



*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)

## **July 6, 2017 Council Meeting**

Thursday, July 06, 2017

Start time 10:00 AM

### **AGENDA**

1. **Call to Order**
2. **Minutes**
  - 2.1 **June 13, 2017 Council Meeting (2017/06/13)**
3. **Bank Reconciliation**
4. **Additions to Agenda and Acceptance of Agenda**
5. **In Camera**
  - 5.1. **In Camera**
6. **Business Arising from Minutes**
  - 6.1. **Electoral Boundaries Commission**
7. **Delegation**
  - 7.1. **10:45 a.m. -S/Sgt Lee Brachman**
  - 7.2. **11:00 a.m. - CNRL**
  - 7.3. **11:30 a.m. - Bernadette & Kevin Lindballe**
8. **New Business**
  - 8.1. **2017 Budget Amendment**
  - 8.2. **Leadership Edge 2017 Conference**
  - 8.3. **NLLS Conference - Sept. 14 & 15**
  - 8.4. **Request to Waive Penalties on 2016 Property Taxes**
  - 8.5. **Request for Grant- Mann Lakes Golf Course**
  - 8.6. **2017 Summary of Donations**
  - 8.7. **Benefits Policy HR-4**
  - 8.8. **Promotional Items Policy ADM-14**
  - 8.9. **Overtime Policy HR-21**
  - 8.10. **Sick Leave and Family Medical Benefits Policy HR-29**

- 8.11. **Statutory and Declared Holidays Policy HR-30**
- 8.12. **Private Gravel Sales Policy PW-59**
- 8.13. **Long-Term Disability Policy - HR-116**
- 8.14. **Parks Policy REC-121**
- 8.15. **Additional Named Insured Parties Policy ADM-122**
- 8.16. **Local Authorities Pension Plan Policy HR-123**
- 8.17. **Municipal Internship Program Application 2018-2019**
- 8.18. **Election Bylaw 2017-22**
- 8.19. **Resolution - Integrate Emergency Social Services & Emergency Management at Provincial Level**
- 8.20. **Bylaw No. 2017-23 - Dedesignate Part of Lot R, Block 1, Plan 527MC**
- 8.21. **Subdivision at Vincent Lake**
- 8.22. **Hay Tender Amendment**
- 9. **Correspondence**
  - 9.1. **CAO Report**
- 10. **Reports**
- 11. **Upcoming Meetings**
  - 11.1. **July 11-14 - ASB Tour, Olds**
  - 11.2. **July 27 - ASB Meeting**
- 12. **Financial**
  - 12.1. **Budget to Actual**
  - 12.2. **Listing of Accounts Payable**
  - 12.3. **Council Fees**
- 13. **Adjournment**

## 5. In Camera

### 5.1. IN CAMERA



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

## Issue Summary Report

### 5.1. In Camera

**#20170703006**

**Meeting :** July 6, 2017 Council Meeting

**Meeting Date :** 2017/07/06 10:00

**Meeting Type :** Council Meeting

#### Background

---

In camera items to be presented at the meeting.

#### Recommendation

---

Motion to go in camera as per sections 16 and 17 of the FOIP Act.

#### Additional Information

---

**Originated By :** pcorbiere



## 6. Business Arising from Minutes

### 6.1. ELECTORAL BOUNDARIES COMMISSION



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

## Issue Summary Report

### 6.1. Electoral Boundaries Commission

**#20170704006**

**Meeting :** July 6, 2017 Council Meeting

**Meeting Date :** 2017/07/06 10:00

**Meeting Type :** Council Meeting

#### Background

---

Following the June Council meeting, administration prepared a submission on the Electoral Boundary Commission Report. It will be forwarded for Council's review before the Council Meeting.

Written submissions will be accepted until July 8, 2017.

#### Recommendation

---

Administration is recommending to approve the written submission as presented.

#### Additional Information

---

**Originated By :** pcorbiere

## 7. Delegation

- 7.1. 10:45 A.M. -S/SGT LEE BRACHMAN
- 7.2. 11:00 A.M. - CNRL
- 7.3. 11:30 A.M. - BERNADETTE & KEVIN LINDBALLE



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

## Issue Summary Report

**7.1. 10:45 a.m. -S/Sgt Lee Brachman**

**#20170704002**

**Meeting :** July 6, 2017 Council Meeting

**Meeting Date :** 2017/07/06 10:00

**Meeting Type :** Council Meeting

### Background

---

S/Sgt. Lee Brachmann will be in to provide a brief overview of the year to date policing stats for St. Paul County.

### Additional Information

---

**Originated By :** pcorbiere



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

## Issue Summary Report

### 7.2. 11:00 a.m. - CNRL

#20170703011

**Meeting :** July 6, 2017 Council Meeting

**Meeting Date :** 2017/07/06 10:00

**Meeting Type :** Council Meeting

#### Background

---

At the last Council meeting, Council denied the request brought forward from Pubic Works for CNRL to upgrade a portion of road and construct new portion of road on undeveloped road allowance. Administration along with the local councilor met with CNRL to get a better understanding of the project. They are coming to council to more fully explain the project. Administration has proposed signing an agreement to protect the County's interests. The Agreement will be forwarded to Council before Thursday's meeting.

Administration will also develop procedures for Public Works to consider for future applications to access county road allowances.

#### Recommendation

---

That Council approve the agreement with CNRL that would allow them to upgrade a portion of road that exists on Range Road 61 and Township Road 580 and further that CNRL can construct an additional 450 meters of road on county undeveloped road allowance on Township Road 580 and Range Road 62 .

#### Additional Information

---

**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

**7.3. 11:30 a.m. - Bernadette & Kevin Lindballe**

**#20170704003**

**Meeting :** July 6, 2017 Council Meeting

**Meeting Date :** 2017/07/06 10:00

**Meeting Type :** Council Meeting

### Background

---

Kevin and Bernadette Lindalle, residents in Harbour Park at Lac Sante, will be in to talk about the inappropriate dumping of garbage at the bin site and request that two of the four bins currently located at Harbour Park be relocated to the Labrecque subdivision.

This was brought before Council at the April, 2016 Council Meeting. As per policy Dev-56, County-Owned structures not Requiring a Permit Policy, the adjacent landowners were notified of the proposed development and Council received feedback in support of and in opposition to the bin site.

### Additional Information

---

**Originated By :** pcorbiere

## Appendix 1 for 7.3.: Letter - Lindballe

Tuesday, July-04-17

County of St Paul  
5015-49 Ave  
St Paul Alberta, T0A 3A4

Regarding: Ongoing concerns with Garbage Bins in Harbor Park Lac Santé

To whom it may concern:

My husband and I would like to be put on the agenda as delegates so that we may be able to again speak to the ongoing issue inappropriate garbage disposal, increased congestion of traffic throughout the summer and increasing concerns with wildlife seen in the area because of improper disposal of garbage. Also, the condition of the road in the area of the bins is often poor with broken glass and sharp objects that take a toll on local vehicle tires.

We are writing counsel on the ongoing issue of Garbage bins located in Harbour Park Lac Santé. We are again requesting the relocation of two of the four bins currently located in Harbour Park. We would like to see two of the bins relocated to the La Breq's side. There is an area about the mid-point of the between the three subdivisions using the bins. The area is level and is access friendly for the garbage truck to maneuver and empty the bins. It is also mid-point allowing for easy disposal of waste for all residents in the three subdivisions.

- Relocating bins will reduce traffic in the current area; reduce the amount of garbage in the area and in turn the amount of wildlife currently seen in that area because of overflowing garbage bins.
- It should also encourage good stewardship in that residents of the French quarter and the La Breq subdivisions will have a vested interest in keeping their area orderly and clean
- With the increase development seen over the last three years within the three subdivisions it not only makes sense to relocate bins at this time it is necessary.

We would suggest another option could be the relocation of two of the garbage bins seasonally from June 1 to October 1. Once the bins are moved it is likely residence will like the convenience of bins closer to their homes.

Finally in the event the County decides not to relocate two of the garbage bins we request that the County place two camera's at the current bins location for the purpose of videotaping violators who are improperly disposing of garbage and issue warnings and then fines to repeat offenders.

Thank you

Mr. and Mrs. Lindballe

## 8. New Business

- 8.1. 2017 BUDGET AMENDMENT
- 8.2. LEADERSHIP EDGE 2017 CONFERENCE
- 8.3. NLLS CONFERENCE - SEPT. 14 & 15
- 8.4. REQUEST TO WAIVE PENALTIES ON 2016  
PROPERTY TAXES
- 8.5. REQUEST FOR GRANT- MANN LAKES GOLF  
COURSE
- 8.6. 2017 SUMMARY OF DONATIONS
- 8.7. BENEFITS POLICY HR-4
- 8.8. PROMOTIONAL ITEMS POLICY ADM-14
- 8.9. OVERTIME POLICY HR-21
- 8.10. SICK LEAVE AND FAMILY MEDICAL BENEFITS  
POLICY HR-29
- 8.11. STATUTORY AND DECLARED HOLIDAYS POLICY  
HR-30
- 8.12. PRIVATE GRAVEL SALES POLICY PW-59
- 8.13. LONG-TERM DISABILITY POLICY - HR-116
- 8.14. PARKS POLICY REC-121
- 8.15. ADDITIONAL NAMED INSURED PARTIES POLICY  
ADM-122
- 8.16. LOCAL AUTHORITIES PENSION PLAN POLICY HR-  
123
- 8.17. MUNICIPAL INTERNSHIP PROGRAM APPLICATION  
2018-2019
- 8.18. ELECTION BYLAW 2017-22
- 8.19. RESOLUTION - INTEGRATE EMERGENCY SOCIAL  
SERVICES & EMERGENCY MANAGEMENT AT  
PROVINCIAL LEVEL
- 8.20. BYLAW NO. 2017-23 - DEDESIGNATE PART OF LOT  
R, BLOCK 1, PLAN 527MC



- 8.21. SUBDIVISION AT VINCENT LAKE
- 8.22. HAY TENDER AMENDMENT



## Issue Summary Report

### 8.1. 2017 Budget Amendment

**#20170703007**

**Meeting :** July 6, 2017 Council Meeting

**Meeting Date :** 2017/07/06 10:00

**Meeting Type :** Council Meeting

#### Background

---

Council approved the 2017 Operating and Capital Budget at the April Council Meeting based on the information Administration had available at the time. Since the budget was approved, the County has been approved for three grants under the Strategic Transportation Infrastructure Program (STIP) which were not included in the budget. Additionally, Council has made resolutions regarding the purchase of some capital and special projects that was not included in the original approved budget. Finally, Administration has noted some errors in the originally budgeted items and recognize that the challenging spring weather will affect our ability to complete our road construction projects, therefore we are proposing to update those items with this budget amendment. It is important to note that these increases to the budget will be funded by either the Reserve for Future Expenditures with a current balance of \$1,770,000 (based on current budget approval) or the Unrestricted Surplus of \$6,294,194.

Administration has attached a summary of the budget changes per project for council's consideration.

Administration has also attached a summary of expected increase costs of gaveling vs. potential decreases in oiling to help address current road conditions as discussed at the Public Works Meeting June 25, 2017. Council will need to determine if this proposal is acceptable, or if they wish to utilize fund from Unrestricted Reserves to address these road conditions.

Once Council approves the amended budget, Administration will make the necessary changes to the Budget document on the County Webpage.

#### Recommendation

---

That Council approve the amended budget as presented with an increase in budget of \$904,635 to be funded from the Reserve for Future Expenditures.

That Council approve Administration's proposal to transfer \$1,100,000 operating dollars from Oiling to Gravel Hauling to address current road conditions.

#### Additional Information

---

**Originated By :** skitz

## Appendix 1 for 8.1.: 2017 Budget

<b>2017 Municipal Budget</b>		2017 Budget		2016 Budget	
		<u>Revenues</u>	<u>Expenditures</u>	<u>Revenues</u>	<u>Expenditures</u>
<b>Operating:</b>					
Taxes	26,052,992	4,532,631	26,870,334	4,372,511	
Legislative	-	510,929	-	506,279	
Administrative	803,192	3,548,310	640,576	3,661,261	
Fire Protection	82,920	817,395	159,314	800,559	
REM & OHS	153,978	276,948	267,890	420,768	
Health Services	-	27,336	-	20,000	
Transportation	6,999,762	16,051,082	4,086,790	15,965,476	
Airport	-	61,475	-	32,395	
Water	4,321,682	3,717,249	5,119,818	747,978	
Sewer	1,213,262	391,257	3,646,032	238,636	
Environmental Health	193,500	1,280,497	192,997	1,127,998	
FCSS	268,163	349,307	318,870	400,014	
ASB	192,861	792,403	189,021	778,928	
Planning & Development	390,530	551,612	186,574	449,171	
Recreation	322,098	1,267,655	336,097	934,148	
Culture (Library)	74,889	232,636	74,889	219,427	
Capital Expenditures		12,680,280		16,136,588	
<b>Other:</b>					
Back Out of Amortization		- 4,818,757	-	4,744,408	
Funding from Restricted Surplus (Murphy Rd)			550,000		
Funding from Reserves (Gravel Levy)	153,779				
Funding from Reserves (Atco/Richland)					
Funding from Reserve for Future Expenditures	3,134,635				
Capital Lease Payout		1,320,000			
Replacement Reserve - Fire		96,000			
Debenture Principal Payments		782,285		1,091,093	
Debenture Principal Payout in May (Murphy Rd)		122,279	-	985,000	
Debenture - Water for Life	0		963,200		
Debenture - Lagoon/Building Canada	325,000		1,541,668		
			-		
Transfer Gravel Levy to Reserve		75,000		100,000	
		-			
	<b>44,683,243</b>	<b>44,665,809</b>	<b>45,144,070</b>	<b>44,243,822</b>	
	17,434		900,248		
Operating and Capital Revenues	41,069,829		42,089,202		
Debenture and Funding from Restricted Surplus	3,613,414		3,054,868		
Operations Expenditures		29,664,965		26,031,141	
Replacement Reserve		96,000		-	
Capital Lease Buyout		1,320,000			
Debenture Repayment		904,564		2,076,093	
Capital Expenditures		12,680,280		16,136,588	
Total	44,683,243	44,665,809	45,144,070	44,243,822	
Surplus/(Deficit)	17,434		900,248		

## Appendix 2 for 8.1.: Version 3.1 Changes

Budget Version 3 - Changes						
				Budget	Revision	Change to Budget
<b>PW-32</b>						
	Northern Valley Project					
	1-2-2330-32	Eng/Surveying	NV Phase III	150,000	664,957	514,957
	1-2-2950-32-90	Contra-Eng/Surv	NV Phase III	0	-664,957	-664,957
	1-2-6110-32	FA - Eng Struct	NV Phase III	0	3,202,000	3,202,000
	1-1-7354-32	STIP Grant	NV Phase III	0	-1,601,000	-1,601,000
	1-1-7100-32-95	CNRL Contr	NV Phase III	0	-800,500	-800,500
		Debenture	NV Phase III	0	-800,500	-800,500
	1-2-8310-32	Interest	NV Phase III	0	8,000	8,000
	RR110 - Camp Lake Road					
	1-2-6110-32	FA - Eng Structure	RR110 Camp Lake Rd	0	100,000	100,000
	RR74 - Richland Road (defer to 2018)					
	1-2-2330-32	Eng/Surveying	RR74 Richland Rd	16,000	13,000	-3,000
	1-2-2950-32-90	Contra-Eng/Surv	RR74 Richland Rd	-16,000	0	16,000
	1-2-6110-32	FA - Eng Structure	RR74 Richland Rd	246,770	25,000	-221,770
	RR85 - Marcoux Road (defer to 2018)					
	1-2-2330-32	Eng/Surveying	RR85 Marcoux Rd	16,000	13,000	-3,000
	1-2-2950-32-90	Contra-Eng/Surv	RR85 Marcoux Rd	-16,000	0	16,000
	1-2-6110-32	FA - Eng Structure	RR85 Marcoux Rd	269,380	25,000	-244,380
	2017 Excavator					
	1-2-6130-32	FA - Equipment	Excavator	0	234,500	234,500

## Appendix 2 for 8.1.: Version 3.1 Changes

Budget Version 3 - Changes						
				Budget	Revision	Change to Budget
	Sale of TH-01					
	1-2-8220-32	Gain/Loss	Volvo Excavator Sale	0	-100,000	-100,000
	1-2-8220-32	Gain/Loss	Volvo Excavator Disposal - NBV	0	225,420	225,420
	Crusher Jaw with Screen					
	1-2-6130-32	FA - Equipment	Crusher Screen/Jaw and Additional Conveyor	0	525,000	525,000
	1-2-8220-32	Gain/Loss	Trade In Sub 1 & 2	0	-33,871	-33,871
	Removal of Hydrovac from Capital Purchase Listng					
	1-2-6130-32	FA - Equipment	Hydrovac	65,000	0	-65,000
	Custom Work - Vermilion River					
	1-1-4261-32	Custom Work Other		0	-50,000	-50,000
	Roof Repair - Ashmont					
	1-2-6120-32	FA - Building	Old Firehall	16,000	25,000	9,000
	Pit Fees					
	1-2-5301-32	Gravel Royalty	Shankowski Pit	100,000	515,000	415,000
			Havener Pit	0	21,250	21,250
			Danyluk Pit	0	73,100	73,100
			Millar Pit	0	59,730	59,730
	Special Requests for work:					
	St. Paul Airport Parking Lot					
	1-2-2600-33		Added Cost	0	5,000	5,000
	Stoney Lake Parking Lot					
	1-2-1211-32		Added Cost	0	10,000	10,000

## Appendix 2 for 8.1.: Version 3.1 Changes

Budget Version 3 - Changes						
				Budget	Revision	Change to Budget
	Seed Cleaning Plant Leveling					
	1-2-1211-32		Added Cost	0	15,000	15,000
<b>WTR-41</b>						
	1-2-6110-41	Ashmont Reg Line	Missed County Portion of Project Completion	440,910	483,566	42,656
<b>Total Budget Impact</b>						<b>904,635</b>
<b>Transfer Approved in Final Budget</b>						<b>2,230,000</b>
						<b>3,134,635</b>
	2-4-5200-00	Reserves for future expenditures			4,000,000	
	7-1-9999-00	Total accumulated surplus			-6,294,194	

## Appendix 3 for 8.1.: Oiling vs Gravel Hauling

### 2017 Oiling vs Gravel Haul Budget

	Current Budget	Proposed Change	Amended Budget	
Cold Mix	1,700,000	(615,000)	1,085,000	(See attached proposal on road to defer to 2018)
Oil (MC250)	500,000	(385,000)	115,000	
				(Council to provide list of dust controls that will need to be done - <b>need clarification if we will do dust controls</b> )
Dust Control	200,000	(100,000)	100,000	
			-	
Gravel Hauling	20,000	1,100,000	1,120,000	With this amount of additional funds, PW anticipates 240 miles of contract gravelling
	<u>2,420,000</u>	<u>-</u>	<u>2,420,000</u>	

Oiling Proposals & Estimates 2017

Highlighted Areas  
are proposed to be  
deferred to 2018 (or  
portions of those  
projects as identified)

## Div. 1

-	Ross Lake Rd	4 miles	2000 yds
-	Willow Rg Rd	2 miles	2000 yds

4000

## Div. 2

-	Stoney Lk Rd	2 miles	3000 yds
-	Stoney Twp 564	2 miles	3000 yds
-	Willow Rg Rd	2 miles	2000 yds
-	RGERD74 TWP RD571	1 mile	1000 yds

6000

## Div. 3

-	Poirier Rd	1 mile	1600 yds
-	South Town Rg Rd 93	2 miles	3200 yds
-	South St. Edouard	2 miles	3200 yds
-	Fontaine Rd North	2.5 miles	3200 yds
-	Rg Rd 84	1 mile	1600 yds

1mi 1600

6400

## Div. 4

-	North Shop Rg Rd 95	2 miles	3200 yds
-	Blue Quills	1.5 miles	2800 yds
-	Cork Hall Rd	1 mile	1600 yds

1200

2800

## Div. 5

-	Sunset Bay Rd	2 miles	3200 yds
-	Pederson Rd	1 mile	1600 yds
-	Lagoon Rd	1 mile	1600 yds
-	Horseshoe Bay Rd	3 miles	5000 yds
-	Westcove Rd	2 miles	3200 yds
-	Parkland Sub	1.5 miles	2800 yds

12600

## Div. 6

-	Mallaig North	2.5 miles	4000 yds
-	Boyne Lake East	2 miles	3200 yds

4000

Total Cold Mix 57,000 yds (70,000 tonnes)

NEW TOTAL 35800 YDS  
43965 TONNES<sup>4</sup>





*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

### 8.2. Leadership Edge 2017 Conference

#20170703002

**Meeting :** July 6, 2017 Council Meeting

**Meeting Date :** 2017/07/06 10:00

**Meeting Type :** Council Meeting

#### Background

---

The Executive Education, Alberta School of Business will be hosting a one day Conference - Leadership Edge: Navigating Global Disruption on November 2 in Calgary. The event will bring together a combination of more than 20 Executives, Faculty and Community members sharing insights on what disruption means to organizations today and how to effectively navigate global boundaries from a leadership perspective. Registration for the conference is \$549 for 2. CAO Sheila Kitz and Kyle Attanasio are requesting to attend the conference.

#### Recommendation

---

Administration is recommending to approve CAO Sheila Kitz and Kyle Attanasio to attend the one day Conference Leadership Edge: Navigating Global Disruption on November 2 in Calgary.

#### 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

### 8.3. NLLS Conference - Sept. 14 & 15

#20170703005

**Meeting :** July 6, 2017 Council Meeting

**Meeting Date :** 2017/07/06 10:00

**Meeting Type :** Council Meeting

#### Background

---

The Annual Northern Lights Library System Annual Conference will be held September 14 & 15 in Elk Point. We are looking for a motion to approve Councillors Amyotte, Dach and Fodness to attend the conference.

#### Recommendation

---

Motion to approve Councillor L. Amyotte, D. Dach and M Fodness to attend the Northern Lights Library System Annual Conference on September 14 & 15, 2017 in Elk Point.

#### 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

### 8.4. Request to Waive Penalties on 2016 Property Taxes

#20170703003

**Meeting :** July 6, 2017 Council Meeting

**Meeting Date :** 2017/07/06 10:00

**Meeting Type :** Council Meeting

#### Background

---

In July 2016 the County provided the owner of the Mann Lakes Golf Course with a grant to help offset his property taxes. In August he deposited the cheque into his bank account, and the teller was requested to pay his taxes - via online banking. The teller send his payment to CRA instead of to the County. The funds were held at CRA. The landowner did not realize that we did not receive his payment for his property taxes until he received his 2017 tax notice indicating that the 2016 taxes were still outstanding. He has since received his money back from the CRA and has paid the 2016 levy. The Servus Credit Union is now requesting that Council consider waiving the penalties in the amount of \$831, which have accumulated since August 2016.

This request is being presented to Council under item 4 of Policy ADM-107.

#### Recommendation

---

Administration is recommending to uphold policy ADM-107 and deny the request from Servus Credit Union to cancel the penalties on Roll 1007100.

#### Additional Information

---

**Originated By :** pcorbiere



To: County of St. Paul Council Members

Re: Tax Penalty for Roll 10007100

I am writing to ask for a waiver of penalty fee in the amount of \$831.00, applied to Roll 10007100

On August 2, 2016 Ron's daughter Betty had come into the Servus Credit Union St. Paul with a cheque drawn on the county of St. Paul No.19, in the amount of \$3,841.88. Betty had instructed our member service representative to deposit said cheque and pay same amount towards his taxes. On June 15, 2017 we were notified by the county administration that they had not received money and we were asked to look into it. Unfortunately a bill was not presented at the time of payment and instead of paying the property taxes the monies were forwarded to CRA. On June 22, 2017 we were able to recall the original funds from CRA and return it Ron. However due to the time line a penalty of \$831.00 was incurred with the county tax bill. We are asking council to waive the penalty due to the above circumstances.

Thank you for your time and consideration. I look forward to your decision.

Respectfully,

A handwritten signature in black ink, appearing to read 'Pauline Kotowich', written over a horizontal line.

Pauline Kotowich  
Branch Manager  
Servus Credit Union





## COUNTY OF ST. PAUL NO. 19

### BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

#### **POLICY OBJECTIVE:**

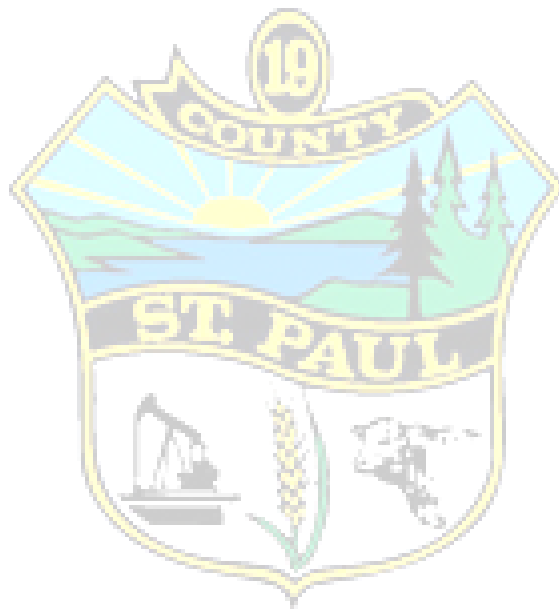
The County of St. Paul desires to provide guidelines for when a waiver or cancellation of penalties or interest will be permitted.

#### **POLICY STATEMENT:**

- 1) The following factors will be considered when determining whether or not to waive or cancel penalties or interest:
  - a) Whether or not the resident has a satisfactory history of voluntary compliance with payment obligations;
  - b) Whether or not the resident has knowingly allowed a balance or obligation to exist upon
  - c) Whether or not the resident has acted quickly to remedy the delay or omission in compliance
- 2) Generally, a waiver or cancellation of penalties or interest will not be considered due to delays in the postal system. However, a waiver or cancellation of penalties or interest may be granted if a resident's payment is already being processed in the postal system and has been postmarked or bank-stamped prior to the payment due date.
- 3) Penalties or interest assessed against a taxpayer may be waived or cancelled by County Administration where the assessment is primarily caused by any of the following administrative errors or delays such as:
  - a) A delay in processing returns that results in a lengthy delay in informing the resident of amounts owing;
  - b) Incorrect information provided to the resident; or
  - c) An error in materials prepared and distributed by County Administration to the general public

The resident must be able to substantiate that the penalty or interest liability is caused by, or is largely attributable to the County's administration.

- 4) Penalties or interest not meeting any of the above criteria may be waived under extraordinary circumstances. Residents may make a request to County Council to waive the penalties or interest.
- 5) If an Accounts Receivable invoice has been paid in full, but penalties or interest remain on the account, and Administration staff deem the penalties or interest to be uncollectible as the cost of further collection efforts will exceed the estimated recovery amount, the Finance Department is authorized to approve the write-off of accounts with an outstanding balance due of up to \$75.00. The Chief Administrative Officer or their designee is authorized to write-off accounts with an outstanding balance of up to \$300.00. The write-off of accounts with an outstanding balance in excess of \$300.00 must be approved by County Council.



COUNTY OF ST. PAUL NO. 19  
SECTION: ADMINISTRATION  
COUNCIL APPROVAL: MARCH 10, 2015  
AMENDED: NOVEMBER 8, 2016



*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. Request for Grant- Mann Lakes Golf Course

#20170704001

**Meeting :** July 6, 2017 Council Meeting

**Meeting Date :** 2017/07/06 10:00

**Meeting Type :** Council Meeting

#### Background

---

The owner of the Mann Lakes Golf Course is requesting an operating grant of \$4,059.52 to help offset the 2017 property taxes.

Since 2009, Council approved a grant to offset the property taxes and Mr. McDonald was advised that his request would be reviewed on an annual basis.

#### Alternatives

---

Provide the landowner with a grant of \$4,059.52 to cover the cost of his property taxes.

Provide the landowner with a grant of \$3,311.53, which does not include the School (\$721.71) and MD Foundation (\$26.28) portions.

#### Recommendation

---

Administration is recommending to approve a \$4,059.52 grant for the Mann Lakes Golf Course.

#### Additional Information

---

**Originated By :** pcorbiere



July 4, 2017

Dear Reeve and Council:

I am the owner/operator of the Upper Mann Lake Golf Course. I operate the golf course with the intention of keeping the fees as low as I can for adults and allow kids to use the facility for free.

In the past, you have provided me with a grant to help offset my operating expenses, which allowed me to continue to offer this much-needed recreational opportunity to County residents.

I am once again asking Council for an operating grant of \$4,059.52 to help offset my operating costs. This will allow me to continue to keep the fees as low as possible and to allow kids under 10 to golf with their parents or an adult for free.

I thank you for your consideration and look forward to a positive response.



Yours truly,

Ron McDonald





*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

### 8.6. 2017 Summary of Donations

#20170703001

**Meeting :** July 6, 2017 Council Meeting

**Meeting Date :** 2017/07/06 10:00

**Meeting Type :** Council Meeting

#### Background

---

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

Attached is a list of the donations that were distributed during the first half of 2017, as per policy. Items donated outside of policy and approved by Council are not included on the list.

#### Recommendation

---

Motion to file the 2017 Summary of donations as information.

#### Additional Information

---

**Originated By :** pcorbiere

## Appendix 1 for 8.6.: List of Donation Items

2017				
<u>Date</u>	<u>Function</u>	<u>Group</u>	<u>Item</u>	
Jan. 19, 2017	Men/Ladies/Mixed Curling Bonspiel	Mallaig Curling Club	Touques/ Golf Balls / Water Bottles / Swiss Knift	Phyllis
Feb. 18	Family Dance	St. Lina Ag Society	Ladder Game	Phyllis
March 10, 2017	Hockey Tournnament	St. Paul Midget Girls	100 Pins	Tim
March 11, 2017	Curling Bonspiel	Glendon Pyrogy Bonspiel	4 Water Bottles / 4 Cheese Boards	Tim
March 19, 2017	Year End Carnival	St. Paul Figure Skating Club	Cooler/Water Bottles/ Golf Balls	Phyllis
March 24, 2017	Jr B Provincial Championship	St. Paul Jr Bs	Duffel Bag, Thermos, Ladder Game	Betty
April 12, 2017	Career Fair		Water Bottles/ Back Packs / Tire Guage	Phyllis
April 21, 2017	Citizenship Swearing In		County Pins	Steve
May 17, 2017	Golf Tournament	Women's Shelter	County Pins/ Duffle Bag/ water bottle	Phyllis
June 12, 2017	Golf Tournament	Municipal Interns	Pins / Golf Balls	Kyle
June 29, 2017	Presentation to Firefighters	Elk Point Fire	Cheese Board/cap/ swiss army knife	Tim
July 7-9	Hillbilly Jam	Boscombe	Cheese Board / Coasters	Phyllis



*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. Benefits Policy HR-4

#20170623003

**Meeting :** July 6, 2017 Council Meeting

**Meeting Date :** 2017/07/06 10:00

**Meeting Type :** Council Meeting

#### Background

---

Policy HR-4 is bring presented to Council to amend the County's benefits program. This Policy was brought before the Policy Committee on June 23rd, 2017.

#### Recommendation

---

Administration is recommending to approve Policy HR-4 as amended as it relates to the County's provision of benefits as per the recommendations of the Policy Committee.

#### Additional Information

---

**Originated By :** kattanasio



## COUNTY OF ST. PAUL NO. 19

### BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

#### **POLICY OBJECTIVE:**

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

#### **POLICY STATEMENT:**

#### **A) ELIGIBILITY:**

- 1) The County of St. Paul is partnered with Groupsource Ltd. Partnership. All full – time employees working thirty (30) hours or more and elected officials are entitled to the following benefits subject to the plan’s eligibility conditions:
  - a) Full-time employees must complete a one (1) month waiting period. The waiting period may be waived if transferring from another group.
  - b) Seasonal employees must complete one (1) season of work and return to work the following season.
  - c) Summer students enrolled in high school or a post-secondary institution are not eligible for benefits.
  - d) Elected officials will be eligible immediately upon swearing in.

#### **B) BENEFITS PROVIDED:**

- 1) The following benefits are conditions of employment:
  - a) Extended Health (may opt out)
  - b) Dental (may opt out)
  - c) Life Insurance; Accidental Death and Dismemberment
  - d) Long Term Disability (Full-time employees only)
  - e) Employee Assistance Program
  - f) Local Authorities Pension Plan (See Policy HR-123 for eligibility criteria)
  - g) Health Care and Wellness Spending Accounts
- 2) The following benefits are optional at the discretion of the employee and employees will pay 100% of the premiums:

- a) Voluntary Life Insurance
- b) Voluntary Critical Illness
- c) Voluntary Accident

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

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

**C) PENSION:**

- 1) Eligibility for the Local Authorities Pension Plan is provided in Policy HR-123.

**D) WORKERS' COMPENSATION:**

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

**E) SEASONAL EMPLOYEES:**

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

COUNTY OF ST. PAUL NO. 19  
DEPARTMENT: HUMAN RESOURCES  
COUNCIL APPROVAL: SEPTEMBER 14, 2010  
AMENDED: JULY 6, 2017



*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. Promotional Items Policy ADM-14

**#20170623004**

**Meeting :** July 6, 2017 Council Meeting

**Meeting Date :** 2017/07/06 10:00

**Meeting Type :** Council Meeting

#### Background

---

Policy ADM-14 is being presented to amend the County's process for managing promotional items. This Policy was brought before the Policy Committee on June 23rd, 2017.

#### Recommendation

---

Motion to approve Policy ADM-14 as amended as it relates to the County's management of promotional items as per the recommendations of the Policy Committee.

#### Additional Information

---

**Originated By :** kattanasio



## COUNTY OF ST. PAUL NO. 19

### BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

#### **POLICY OBJECTIVE:**

The County of St. Paul desires to establish standards for the distribution of promotional items.

#### **POLICY STATEMENT:**

- 1) On request, the County may provide County pins and/or other promotional items to individuals, teams, and various organizations at the discretion of the Chief Administrative Officer or their designate. Administration will provide a **semi-annual** report to Council regarding the distribution of these items.
- 2) On written request, the County may provide one (1) County of St. Paul No. 19 flag free of charge. Alternatively, the County may loan a flag for an event to any group or organization at the discretion of the Chief Administrative Officer or their designate. The flag shall be returned to the County Office at the conclusion of the event. Only one flag at no charge will be given per organization.

COUNTY OF ST. PAUL NO. 19  
DEPARTMENT: HUMAN RESOURCES  
COUNCIL APPROVED: SEPTEMBER 14, 2010  
AMENDED: JULY 6, 2017



*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. Overtime Policy HR-21

#20170623005

**Meeting :** July 6, 2017 Council Meeting

**Meeting Date :** 2017/07/06 10:00

**Meeting Type :** Council Meeting

#### Background

---

Policy HR-21 is being presented to Council to amend the County's Overtime Policy. This Policy was brought before the Policy Committee on June 23rd, 2017.

#### Recommendation

---

Administration is recommending to approve Policy HR-21 as amended as it relates to the management of overtime at the County as per the recommendation of the Policy Committee.

#### Additional Information

---

**Originated By :** kattanasio





## COUNTY OF ST. PAUL NO. 19

### BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

#### **POLICY OBJECTIVE:**

The County of St. Paul desires to establish a framework for the compensation of additional work, which an employee is required to perform after their normal hours of work, to specify who qualifies for compensation, and to promote the responsible management of overtime expenditures.

#### **POLICY STATEMENT:**

#### **A) CALCULATION OF OVERTIME:**

- 1) Overtime for all non-supervisory staff in permanent positions with the prior approval of administration shall be calculated based on the following:
  - Office Employees: Based on a 7 hour day
  - Public Works Shop Personnel Employees: Based on an 8 hour day, 40 hour week
  - Road Construction and Maintenance Employees: Based on a 8 hour day in winter, 9 hour day in summer, and 191 hours per month. If 191 hours is not reached, 44 hours per week will be used to calculate overtime.
  - Family and Community Support Services Seasonal Personnel: Based on an 8 hour day, 44 hour week
  - Librarians: Based on an 8 hour day, 44 hour week
- 2) Overtime for other contract employees shall be calculated as provided in the employee's contract of employment and in accordance with the *Employment Standards Code*.
- 3) Overtime shall be calculated to the nearest quarter hour.
- 4) All overtime worked is to be recorded on time sheets and remitted to your designated supervisor or manager on a monthly basis.

#### **B) PAYMENT OF OVERTIME:**

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

- 2) Overtime shall be paid out to an employee at a rate of one and a half times their hourly rate of pay.
- 3) Overtime shall only be paid if the employee had their supervisor's prior approval to work the overtime.
- 4) The Chief Administrative Officer has the authority to approve overtime for management and supervisory staff when deemed appropriate. The terms and conditions will be set out on a case by case basis.

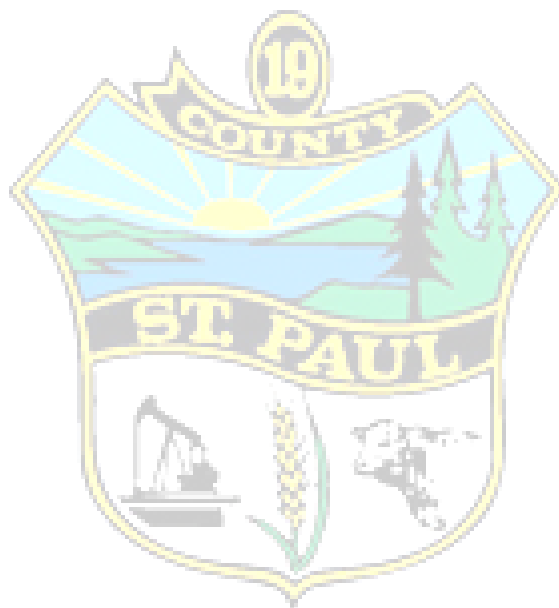
**C) PAID TIME OFF IN LIEU OF PAYMENT OF OVERTIME:**

- 1) All non-supervisory employees may bank hours **provided the banked hours are approved by their direct supervisor.**
- 2) Overtime may be banked by an employee at their hourly rate of pay on an hour for hour basis.
- 3) An employee may take paid time off in lieu of payment of overtime at a time approved by their supervisor.
- 4) An employee shall take paid time off in lieu of payment of overtime within three (3) months of the time the overtime was earned. Any overtime earned and not taken **in lieu of payment** within 3 months shall be paid out in the first pay period following the three (3) month period **at a rate of time and a half.** Supervisors may permit an extension beyond three (3) months in certain circumstances provided that the appropriate permit is issued by Alberta Employment Standards.
- 5) Earned time off in lieu of overtime shall be treated as hours of work and remuneration paid in respect of time off in lieu of overtime shall be treated as wages.
- 6) **If an employee leaves work for any personal reason, the employee will use banked hours or vacation time to offset the time taken off.**

- 7) Under exceptional circumstances such as when an employee is engaged in volunteer activities in the community or when banked hours and vacation time have been exhausted, the Chief Administrative Officer or their designee may approve, for a defined period of time, a plan for an employee to make up time.

**E) OVERTIME AGREEMENTS:**

- 1) All non-supervisory staff shall sign an overtime agreement in the event that they wish to bank overtime.



COUNTY OF ST. PAUL NO. 19  
DEPARTMENT: HUMAN RESOURCES  
COUNCIL APPROVAL: SEPTEMBER 14, 2010  
AMENDED: JUNE 9, 2015  
AMENDED: DECEMBER 13, 2016  
AMENDED: JULY 6, 2017



*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

### 8.10. Sick Leave and Family Medical Benefits Policy HR-29

#20170623006

**Meeting :** July 6, 2017 Council Meeting

**Meeting Date :** 2017/07/06 10:00

**Meeting Type :** Council Meeting

#### Background

---

Policy HR-29 is being presented to Council to amend the County's sick leave and family medical benefits program. This Policy was brought before the Policy Committee on June 23rd, 2017.

#### Recommendation

---

Administration is recommending to approve HR-29 as amended as it relates to the modification of the County's sick leave and family medical benefits program as per the recommendations of the Policy Committee.

#### Additional Information

---

**Originated By :** kattanasio



## COUNTY OF ST. PAUL NO. 19

### BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

#### **POLICY OBJECTIVE:**

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

#### **POLICY STATEMENT:**

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

- 7) Part-time employees will be provided with flexible days based on the prorated amount of hours the employee is estimated to work.
- 8) Any new hires will be provided with flexible sick leave and family medical days based on the number of months the employee is estimated to work during their first partial year of employment.
- 9) Any sick leave is based on an eight (8) hour day for salary and hourly Public Works employees and is based on a seven (7) hour day for administration staff. Any sick related leave for landfill and library employees is based on their normal work day.
- 10) Absences exceeding two (2) consecutive working days and including medical leaves of absence may require a medical certificate at management's discretion.
- 11) Any remaining sick leave or family medical benefit days for the calendar year will be automatically cancelled upon resignation or termination from employment.
- 12) Sick leave may be taken in thirty (30) minute increments.
- 13) In certain circumstances, the Chief Administrative Officer or their designee may provide an employee with additional sick time at their discretion.
- 14) ~~This Policy will take effect on January 1<sup>st</sup>, 2016.~~



*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

### 8.11. Statutory and Declared Holidays Policy HR-30

#20170623007

**Meeting :** July 6, 2017 Council Meeting

**Meeting Date :** 2017/07/06 10:00

**Meeting Type :** Council Meeting

#### Background

---

Policy HR-30 is being presented to Council to amend the County's statutory and declared holidays practices. This Policy was brought before the Policy Committee on June 23rd, 2017.

#### Recommendation

---

Administration is recommending to approve Policy HR-30 as amended as it relates to statutory and declared holidays observed by the County as per the recommendations of the Policy Committee.

#### Additional Information

---

**Originated By :** kattanasio



## COUNTY OF ST. PAUL NO. 19

### BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

#### **POLICY OBJECTIVE:**

The County of St. Paul wishes to outline holiday benefits offered to employees.

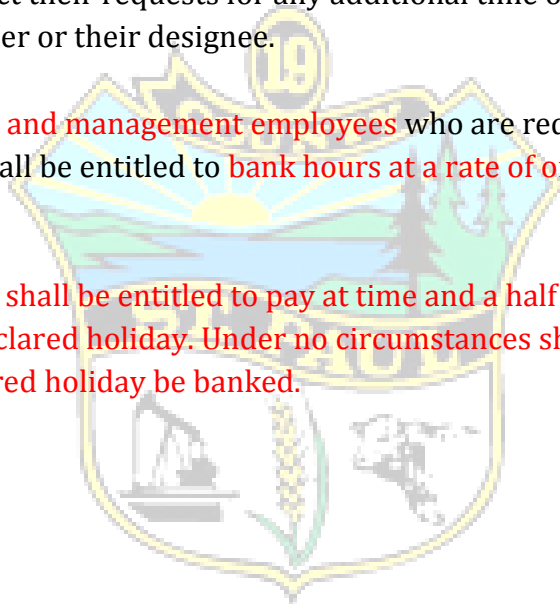
#### **POLICY STATEMENT:**

- 1) Eligible employees shall receive wages for any statutory or declared holiday. The Employment Standards Code shall determine eligibility.
- 2) The County will observe the following statutory and non-statutory holidays for all staff:
  - a) New Year's Day
  - b) Family Day
  - c) Good Friday
  - d) Easter Monday
  - e) Victoria Day
  - f) Canada Day
  - g) Heritage Day
  - h) Labour Day
  - i) Thanksgiving Day
  - j) Remembrance Day
  - k) Christmas Day
  - l) Boxing Day
- 3) In the event that a statutory holiday falls on a normal rest day or days, then the following normal work day or days shall be deemed a statutory holiday.
- 4) The County Office and Public Works Shop shall be closed at Noon on Christmas Eve. Employees will be given the afternoon off with pay on Christmas Eve.
- 5) The County Office and Public Works Shop will be closed to the public between Christmas Day and New Year's Day. With the exception of the



holidays listed in this Policy, the Office and Shop will remain open for regular work duties during this period.

- 6) The County will provide employees with a minimum of four consecutive days off in December including Christmas Day, Boxing Day, and two floater days. The exact dates of this period will be determined annually by Council resolution.
- 7) On days not deemed as floater days, employees will be required to report to work on the remaining days prior to New Year's Day. If employees desire more time off, they will be required to use overtime, holidays, or submit a written request to their immediate supervisor to take the time off without pay. Employees will direct their requests for any additional time off to the Chief Administrative Officer or their designee.
- 8) **Senior management and management employees** who are required to work on a statutory holiday shall be entitled to **bank hours at a rate of one hour to one hour.**
- 9) **All other employees shall be entitled to pay at time and a half for hours worked on a statutory or declared holiday. Under no circumstances shall time worked on a statutory or declared holiday be banked.**



COUNTY OF ST. PAUL NO. 19  
DEPARTMENT: HUMAN RESOURCES  
COUNCIL APPROVAL: SEPTEMBER 14, 2010  
AMENDED: MARCH 10, 2015  
AMENDED: NOVEMBER 8, 2016  
AMENDED: JULY 6, 2017



*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

### 8.12. Private Gravel Sales Policy PW-59

**#20170626004**

**Meeting :** July 6, 2017 Council Meeting

**Meeting Date :** 2017/07/06 10:00

**Meeting Type :** Council Meeting

#### Background

---

Policy PW-59 is being presented as amended to manage the County's private gravel sales. This Policy was presented to the Policy Committee on June 23rd, 2017.

#### Recommendation

---

Administration is recommending to approve Policy PW-59, as amended, as it addresses the County's private gravel sales as per the recommendations of the Policy Committee.

#### Additional Information

---

**Originated By :** kattanasio



## COUNTY OF ST. PAUL NO. 19

### BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

#### POLICY OBJECTIVE:

The County of St. Paul desires to provide residents with the opportunity to purchase crushed gravel and will make crushed gravel available for sale for the residents of the County. Additionally, the County wishes to protect its assets and ensure the safety of the County employees.

#### POLICY STATEMENT:

##### A) GUIDELINES:

- 1) County Council will determine the rate at which gravel will be sold and delivered to County ratepayers. The rate for all gravel products will be as per the Fee Schedule Bylaw.
- 2) County Council reserves the right to limit the amount of gravel to be sold to a maximum 100 cubic yards per rural address **or approved development permit** annually within the County of St. Paul.
- 3) Ratepayers can place their gravel order through the Public Works Department. The start and end date for sales will be at the discretion of the Superintendent of Public Works or his designate.
- 4) Ratepayers will be allowed to choose from these non-spec categories:
  - a)  $\frac{3}{4}$  inch crush gravel
  - b) 2"-3" crush gravel
  - c) screenings
- 5) All sales are dependent on surplus availability of product and ability to deliver the product.
- 6) Ratepayers wishing to haul their own gravel from gravel pits will have the purchase rate adjusted to reflect no delivery charge. Gravel picked up in the County public works yard will be charged at the full rate.

- 7) Gravel will be delivered and charged in a minimum quantity of 10 cubic yards.
- 8) Residents of the County of St. Paul will be allowed to purchase gravel and have it delivered to their property within a 5 mile radius of the County border for agricultural purposes.
- 9) Residents have the option to have the gravel stockpiled or spread as needed. Residents must ensure the area(s) gravel will be delivered to be free of obstruction and safe for County crews and equipment to work.
- 10) During all gravel deliveries, the County driver will have the discretion to determine if conditions permit the gravel to be spread out. In instances where a property is difficult to access or other safety concerns are present, the County will deliver all gravel in a pile and will not spread the gravel.
- 11) Gravel for maintenance will be at no cost, however larger quantities requested will be brought to Council for consideration for the following locations:
  - a) Cemeteries
  - b) Churches
  - c) Community halls
  - d) Local non-profit groups
- 12) Pre-inspection of delivery site may be necessary to determine the type of unit to be used for delivery.
- 13) The County reserves the right to refuse delivery of gravel to any ratepayer if the area(s) is deemed, by delivery staff, unsafe or difficult to access.
- 14) All ratepayers will be required to sign a contract prior to delivery.

COUNTY OF ST. PAUL NO. 19  
DEPARTMENT: PUBLIC WORKS  
COUNCIL APPROVED: JULY 8, 2011  
AMENDED: MAY 6, 2014  
AMENDED: JULY 6, 2017



*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

### 8.13. Long-Term Disability Policy - HR-116

#20170623010

**Meeting :** July 6, 2017 Council Meeting

**Meeting Date :** 2017/07/06 10:00

**Meeting Type :** Council Meeting

#### Background

---

Policy HR-116 is being presented to Council to amend the County's long-term disability benefit program. This Policy was brought before the Policy Committee on June 23rd, 2017.

#### Recommendation

---

Administration is recommending to approve Policy HR-116 as it pertains to the County's long-term disability benefits program as per the recommendations of the Policy Committee.

#### Additional Information

---

**Originated By :** kattanasio



## COUNTY OF ST. PAUL NO. 19

### BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

#### **POLICY OBJECTIVE:**

The County of St. Paul fully supports in principle that employees be treated fairly and in a consistent manner related to lengthy absences from the workplace due to illness or injury. It is also vital that the County places reasonable limits on its requirements to maintain an employment relationship with employees who will be unable to carry out their duties for a substantial period of time.

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

#### **POLICY STATEMENT:**

##### **A) EMPLOYEE RESPONSIBILITIES**

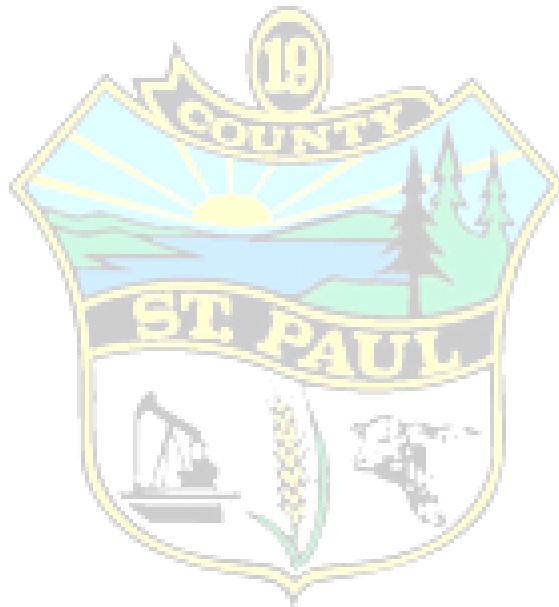
- 1) Employees must cooperate with the County, physicians, and any third party adjudicator who has been retained to administer a claim for Long-term disability.

##### **B) GENERAL GUIDELINES**

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

- 4) While receiving long-term disability benefits, the premium payments for long-term disability, life insurances, and accidental death and dismemberment are waived by the provider.
- 5) The County will continue to pay the premiums, for the following benefits, for a period of two years from the date that the employee started receiving long-term disability:
  - Extended Health
  - Dental
  - Employee Assistance Program
  - Health and Wellness Spending Accounts
- 6) The following optional benefits may continue at the discretion of the employee for a period of two years from the date that the employee started receiving long-term disability:
  - Voluntary Life Insurance
  - Voluntary Critical Illness Insurance
  - Voluntary Accident Insurance
- 7) The employee must provide the County with post-dated cheques to cover payment of optional benefits for coverage to continue.
- 8) The Local Authorities Pension Plan (LAPP) benefits will cease while an employee is on long-term disability. When an employee returns to work, LAPP service time may be costed for purchase.
- 9) **Employees will cease to accrue vacation upon the commencement of long-term disability coverage.**
- 10) Long-term disability benefits will cease at the age of sixty-five (65). For further exclusions refer to the Benefits Booklet.
- 11) The Chief Administrative Officer will review circumstances of an employee who is away from work for two full years on long-term disability and may terminate the employee at their discretion.
- 12) Employees are not eligible for long-term disability benefits if they are absent because of an injury that is covered by Workers' Compensation and they qualify for benefits or if they were injured while working for another employer.

- 13) No employee while receiving long-term disability is eligible for a cost of living allowance (COLA) or merit pay adjustment. Implementation of a COLA increase will occur when the employee returns to their full-time regular duties and will not be retroactive. Merit increments may be considered based on performance and time in the position, prior to the absence, but will not be retroactive.







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

## Issue Summary Report

### 8.14. Parks Policy REC-121

#20170626001

**Meeting :** July 6, 2017 Council Meeting

**Meeting Date :** 2017/07/06 10:00

**Meeting Type :** Council Meeting

#### Background

---

Policy REC-121 is being presented to Council as amended to modify the County's management of its parks. This Policy was presented to the Policy Committee on June 23rd, 2017.

#### Recommendation

---

Administration is recommending to approve Policy REC-121 as amended to update the management of County parks as per the recommendations of the Policy Committee.

#### Additional Information

---

**Originated By :** kattanasio



## COUNTY OF ST. PAUL NO. 19

### BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

#### **POLICY OBJECTIVE:**

The County of St. Paul desires to provide the opportunity to every camper to enjoy our campgrounds and recognizes the importance of compliance with park regulations. Camping in County campgrounds is a privilege, not a right.

#### **POLICY STATEMENT:**

#### **A) GENERAL RULES**

- 1) All vehicles must stop at the Park Office and all campers must register with the Park Attendants.
- 2) All posted speed limits must be obeyed.
- 3) Check-in time is 3:00 PM and check-out time is 1:00 PM.
- 4) Quiet time is between 11:00 PM and 8:00 AM.
- 5) Dogs are allowed in sites and on the gravel roads ONLY and must be leashed at all times. There shall be a maximum of three (3) dogs per site.
- 6) There will be zero tolerance for excessive noise, including dogs.
- 7) The main park gate will be closed and locked between 11:00 PM and 8:00 AM. In case of emergency, please contact the on-site park attendant. Gates will only be opened in case of emergency.
- 8) No fireworks shall be permitted in the parks.
- 9) Off-highway vehicles and ATVs are not permitted in the park.
- 10) The cutting of trees is strictly prohibited.

- ~~11) Filleting fish must be done at the filleting station only.~~
- 12) Shower facilities are for registered campers only. The use of shower facilities for the general public is strictly prohibited.
- 13) Septic tanks can only be emptied using a septic caddy or bringing the trailer to the dumping station.
- 14) No septic trucks are allowed for personal use.
- 15) Use generators with respect. Personal generator use is limited from 7:00 AM to 11:00 PM. Park Attendants shall have the right to ask that a generator be turned off or moved to a location where it is not disturbing adjacent campers.
- ~~16) There shall be no alcohol permitted in the day use area.~~
- 17) Day use hours will be from 9:00 AM until 9:00 PM.
- 18) There shall be no day use fee at all parks. For use of the Spray Park at the Westcove facility, a fee shall be charged as per the County's Fee Schedule Bylaw.
- 19) There will be a charge per wheelbarrow of firewood for all sites and day use areas as per the County's Fee Schedule Bylaw. Fire pits are for wood and paper only. Please conserve the use of firewood and do not:
  - a) Have excessively large fires;
  - b) Burn fires while no one is at the site;
  - c) Place garbage in fire pits; and
  - d) Move fire pits.

## B) RESERVATIONS

- 1) Reservations will not be accepted before May 1<sup>st</sup> or if May 1<sup>st</sup> falls on a weekend, the first Monday in May, for the current camping season.
- 2) All reservations shall be on a first-come, first-serve basis.
- 3) Reservations can be made for the current month and the following month and cannot exceed a period of fourteen (14) days.

- 4) If a patron wishes to book beyond their maximum fourteen (14) day stay, they may book the same stall provided that the stall is not reserved for someone else. This inquiry can only be made on the last day of a stay. The patron may also move to an alternate stall, if available.
- 5) Under no conditions will reservations be made without a credit card number.
- 6) When making a reservation, full payment is required in advance for each day booked.
- 7) All registrees must notify the park within forty-eight (48) hours if they wish to cancel their reservation. An administrative fee equivalent to a one (1) night stay per cancelled site will remain on credit cards for any cancellations. Any cancellation less than forty-eight (48) hours will receive no refund whatsoever.
- 8) Cancellation administrative fees may be waived at the discretion of the Director of Community Services or their designee.
- 9) Prebooking of sites will be permitted for weddings, family reunions, and other events at Westcove Park only and will be restricted to the small gazebo and sites 65, 66, 67, 68, 69A, and 69B. All fees must be paid in advance and are subject to the cancellation requirements set out in Section B, Clause 7 of this Policy.

#### C) FEES

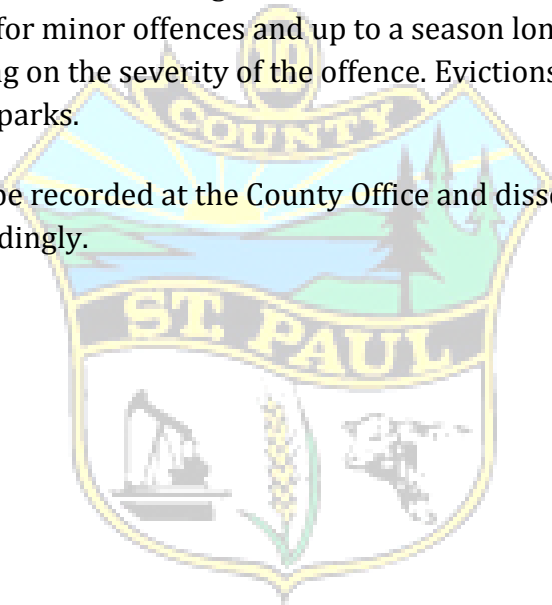
- 1) Fees will be established annually and posted on the County's Fee Schedule Bylaw and website.
- 2) Anyone over the age of sixteen (16) staying in a tent on the same site as an RV will be charged the non-powered fee. Similarly, if two RVs are on one site where only one power pedestal exists, one RV will be charged the power rate and the other(s) will be charged the non-power rate.

#### D) WARNINGS AND EVICTIONS

- 1) An immediate eviction will occur when camper(s) is/are involved in an act of vandalism, emptying septic tanks on site, shooting off fireworks, theft,

violent behaviour, verbal or physical abuse of fellow camper or park attendant, or when the RCMP is called by park attendants ~~and charges are laid~~. If a patron is noticeably impaired, they will be evicted the following morning.

- 2) Verbal warnings will be provided for any minor infractions. Warnings apply to rules such as noise, speeding, dog violations, alcohol outside the permitted areas, or any other general rules.
- 3) An eviction may occur upon a third infraction.
- 4) All evictions will be evaluated based on their severity by the Director of Community Services or their designee. An eviction will be for a one month minimum period for minor offences and up to a season long or life time eviction depending on the severity of the offence. Evictions apply at all County-operated parks.
- 5) All evictions will be recorded at the County Office and disseminated to all the other parks accordingly.





*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

### 8.15. Additional Named Insured Parties Policy ADM-122

#20170626002

**Meeting :** July 6, 2017 Council Meeting

**Meeting Date :** 2017/07/06 10:00

**Meeting Type :** Council Meeting

#### Background

---

Policy ADM-122 is being presented to Council to establish rules for additional named insured parties under the County's insurance policy. This Policy was presented to the Policy Committee on June 23rd, 2017.

#### Recommendation

---

Administration is recommending to approve Policy ADM-122 as it addresses the County's additional named insured parties as per the recommendations of the Policy Committee.

#### Additional Information

---

**Originated By :** kattanasio



## COUNTY OF ST. PAUL NO. 19

### BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

#### **POLICY OBJECTIVE:**

The County of St. Paul desires to assist non-profit organizations located within the County with obtaining insurance coverage from the Municipality's insurers Jubilee Insurance Agencies Ltd.

#### **POLICY STATEMENT:**

##### **A) BACKGROUND**

- 1) As a member of the Alberta Association of Municipal Districts and Counties, the County is part of a large group of municipalities that secures policy coverage from Jubilee Insurance Agencies Ltd.
- 2) Jubilee Insurance Agencies Ltd. is willing to provide insurance to non-profit organizations that work with municipalities to provide various municipally-based services to residents. By obtaining policies as "Additional Named Insured Parties" to the County's insurance plan, these groups may realize financial savings and enhanced coverage over other insurance options.
- 3) Loss prevention and control are key aspects of any insurance coverage plan. Organizations accessing coverage as "Additional Named Insured Parties" to the County's plan retain primary responsibility for ensuring that loss prevention and control practices are implemented and reviewed regularly. A proactive approach will assist these organizations and the County with minimizing risk and claims, controlling insurance costs, and ensuring that coverage is available in the future.

**B) ELIGIBILITY**

- 1) The Additional Named Insured Party will not engage in any operations or activities that differ from what it initially informed the County of at the time of being added without notifying the County who in turn must notify Jubilee Insurance Agencies Ltd.
- 2) As Additional Named Insured Parties, organizations will obtain all related property, liability, bond and crime, and automobile coverage for their eligible programs, activities, and facilities.
- 3) Each Additional Named Insured Party must sign an agreement outlining its responsibilities to the County and Jubilee Insurance Agencies Ltd. under the County's insurance policy.
- 4) The municipality is to engage in a written Letter of Understanding Agreement with each Additional Named Insured Party outlining that the Party agrees to engage in reasonable and effective risk management training as provided by Jubilee Insurance Agencies. Each Additional Named Insured Party must have representation at an Additional Named Insured Party insurance training workshop if such a workshop is presented in the County as a requirement for remaining as an Additional Named Insured Party on the County's insurance policy. This training is considered mandatory.
- 5) Should an Additional Named Insured Party be approved, the following shall occur:
  - i) The County will maintain a file containing the signed Letter of Understanding Agreement from each Additional Named Insured.
  - ii) All Additional Named Insured Parties must provide the County with all minutes taken at their meetings.



iii) Each Additional Named Insured Party will require a motion from Council approving the Party to join the County's policy demonstrating that Council is aware of the risks and responsibilities of adding the Party.

6) All incidents, no matter how minor they appear, during the operations or on the premises of the Additional Named Insured Party, must be reported to the municipality within forty-eight (48) hours of detection, to allow for incident claims and tracking.

**C) RENEWAL OF ADDITIONAL NAMED INSURED PARTY STATUS**

- 1) Should an organization require significant adjustments to its Additional Named Insured Party policy coverage that may arise from changes in its operations (i.e. due to expansion of a facility or as a result of altering the delivery of services), the County and the insurance company must be advised in advance of these changes being implemented.
- 2) An updated insurance policy will be prepared by the organization, Jubilee Insurance Agencies, and the County. It will then be presented to Council for review and approval.
- 3) The Additional Named Insured Party will be responsible for all premiums, fees, and costs levied to the County with respect to the organization's insurance coverage and will pay the required amount to the County within thirty (30) days upon receipt of an invoice.

**D) COMPLIANCE WITH PROCEDURES**

- 1) The Additional Named Insured Party accessing insurance coverage agrees to comply with procedures set out from time to time by the County and Jubilee Insurance Agencies Ltd.

**E) TERMINATION**

- 1) Should an Additional Named Insured Party neglect to provide representation at a mandatory training workshop, the County may revoke the Party's status as an Additional Named Insured.
- 2) The County or Jubilee Insurance Agencies Ltd. reserve the right to terminate any policy obtained via Additional Named Insured Party coverage by an organization. A sixty (60) day period commencing on the date of issuance of written notice will be provided to the organization.



*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

### 8.16. Local Authorities Pension Plan Policy HR-123

#20170626003

**Meeting :** July 6, 2017 Council Meeting

**Meeting Date :** 2017/07/06 10:00

**Meeting Type :** Council Meeting

#### Background

---

Policy HR-123 is being presented to Council to establish pension plan membership requirements for County employees. This Policy was brought before the Policy Committee on June 23rd, 2017.

#### Recommendation

---

Administration is recommending to approve Policy HR-123 as it pertains to pensions for County employees as per the recommendations of the Policy Committee.

#### Additional Information

---

**Originated By :** kattanasio



## COUNTY OF ST. PAUL NO. 19

### BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

#### **POLICY OBJECTIVE:**

The County of St. Paul desires to establish and define pension plan membership in the Local Authorities Pension Plan (LAPP) for permanent full-time, permanent part-time, and full-time temporary employees.

#### **POLICY STATEMENT:**

##### **A) DEFINITIONS:**

- 1) “Acting Pay” means an employee has temporarily taken the responsibilities of another position and the County is temporarily paying that employee the salary for the position that is being temporarily occupied.
- 2) A “Full-time continuous employee” is deemed to be one who works a minimum of thirty (30) hours per week, and is hired on a continuous basis and whose employment has no pre-determined end date;
- 3) A “Part-time continuous employee” is deemed to be one who works a minimum of fourteen (14) hours per week, and is hired on a continuous basis whose employment has no pre-determined end date;
- 4) A “Seasonal Employee” is an employee who is hired into a position for which the customary annual employment is typically eight (8) months or less.
- 5) A “Summer Student” is an employee enrolled in high school or in a post-secondary institution.
- 6) A “Term Employee” is an employee whose employment has a pre-determined end date.

**B) ELIGIBILITY:**

- 1) Full-time Continuous Employees **must** join the LAPP. Such employees will be enrolled immediately.
- 2) Part-time Continuous Employees **may** join the LAPP subject to meeting LAPP requirements. Such employees electing to opt in will be enrolled immediately.
- 3) Seasonal employees **may** join the LAPP subject to meeting the LAPP requirements. Such employees electing to opt in will be enrolled immediately.
- 4) A Term Employee **may** join the LAPP subject to meeting LAPP requirements. Such employees electing to opt in will be enrolled immediately.
- 5) Summer students **may not** join the LAPP under any circumstances.

**C) MUNICIPAL CONTRIBUTION:**

- 1) The County shall contribute to the LAPP on behalf of all eligible employees as per the contribution rates established by the Local Authorities Pension Plan.

**D) PENSIONABLE AND NON-PENSIONABLE EARNINGS:**

- 1) The following types of pay are pensionable:
  - a) Gross pay for the performance of regular duties. This includes lump sums that permanently increase the gross pay provided if:
    - The pay relates to the performance of regular duties;
    - It is not subject to manipulation on an individual basis; and
    - Is paid to all staff within a group or class.
  - b) On-call or standby pay;
  - c) Acting pay.
- 2) The following types of pay are not pensionable:
  - a) Overtime.

**E) EMPLOYEE BRIEFINGS:**

- 1) New employees will be briefed on their pension options at the time of hire.

COUNTY OF ST. PAUL NO. 19  
DEPARTMENT: HUMAN RESOURCES  
COUNCIL APPROVAL: JULY 6, 2017



*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

### 8.17. Municipal Internship Program Application 2018-2019

#20170630001

**Meeting :** July 6, 2017 Council Meeting

**Meeting Date :** 2017/07/06 10:00

**Meeting Type :** Council Meeting

#### Background

---

Under the 2017 County Strategic Plan, Administration Section, Council has set a goal "to continue to make application to participate in the Internship Program offered through Municipal Affairs as this provides mentorship to up and coming municipal administrators and/or municipal finance staff."

The application deadline for the Municipal Internship Program has been moved up to September 1st, 2017. Is Council interested in applying for another Intern for the 2018-2019 term?

The County's current municipal intern, Kaitlyn Kenney, has expressed her desire to stay on for a second year.

#### Recommendation

---

Administration is recommending to submit an application for an Administrative Intern under the Municipal Intern program as per the County's 2017 Strategic Plan.

#### Additional Information

---

**Originated By :** kattanasio



## **Who Can Apply and How Does it Work?**

Municipalities may collaborate to host an intern; at least one of the partners must meet the population requirement. Please see our website or contact our program team for further information on partnerships and commitments for becoming a host organization.

### **Municipal Internship Program for *Administrators* (5 positions)**

Time period: May 2018 – April 2019

- ◇ Municipalities must have a population between 700 and 75,000.
- ◇ The Chief Administrative Officer/senior manager must agree to serve as the intern supervisor for the duration of the program.
- ◇ Hosts will provide experience in all major functional areas of the municipality.
- ◇ This program helps interns prepare for senior administrative positions in Alberta's municipal governments.
- ◇ Hosts receive a grant of \$43,000 (\$35,000 for salary, \$2,000 for benefits and \$6,000 for intern expenses) to assist with the costs of hosting an intern.

### **Municipal Internship Program for *Finance Officers* (5 positions)**

Time period: May 2018 – April 2019

- ◇ Municipalities must have a population between 2,500 and 125,000.
- ◇ A senior-level financial officer must agree to serve as the intern supervisor for the duration of the program.
- ◇ Hosts will provide comprehensive experience in the financial services area of the municipality, in addition to opportunities to experience other departments.
- ◇ This program helps interns to be better prepared to take on financial services roles in Alberta's municipalities.
- ◇ Hosts receive a grant of \$43,000 (\$35,000 for salary, \$2,000 for benefits and \$6,000 for intern expenses) to assist with the costs of hosting an intern.

### **Municipal Internship Program for *Land Use Planners* (5 positions)**

Time period: May 2018 – April 2020

- ◇ Municipalities must have a planning department that undertakes in-house the full range of planning services and must have a population between 5,000 and 125,000. Intermunicipal planning services agencies are eligible.
- ◇ Municipalities may collaborate to host an intern; at least one of the partners must meet the population requirement and collectively the partners must provide the full range of planning services.
- ◇ The senior planner must agree to serve as the intern supervisor for the duration of the program and support the intern in pursuing his/her Registered Professional Planning accreditation through completion and signoff of responsible, professional planning experience.
- ◇ This program helps interns to be better prepared to enter the municipal planning field in Alberta's municipalities.
- ◇ Hosts receive a grant of \$64,500 over two years to assist with the costs of hosting an intern [\$43,000 in the first year (\$35,000 for salary, \$2,000 for benefits and \$6,000 for intern expenses), \$21,500 (\$19,000 for salary, \$1,000 for benefits and \$1,500 for professional development) in the second year].



*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

### 8.18. Election Bylaw 2017-22

#20170626005

**Meeting :** July 6, 2017 Council Meeting

**Meeting Date :** 2017/07/06 10:00

**Meeting Type :** Council Meeting

#### Background

---

Bylaw 2017-22, the Election Bylaw, is being presented to Council to establish standards for the holding of elections in the County. This Bylaw was presented to the Policy Committee on June 23rd, 2017.

#### Recommendation

---

Administration is recommending to approve Bylaw 2017-22 as it pertains to the holding of elections within the County, as per the recommendations of the Policy Committee.

#### Additional Information

---

**Originated By :** kattanasio



COUNTY OF ST. PAUL NO. 19  
ELECTION BYLAW  
BY-LAW NO. 2017-22

---

A Bylaw to provide for municipal elections in the County of St. Paul, Alberta.

---

**WHEREAS** it is the desire of Council to establish certain election procedures; and

**WHEREAS** the *Local Authorities Election Act, being Chapter L-21 of the revised statutes of Alberta 2000*, amendments thereto, and the relevant regulations, and the *Municipal Government Act, being Chapter M-26, of the Revised Statutes of Alberta 2000*, amendments thereto, and the relevant regulations provide for the County to regulate such matters;

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

**1. NAME**

1.1 This Bylaw shall be named the “Election Bylaw.”

**2. DEFINITIONS**

2.1 In this Bylaw:

- a) “Act” means the *Local Authorities Election Act*, R.S.A. 2000, Chapter L -21 as amended from time to time;
- b) “Advance Vote” means a vote taken in advance of Election Day;
- c) “Council” means the municipal council of the County of St. Paul No. 19;
- d) “Deputy Returning Officer” means an Election official responsible for a specific polling station and ballot box;
- e) “Elector” means a person eligible to vote in a municipal election;
- f) “Election” means a general election, by-election, or a vote on a bylaw or question;
- g) “Election Day” means the date fixed for voting in an election;
- h) “Local Jurisdiction” means a municipality or a district or division as defined in the *School Act*;
- i) “Nomination Day” means the day set four (4) weeks before Election Day to receive the nomination of candidates;
- j) “Nomination Form” means the form as prescribed under the *Local Authorities Election Forms Regulation 378/2003*;
- k) “Returning Officer” means a person appointed under the *Local Authorities Election Act*, R.S.A. 2000, Chapter L -21 as amended from time to time and includes a person acting in the returning officer’s place;
- l) “Voting Station” means a facility where an elector votes.

### **3. RETURNING OFFICER**

- 3.1 The Returning Officer for the County of St. Paul No. 19 will be appointed by resolution in an Election year to conduct elections under the *Act*.
- 3.2 The Returning Officer may appoint a substitute, assistant returning officer, and Deputy Returning Officers at their discretion to carry out Election duties under the *Act*.

### **4. NOMINATION HOURS**

- 4.1 The Returning Officer will receive nominations of candidates for the County of St. Paul between the hours of 10:00 am and 12:00 pm (Noon) on Nomination Day and on any subsequent day to which the time of receipt of nominations is adjourned.

### **5. NOMINATION FORM**

- 5.1 In accordance with Section 27 of the *Act* and amendments thereto, every nomination of a candidate shall be in the prescribed form and signed by at least five (5) electors eligible to vote in the Election and resident in the local jurisdiction on the date of signing the nomination and shall be accompanied with a written acceptance signed in the prescribed Nomination Form.

### **6. NOMINATION DEPOSIT**

- 6.1 Every Nomination Form for a candidate for a position as a member of Council for the County of St. Paul shall be accompanied by a deposit of one hundred dollars (\$100.00).
- 6.2 The deposit shall be in the form of cash, certified cheque, or money order.
- 6.3 A candidate's deposit shall be returned in accordance with Section 30 of the *Act*.

### **7. DEATH OF A CANDIDATE**

- 7.1 If a candidate for any position dies after being nominated but before 10:00 am on Election Day, the election for that position will be discontinued, and the appropriate elected authority will arrange a new election for the position as soon as practicable.
- 7.2 The Returning Officer shall cause a notice that the Election for that position is discontinued to be posted in a conspicuous location at all the relevant Voting Stations.

### **8. VOTING PROCEDURES**

- 8.1 The modified voting procedure shall be used to conduct elections pursuant to the *Act*.
- 8.2 In accordance with *Ministerial Order Number 464/86*, the County of St. Paul hereby adopts the modified system of conducting an Election as prescribed in the *Modified Voting Procedure Regulation* and any amendments thereto thereby allowing the Returning Officer to designate the location of more than one Voting Station per electoral subdivision.
- 8.3 In accordance with Section 53(1) of the *Local Authorities Election Act* and amendments thereto, every Elector must produce one piece of photo identification with their name and address that is issued by a Canadian

government, whether federal, provincial, or local, or an agency of that government that contains a photo or one piece of identification authorized by the Chief Electoral Officer under *Election Act* for the purposes of section 95(1)(a)(ii) of that Act that establishes the Elector's name and address.

## 9. SPECIAL BALLOTS

9.1 A Voter who is unable to vote at an Advance Vote or at a Voting Station on Election Day because of:

- a) physical incapacity;
- b) absence from the local jurisdiction, or
- c) being a Returning Officer, Deputy, candidate, official agent or scrutineer who may be located on Election Day at a voting station other than that for the Voter's place of residence;

may apply to vote by special ballot.

9.2 An application for a special ballot may be made by any one of the following methods:

- (a) in writing or in person to the Returning Officer at the location(s) specified by the Returning Officer;
- (b) by telephone at the phone number specified by the Returning Officer;
- (c) by telecopier at the fax number specified by the Returning Officer;
- (d) by e-mail at the e-mail address specified by the Returning Officer;

at any time between August 1<sup>st</sup> and 10:00 a.m. on Election Day, in the case of a General Municipal Election, and between Nomination Day and 10:00 a.m. Election Day, in the case of any other Election.

9.3 An application for a special ballot must include:

- a) the first and last name of the Voter;
- b) the municipal address of the residence of the Voter;
- c) the school district of which the Voter is a resident of;
- d) mailing address to which the special ballot is to be sent;
- e) contact telephone number for the Voter, or in the absence of a telephone number, a contact e-mail address; and
- f) the reason why the special ballot is requested.

9.4 On receipt of an application under this Part, the Returning Officer or Deputy Returning Officer must:

- a) determine if the application meets the requirement of section 74 of the *Act*,
- b) enter the Voter's information into the special ballot register;
- c) provide the Voter with the special ballot package that includes:
  - (i) the Ballot,

- (ii) the special ballot certificate envelope,
- (iii) the ballot envelope;
- (iv) voter instructions,
- (v) the return envelope, and
- (vi) such further enclosures as the Returning Officer may deem necessary or appropriate.

9.5 The special ballot register must include:

- a) the Voter's name, address of residence, contact telephone number or contact e-mail address;
- b) the name and number of the voting subdivision for the Voter's residence;
- c) date the ballot package was issued;
- d) date the ballot package was returned;
- e) a place for marking "voted" when the ballot is accepted; and
- f) such other information as the Returning Officer may deem necessary or appropriate.

9.6 A special ballot must be received prior to 4:30 p.m. on Election Day at the location specified by the Returning Officer.

9.7 Upon receipt of the returned special ballot, the Deputy must determine:

- a) whether the outer envelope was received by 4:30 p.m. on Election Day;
- b) whether the name on the certificate envelope is the same as that of an individual already recorded in the special ballot register;
- c) whether Part 1 of the special ballot certificate has been properly completed;
- d) that the Voter has provided copies of identification as follows:
  - (i) one document or a combination of two or more documents which confirm the Voter's name and proof that the Voter is 18 years of age or older; or
  - (ii) any document that provides proof satisfactory to the Returning Officer that the person is eligible to vote.

9.8 The special ballot register will be provided to each Voting Station for the purposes of cross referencing those who have voted by special ballot against those who are voting on Election Day.

9.9 If the outer envelope is received after 4:30 p.m. on Election Day, the Ballot it contains must be considered to be a rejected ballot and the outer envelope must be retained unopened by the Deputy, who must record on it the reasons for its rejection.

9.10 If the returned special ballot meets the requirements, the Returning Officer or Deputy Returning Officer must:

Bylaw No. 2016-18  
Page 5

- a) sign Part 2 of the certificate;
- b) record in the special ballot register the date and time of the receipt of the Ballot;
- c) open the certificate envelope, remove the sealed ballot envelope and place the sealed ballot envelope in a Portable Ballot Box; and
- d) enter in the special ballot register the word “voted” with the reason as found in section 72.

9.11 If the Returning Officer believes, on reasonable and probable grounds that:

- a) Part 1 of the certificate is not properly completed;
- b) the Voter’s identification does not meet the requirements of section 77(1)(d); or
- c) the Voter has already been entered into the special ballot register as having returned a Ballot;

the Returning Officer will retain the certificate envelope unopened, attach a copy of the identification, treat the ballot in the envelope as rejected, and mark Part II of the certificate envelope accordingly.

9.12 If the Returning Officer cannot determine whether a certificate envelope is valid, the Returning Officer must notify a person appointed by the Minister in accordance with section 77.2(5.2) of the *Act*.

**10. ADVANCE VOTING**

10.1 The County shall hold an Advance Vote on any Vote held in an Election.

10.2 In accordance with the *Act*, the Returning Officer will determine the location, days, and hours when an Advance Vote will be held.

**11. VOTING HOURS ON ELECTION DAY**

11.1 The Voting Stations for the County of St. Paul shall be open from 10:00 a.m. until 8:00 p.m. on Election Day.

**12. RESCISSION**

12.1 Bylaws No. 1111 and No. 1179 are hereby rescinded.

**13. ENACTMENT**

13.1 This Bylaw comes into full force and effect upon third and final reading.

Read a first time in Council this 6<sup>th</sup> day of July, A.D. 2017.

Read a second time in Council this 6<sup>th</sup> day of July, A.D. 2017.

Read a third time in Council this 6<sup>th</sup> day of July, A.D. 2017.

\_\_\_\_\_  
Reeve

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



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

## Issue Summary Report

### 8.19. Resolution - Integrate Emergency Social Services & Emergency Management at Provincial Level #20170703004

**Meeting :** July 6, 2017 Council Meeting

**Meeting Date :** 2017/07/06 10:00

**Meeting Type :** Council Meeting

#### Background

---

Attached is a resolution which was forwarded by Town of High River to the AUMA. The purpose of the resolution is to urge the Provincial Government to consolidate Emergency Social Services and Emergency Management into a single, all-hazards, public safety oriented government ministry to eliminate duplication and enhance coordination of provincial support to local authorities.

FCSS is requesting that Council bring forward a resolution to the AAMD&C Zone meeting, mirroring the Town of High River's resolution to the AUMA.

#### Recommendation

---

Administration is recommending to bring forward a resolution to the September 22 AAMD&C Zone Meeting urging the Provincial Government to consolidate Emergency Social Services and Emergency Management into a single, all-hazards, public safety oriented government ministry to eliminate duplication and enhance coordination of provincial support to local authorities.

#### Additional Information

---

**Originated By :** pcorbiere

## Appendix 1 for 8.19.: Resolution

2017-06-19

### **AUMA RESOLUTION: INTEGRATE EMERGENCY SOCIAL SERVICES AND EMERGENCY MANAGEMENT AT PROVINCIAL LEVEL**

**WHEREAS** the Minister of Municipal Affairs is designated as the Minister responsible for the Emergency Management Act as per the *Emergency Management Act*, Revised Statutes of Alberta 2000, Chapter E-6.8, Section 1(h);

**WHEREAS** a Director of Emergency Management is appointed by the local authority to prepare and coordinate emergency plans, act as the director of emergency operations on behalf of the emergency management agency, and coordinate all emergency services and other resources used in an emergency [Section 11.2(2)], including emergency social services plans and resources;

**WHEREAS** the provision of Emergency Social Services, defined within the Provincial Emergency Social Services Framework as “the supports that meet the basic essential needs of individuals, households, and communities affected by emergencies”, is an integral part of any emergency response because it involves the care of the people affected and cannot be carved out and handled separately from the overall response;

**WHEREAS** the Emergency Social Services is housed in the Ministry of Community Support Services, where the structure of support to local authorities that is currently available through the Alberta Emergency Management Agency is being recreated, duplicating efforts and creating confusion for local authorities in how best to communicate with the province on planning, training, and responding to emergencies in a holistic sense;

**WHEREAS** the Alberta Emergency Response Plan defines the Provincial Operations Centre as the entity responsible for the coordination of provincial supports to the local authority during an emergency to ensure a common understanding and prioritization of all requests for assistance, as well as to provide a single coordination point for local authorities to access all provincial ministries;

**WHEREAS** during the 2011 Slave Lake Wildfire, the 2013 Southern Alberta Floods, and the 2016 Regional Municipality of Wood Buffalo Wildfire, the disconnection of emergency social services into a separate provincial ministry (in the case of the 2016 wildfire this was formalized into a separate coordination centre, known as the Provincial Emergency Social Services Emergency Coordination Centre) created communication challenges, confusion around roles and responsibilities, duplication of effort, and disjointed policies and supports provided to evacuees;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association urge the Province of Alberta to consolidate Emergency Social Services and Emergency Management into a single, all-hazards, public safety oriented government ministry to eliminate duplication and enhance coordination of provincial support to local authorities.

#### **Resolution Background:**

Alberta has had a number of large-scale disasters recently, which present an opportunity for learning and improvement. Through the Slave Lake Wildfire, Southern Alberta Floods, and the Wood Buffalo Wildfire, one common recommendation is for better integration of emergency social services and emergency management. Many municipalities have adopted this approach and are incorporating emergency social services into municipal plans, training, exercises, and responses. Provincially, however,



## Appendix 1 for 8.19.: Resolution

2017-06-19

these two inter-connected pieces are currently managed through two separate ministries, which has led to communication and coordination challenges.

The Incident Command System (ICS) is “a standardized on-site management system designed to enable effective, efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure” (*Alberta Emergency Plan*, 2015, pg. 10). The Government of Alberta adopted the ICS and mandated that all provincial organizations and ministries shall use ICS as their incident management systems (*Alberta Emergency Plan*, 2015, pg. 10). One of the foundational principles of ICS is designed to address this inherent challenge of a multi-agency response. “Unity of command” means each individual has a single designated supervisor to avoid the challenges of having to prioritize directives and work assignments from multiple sources, which can have immediate and far-reaching consequences during the time-sensitive nature of an emergency.

The separation of emergency social service and emergency management into two different provincial ministries undermines this foundational principle by introducing a dual reporting structure and creating an unnatural division in what should be a coordinated response. Unlike other provincial ministries with clear jurisdictional authority over specific elements of a response (such as Environment, Forestry, or Health), the mandate for emergency social services at the local level falls under the Director of Emergency Management (*Emergency Management Act*, Revised Statutes of Alberta 2000, Section 11.2).

Emergency Social Services cannot be effectively separated from the response without a significant, detrimental impact on the people affected by the disaster. Creating this separation results in loss of coordination, communication breakdowns, and conflicting messages to evacuees who need certainty in order to make decisions about their homes and businesses. For example, during the High River flood in 2013, decisions were made about relocating evacuees from Reception Centres to transitional housing at the University of Calgary and University of Lethbridge in isolation, without coordination or support from the Emergency Operations Centre. This created significant confusion and fear among evacuees when buses showed up without notice to take them to their new lodgings.

Each of the past three large-scale disasters in Alberta has resulted in the recommendation of closer integration of emergency social services into the overall response. In the *Lesser Slave Lake Regional Urban Interface Wildfire – Lessons Learned Final Report* (KPMG, 2012), one of the primary recommendations was to “fully implement the Incident Command System so that emergency response roles and mandates are firmly established within a single, clear chain of command”, especially regarding “Disaster Social Services, Consequence Management Officers, the NGO Council, First Nations, the Red Cross, and the Fire Commissioner” (pg. 165). This highlights the need for a fully-integrated response with a clear chain of command, making no distinction between traditional response resources (e.g. Fire Commissioner) and emergency social services (Disaster Social Services, the NGO Council, and the Red Cross). *The Review and Analysis of the Government of Alberta’s Response to and Recovery from 2013 Floods* (MNP, 2015) report stressed the urgent need for a provincial emergency social services framework that created a unified approach to delivering ESS services, acknowledging that “the lack of a unified approach to these elements is linked to the overarching ESS challenge at the provincial level” (pg. 43). The *May 2016 Wood Buffalo Wildfire Post-Incident Assessment Report* (KPMG, 2017) recommends the integration of provincial emergency social services into Provincial Operations Centre to streamline communication, coordination, and support to local authorities (pg. 96).

It is acknowledged that *The Review and Analysis of the Government of Alberta’s Response to and Recovery from 2013 Floods* (MNP, 2015) explicitly suggests the Ministry of Human Services is best positioned to lead the ESS framework and program (pg. 84). Part of the justification for this rationale is that “social service expertise” resides in Human Services at the provincial level. However, in



## Appendix 1 for 8.19.: Resolution

2017-06-19

emergencies, the direct delivery of social services is done by the local authority, supported by non-governmental organizations and provincial ministries, and not the other way around. Likewise, recovery “is a local authority’s responsibility” (*May 2016 Wood Buffalo Wildfire Post-Incident Assessment Report*, KPMG, 2017, pg. 109), where provincial financial and programming support is needed for success, but must be community-led to be most effective. It is essential to prioritize the human impact of disasters and ensure this does not become lost in the overall response, but this issue can be better addressed through more integrated training for local authorities on their responsibilities under the Emergency Management Act, which includes emergency social services. Local authorities would be best served by a well-coordinated, integrated provincial approach to emergency management and emergency social services.

Alberta has seen a number of large-scale disasters in recent years that have highlighted the need for closer integration of emergency social services and emergency management. Where previous approaches to emergency social services may have worked in localized emergencies, it is clear the frequency and impact of large-scale disasters is increasing as a result of climate change. Municipalities in Alberta are working towards closer integration and coordination between emergency social services and emergency management under the authority of the Director of Emergency Management. This progressive approach should be reflected at the provincial level to align training, planning, and responding to emergencies in a clear, unified manner.



*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

### 8.20. Bylaw No. 2017-23 - Dedesignate Part of Lot R, Block 1, Plan 527MC

#20170703008

**Meeting** : July 6, 2017 Council Meeting

**Meeting Date** : 2017/07/06 10:00

**Meeting Type** : Council Meeting

#### Background

---

Bylaw No. 2017-23 is being presented to Council for first reading, as it relates to changing the boundaries of an environmental reserve to rectify a concern within Lot R, Block 1, Plan 527MC in SW 17-59-9-W4. This is the old subdivision on Vincent Lake where the houses are not situated on the lots.

#### Recommendation

---

Motion to give first reading to Bylaw No. 2017-23.

#### Additional Information

---

**Originated By** : pcorbiere

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

**BY-LAW NO. 2017-23**

---

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 R, Block 1, Plan 527MC registered in respect of Part of SW 17-59-9-W4 located within the boundaries of the County of St. Paul.

---

**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 R, Block 1, Plan 527MC displayed on the attached plan forming part of this Bylaw is hereby cancelled.

Read a first time in Council this 6th day of July, A.D. 2017.

Advertised the \_ day of \_, A.D.2017, and the \_ day of \_, A.D. 2017 in the St. Paul Journal and Elk Point Review.

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

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

---

Reeve

---

Chief Administrative Officer





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

## Issue Summary Report

### 8.21. Subdivision at Vincent Lake

**#20170704004**

**Meeting :** July 6, 2017 Council Meeting

**Meeting Date :** 2017/07/06 10:00

**Meeting Type :** Council Meeting

#### Recommendation

---

Following the discussions during the In Camera discussions, we will require motions regarding the subdivision fees and the price to sell the land to the landowners in Plan 527MC.

#### 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

### 8.22. Hay Tender Amendment

#20170704005

**Meeting :** July 6, 2017 Council Meeting

**Meeting Date :** 2017/07/06 10:00

**Meeting Type :** Council Meeting

#### Background

---

Council awarded a Hay Tender at the Public Works meeting on June 27, 2017 to the highest bidder, Terry Karpyshyn. This tender was for 27 acres on NW17-59-11-W4. Since the Public Works Meeting, the staff have determined that they needed to strip some more land as where they were crushing was impeded by water table being very high. The area that is now left to be hayed is only approximately 18 acres. Discussions with Mr. Karpyshyn indicates that he is no longer interested in the hay as he thinks it is not feasible at the adjusted acreage. Administration has contacted the second highest bidder, Allan Tkachyk. He is interested in the hay even at the reduced acreage. His original bid was for \$1400 for 27 acres, therefore the adjusted amount for 18 acres would be \$933.33.

#### Recommendation

---

That Council rescind the motion made to award hay tender to Mr. Terry Karpyshyn (resolution number to be added when the Public Works meeting minutes are completed).

That Council approve the hay tender on NW17-59-11-W4 for approximately 18 acres to Mr. Allan Tkachyk for the amount of \$933.33.

#### Additional Information

---

**Originated By :** skitz

## 9. Correspondence

### 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

**#20170511005**

**Meeting :** July 6, 2017 Council Meeting

**Meeting Date :** 2017/07/06 10:00

**Meeting Type :** Council Meeting

#### Additional Information

---

**Originated By :** skitz



# 11. Upcoming Meetings

- 11.1. JULY 11-14 - ASB TOUR, OLDS
- 11.2. JULY 27 - ASB MEETING



*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. July 11-14 - ASB Tour, Olds**

**#20170703009**

**Meeting :** July 6, 2017 Council Meeting

**Meeting Date :** 2017/07/06 10:00

**Meeting Type :** Council Meeting

### 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

### 11.2. July 27 - ASB Meeting

**#20170703010**

**Meeting :** July 6, 2017 Council Meeting

**Meeting Date :** 2017/07/06 10:00

**Meeting Type :** Council Meeting

### Additional Information

---

**Originated By :** pcorbiere

## 12. Financial

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

### 12.1. Budget to Actual

#20170511006

**Meeting :** July 6, 2017 Council Meeting

**Meeting Date :** 2017/07/06 10:00

**Meeting Type :** Council Meeting

#### Background

---

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

#### Recommendation

---

Motion to approve the budget to actual as of June 30, 2017.

#### Additional Information

---

**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

### 12.2. Listing of Accounts Payable

#20170511007

**Meeting :** July 6, 2017 Council Meeting

**Meeting Date :** 2017/07/06 10:00

**Meeting Type :** Council Meeting

#### Background

---

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

#### Recommendation

---

Motion to file the listing of Accounts Payable as circulated:

<u>Batch</u>	<u>Cheque Date</u>	<u>Cheque Nos.</u>	<u>Batch Amount</u>
--------------	--------------------	--------------------	---------------------

#### 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

### 12.3. Council Fees

#20170511008

**Meeting :** July 6, 2017 Council Meeting

**Meeting Date :** 2017/07/06 10:00

**Meeting Type :** Council Meeting

#### Background

---

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

#### Recommendation

---

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

#### Additional Information

---

**Originated By :** tmahdiuk