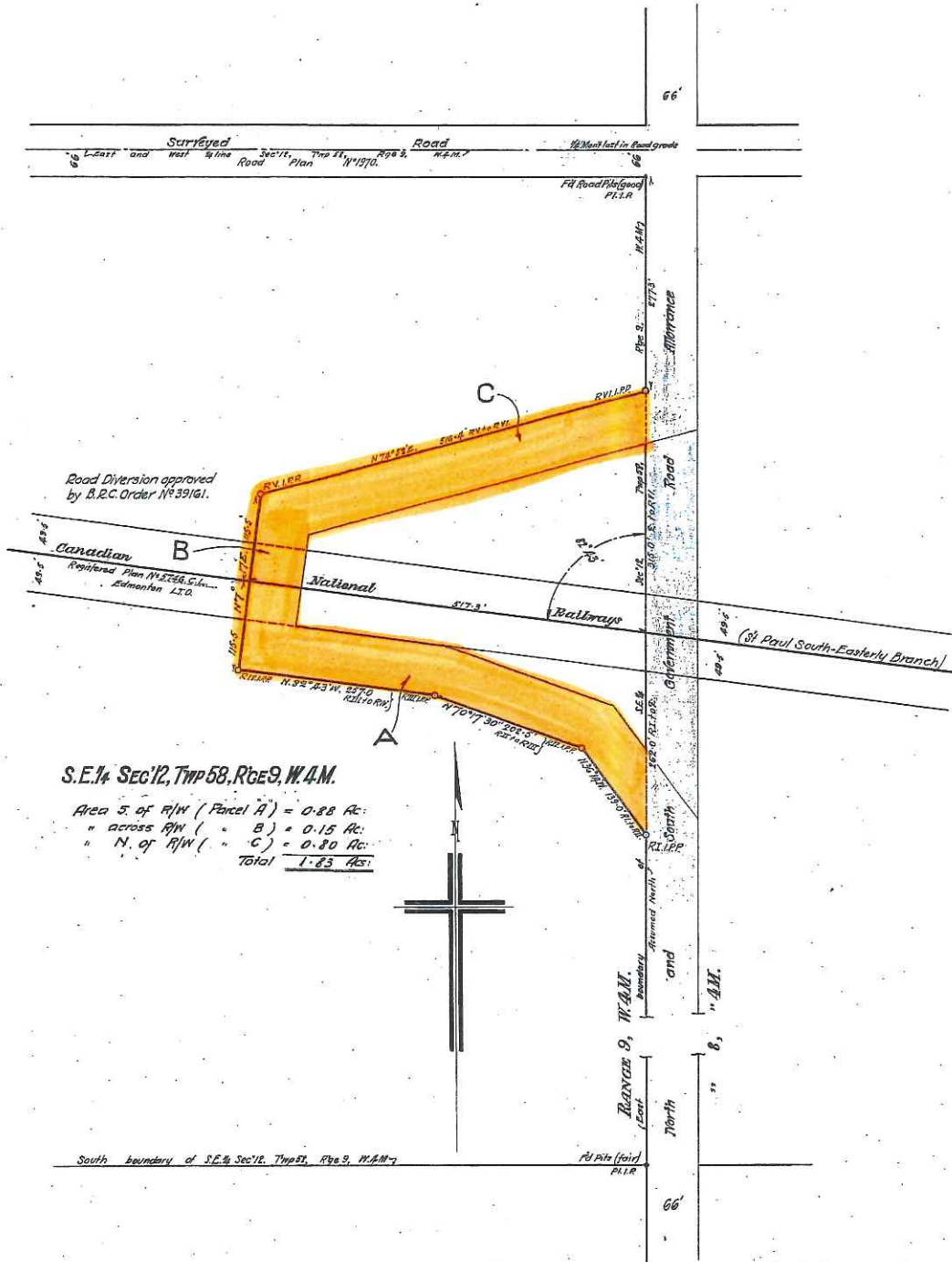
The area affected by this plan is only that portion coloured pink. Road Diversion is 66 feet wide. Standard iron posts are planted where shown upon the plan. Hues and Hues-o.

I, Edgar Carl Brown of the City of St Boniface, in the Province of Manitoba, Alberta Land Surveyor, make oath and say: That the survey represented by this plan has been made by me in accordance with the provisions of the Alberta Survey Act, that the survey was performed on the 17th day of August 1928, and that this plan is correct and true and is prepared in accordance with the provisions of the Land Titles Act.

Sworn before me at the City of St Boniface in the Province of Manitoba this 22nd day of October 1928.

Edgar Carl Brown  
Alberta Land Surveyor.

Jas. Murphy  
Commissioner, Government of the Province of Alberta.

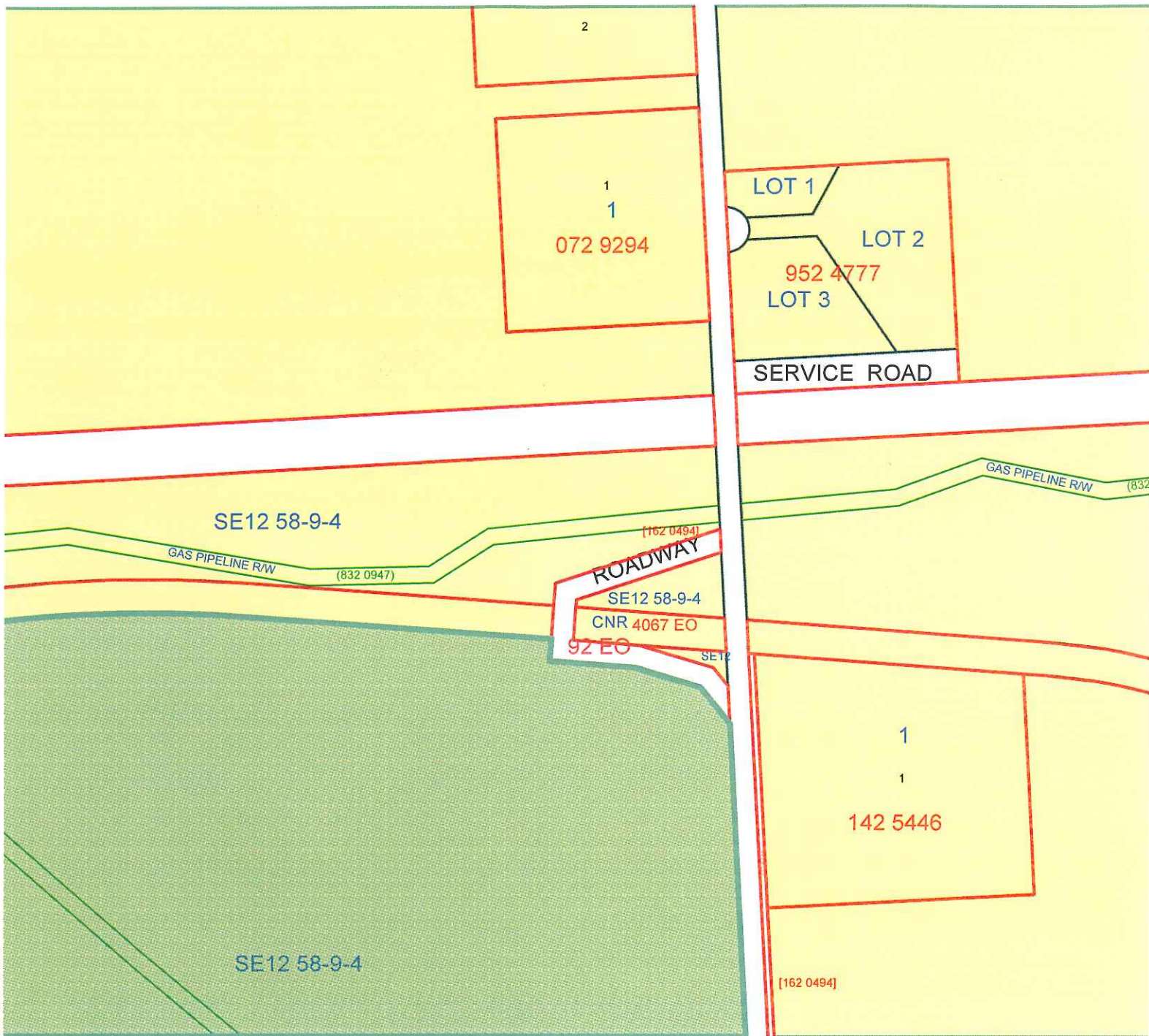


S.E. 1/4 Sec 12, Twp 58, Rge 9, W. 4M.

Area S. of R/W (Parcel A) = 0.88 Ac.  
" across R/W ( " B) = 0.15 Ac.  
" N. of R/W ( " C) = 0.80 Ac.  
Total 1.83 Ac.



# Appendix 1 for 8.23.: Road Cancellation







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

## Issue Summary Report

### 8.24. Munis 101: The Essentials of Municipal Governance

#20170608005

**Meeting :** June 13, 2017 Council Meeting

**Meeting Date :** 2017/06/13 10:00

**Meeting Type :** Council Meeting

#### Background

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The Elected Officials Education Program will be hosting Munis 101: The Essentials of Municipal Governance throughout the province in the 90-day period following the upcoming municipal election. Munis 101 will meet all mandatory training criteria introduced under the amended MGA, and will prepare both new and returning councillors to succeed in their roles. The EOEP has scheduled training at the following locations:

- October 30 and 31, 2017 – Camrose
- November 27 and 28, 2017 – Vermilion
- December 7 and 8, 2017 – Westlock
- December 14 and 15, 2017 – Lac La Biche

Registration will be open at the beginning of July.

Other alternatives Council may want to consider for training - Jeff Bellinger, Jack Hayden, George Cuff.

#### Recommendation

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Council to determine how to proceed with offering the mandatory training as proposed under the new MGA.

#### Additional Information

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**Originated By :** pcorbiere



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

## Issue Summary Report

### 8.25. Electoral Boundaries Commission

**#20170608010**

**Meeting :** June 13, 2017 Council Meeting

**Meeting Date :** 2017/06/13 10:00

**Meeting Type :** Council Meeting

#### Background

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The Electoral Boundary Commission Report is out and can be viewed at <http://abebc.ca>. Written Submissions will be accepted until July 8, 2017.

Attached are maps showing the new boundaries for our municipality. Does Council have recommendations to be included in a submission? Provide administration with feedback or comments by the end of June so they can be included with the written submission.

#### Recommendation

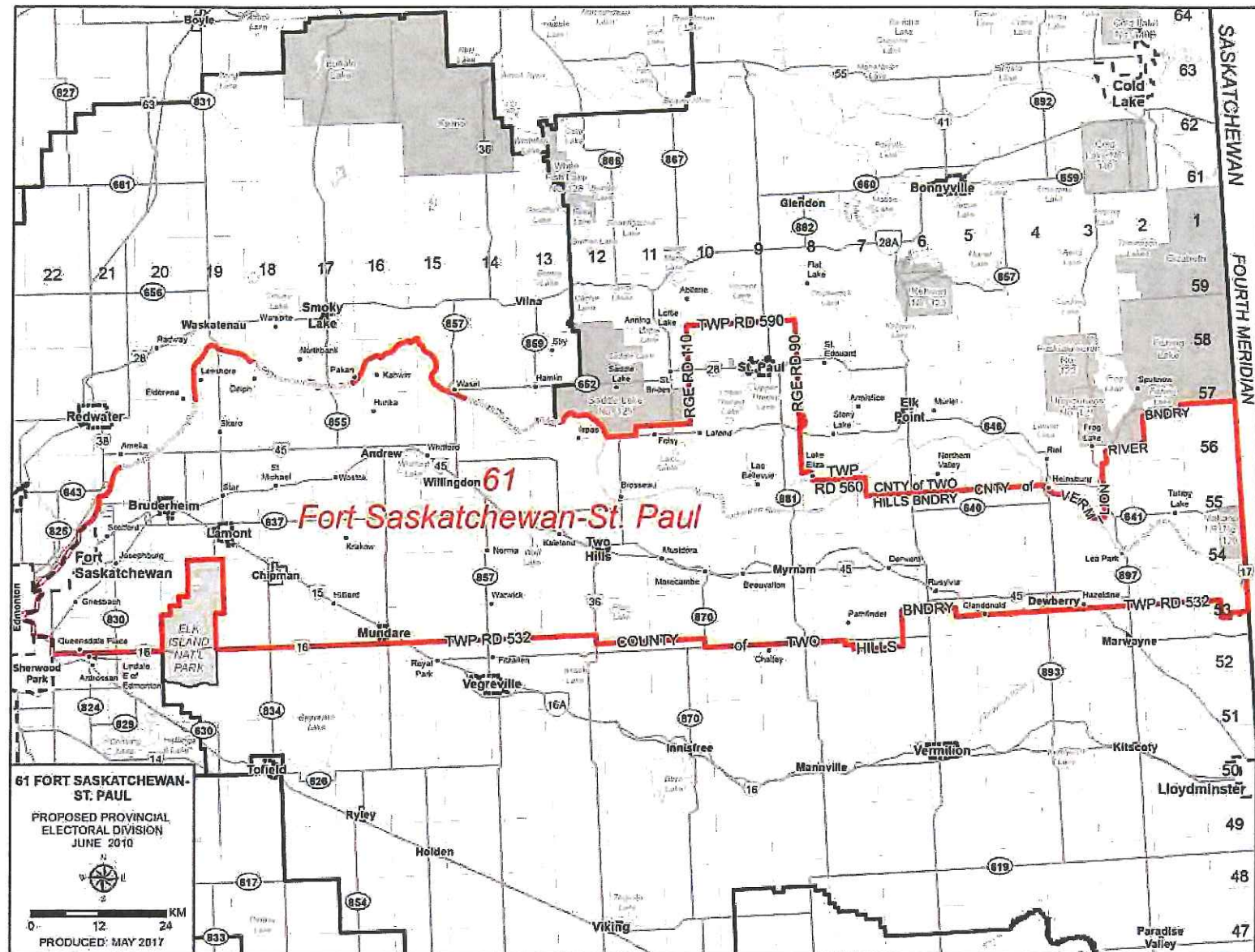
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Administration is recommending to draft a submission regarding the Electoral Boundary Commission Report and present it at the July meeting for Council's approval.

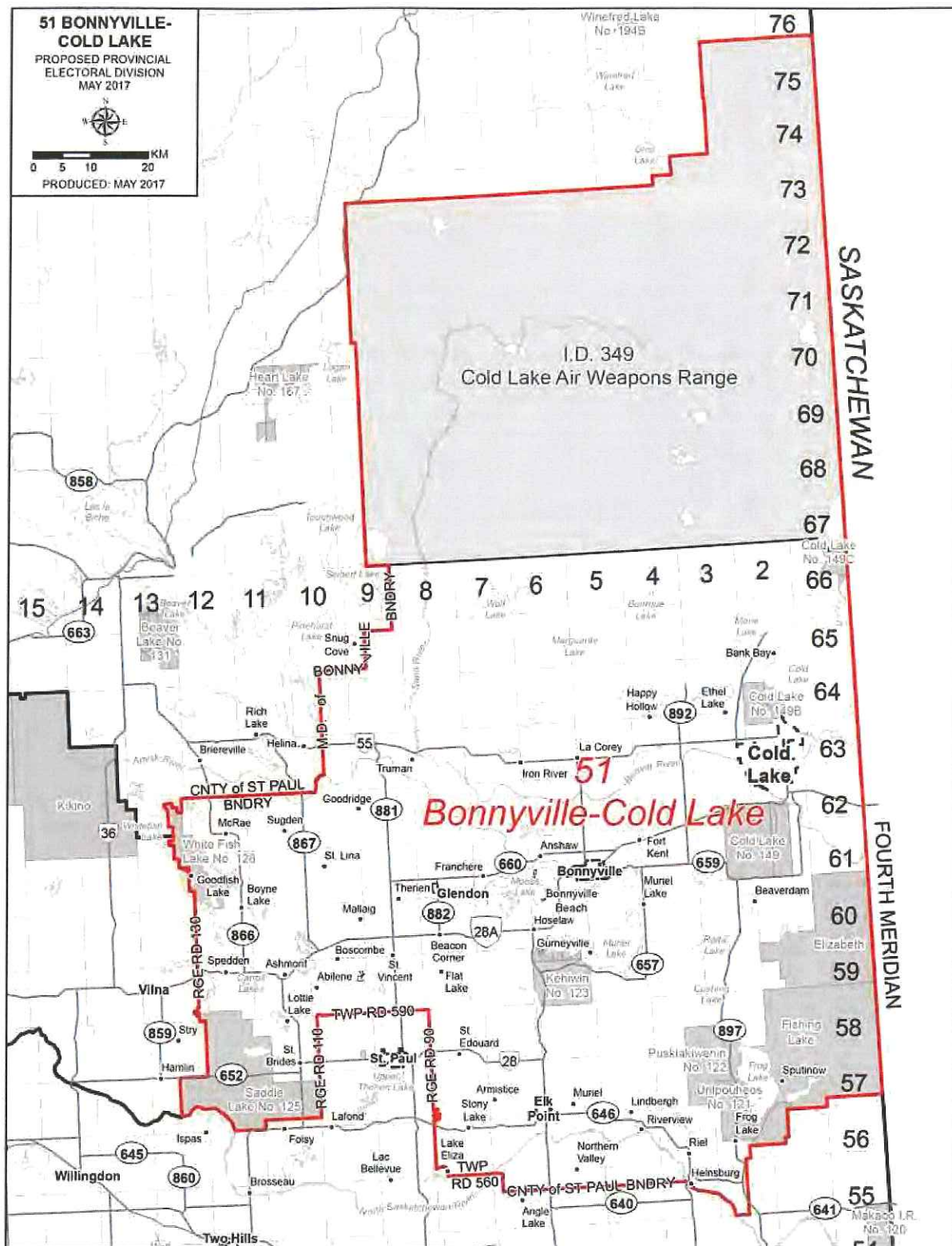
#### Additional Information

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**Originated By :** pcorbiere







## 9. Reports

### 9.1. CAO REPORT



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

## Issue Summary Report

### 9.1. CAO Report

**#20170418008**

**Meeting :** June 13, 2017 Council Meeting

**Meeting Date :** 2017/06/13 10:00

**Meeting Type :** Council Meeting

#### Background

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CAO Report to be presented at the meeting.

#### Additional Information

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**Originated By :** skitz



## 10. Upcoming Meetings

- 10.1. JUNE 27 @ 10:00 A.M. - PUBLIC WORKS
- 10.2. JULY 6 @ 10:00 A.M. - COUNCIL MEETING
- 10.3. JULY 11 - 14 ASB SUMMER TOUR



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

## Issue Summary Report

**10.1. June 27 @ 10:00 a.m. - Public Works**

**#20170609002**

**Meeting :** June 13, 2017 Council Meeting

**Meeting Date :** 2017/06/13 10:00

**Meeting Type :** Council Meeting

### Additional Information

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**Originated By :** pcorbiere



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

**10.2. July 6 @ 10:00 a.m. - Council Meeting**

**#20170609003**

**Meeting :** June 13, 2017 Council Meeting

**Meeting Date :** 2017/06/13 10:00

**Meeting Type :** Council Meeting

### Additional Information

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**Originated By :** pcorbiere





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

## Issue Summary Report

### 10.3. July 11 - 14 ASB Summer Tour

**#20170609004**

**Meeting :** June 13, 2017 Council Meeting

**Meeting Date :** 2017/06/13 10:00

**Meeting Type :** Council Meeting

#### Additional Information

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**Originated By :** pcorbiere

# 11. Financial

- 11.1. BUDGET TO ACTUAL
- 11.2. LISTING OF ACCOUNTS PAYABLE
- 11.3. COUNCIL FEES



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

## Issue Summary Report

### 11.1. Budget to Actual

**#20170418009**

**Meeting :** June 13, 2017 Council Meeting

**Meeting Date :** 2017/06/13 10:00

**Meeting Type :** Council Meeting

#### Background

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

#### Recommendation

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Motion to approve the budget to actual as of May 31, 2017.

#### Additional Information

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**Originated By :** skitz



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

## Issue Summary Report

### 11.2. Listing of Accounts Payable

#20170418010

**Meeting :** June 13, 2017 Council Meeting

**Meeting Date :** 2017/06/13 10:00

**Meeting Type :** Council Meeting

#### Background

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A listing of Accounts Payable will be provided for Council's review.

#### Recommendation

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Motion to file the listing of Accounts Payable as circulated:

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

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**Originated By :** pcorbiere





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

## Issue Summary Report

### 11.3. Council Fees

#20170418011

**Meeting :** June 13, 2017 Council Meeting

**Meeting Date :** 2017/06/13 10:00

**Meeting Type :** Council Meeting

#### Background

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Council fees for the past month will be circulated for review.

#### Recommendation

---

Motion to approve the Council Fees for the Month of May, 2017 as circulated.

#### Additional Information

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**Originated By :** tmahdiuk