



*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)

**October 10, 2017**

Tuesday, October 10, 2017

Start time 10:00 AM

## **AGENDA**

1. **Call to Order**
2. **Minutes**
  - 2.1 **September 12, 2017 Council Meeting (2017/09/12)**
  - 2.2 **September 21, 2017 Special Meeting (2017/09/21)**
3. **Bank Reconciliation**
4. **Additions to Agenda and Acceptance of Agenda**
5. **In Camera**
6. **Business Arising from Minutes**
  - 6.1. **Bylaw 2017-27 - Fire Protection Services Bylaw**
7. **Delegation**
8. **New Business**
  - 8.1. **Cellular Phones Policy ADM-6**
  - 8.2. **Conference and Education Attendance Policy HR-8**
  - 8.3. **Sick Leave and Family Medical Benefits Policy HR-29**
  - 8.4. **Vacation Policy - HR-33**
  - 8.5. **Private Gravel Sales Policy PW-59**
  - 8.6. **Parks Policy REC-121**
  - 8.7. **Cemeteries Bylaw 2017-28**
  - 8.8. **2017 Regional Strategic Plan - 3rd Quarter Update**
  - 8.9. **2017 Strategic Plan - 3rd Quarter**
  - 8.10. **2018 Strategic Plan**
  - 8.11. **Payroll Services Agreement - Mallaig Ag Society - Arena Caretakers**
  - 8.12. **St. Paul Town and County Joint Fire Services Agreement**
  - 8.13. **Town of Elk Point and County Joint Fire Services Agreement**
  - 8.14. **Service and Maintenance Agreement with North East Muni Corr for Mallaig Siding**

- 8.15. **Request to Purchase NW 24-58-7-W4**
- 8.16. **Request to Connect to Water Line - Bayview Beach**
- 8.17. **St. Paul Ag Society Request for 40 Yard Waste Bin**
- 8.18. **Town & Country Ladies Funspiel**
- 8.19. **10th Annual Classic Farmer's Spiel**
- 8.20. **Holmatro Air Bags for St. Paul Fire Department**
- 8.21. **Seed Cleaning Plant Construction Project**
- 8.22. **Owlseye Road**
- 8.23. **Alberta Community Partnership Grant Application 2017/2018**
- 8.24. **Northern Lights Library Revenue**
- 8.25. **Dates for November Council/Public Works Meetings**
- 9. **Correspondence**
  - 9.1. **Letter - Minister of Municipal Affairs**
- 10. **Reports**
  - 10.1. **CAO Report**
- 11. **Upcoming Meetings**
  - 11.1. **October 23 @ 10:00 a.m. - Organizational Meeting**
  - 11.2. **October 24 @ 10:00 a.m. - Public Works**
- 12. **Financial**
  - 12.1. **Budget to Actual**
  - 12.2. **Listing of Accounts Payable**
  - 12.3. **Council Fees**
- 13. **Adjournment**

## 6. Business Arising from Minutes

- 6.1. BYLAW 2017-27 - FIRE PROTECTION SERVICES  
BYLAW



## Issue Summary Report

### 6.1. Bylaw 2017-27 - Fire Protection Services Bylaw

#20171003003

**Meeting :** October 10, 2017

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

**Meeting Type :** Council Meeting

#### Background

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At the September meeting, Council was presented with an amendment to the Fire Protection Services Bylaw. Municipalities that have a trestle or bridge along the Iron Horse Trail were requested by Muni Corr to include a clause in their Fire Protection Services Bylaw regarding a setback for open fires near the trestle or bridge. Proposed wording was presented to Council, however Council requested that it be amended to include permission for the adjacent landowners to burn.

Bylaw No. 2017-27 is now being presented to Council to amend Fire Services Bylaw No. 2017-08 to include the following clause under Section 7.7:

No person shall set, permit, maintain or operate an open fire or burning barrel at any time of the year within one hundred (100) metres of a trestle or bridge structure located on the Alberta's Iron Horse Trail. The person who set, permitted or maintained such an Open Fire or burn barrel shall extinguish the fire immediately upon the order of a Fire Guardian or his designate. If the person who set, permitted or maintained such an open fire fails to comply with an order to extinguish, the fire services may extinguish the fire and recover the cost of extinguishment from the person in accordance with the Fee Schedule Bylaw. **An adjacent landowner to a trestle may be permitted to maintain or operate an open fire for agricultural purposes provided that a fire permit is issued and the conditions therein are adhered to.**

#### Recommendation

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Motion to give first reading to Bylaw No. 2017-27, Fire Protection Services Bylaw.

Motion to give second reading to Bylaw No. 2017-27.

Motion to present Bylaw No. 2017-27 for third and final reading.

Motion to give third reading to Bylaw No. 2017-27.

#### Additional Information

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**Originated By :** pcorbiere



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

**BY-LAW NO. 2017-27**

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A Bylaw of the County of St. Paul No. 19, hereafter referred to as the "Fire Protection Services Bylaw", to establish Fire Services in and for the County of St. Paul No. 19.

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**WHEREAS** the *Municipal Government Act, R.S.A., 2000, c. M-26*, as amended, provides that the Council of a Municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property, and for services provided by or on behalf of the Municipality; and

**WHEREAS** Section 8 (a) of the *Municipal Government Act* provides for municipalities to enact bylaws to regulate or prohibit; and

**WHEREAS** Section 8 (c) of the *Municipal Government Act* provides for municipalities to enact bylaws to provide a system of licenses, permits or approvals; and

**WHEREAS** Section 203 of the *Municipal Government Act* provides that Council may by bylaw delegate any of its powers, duties or functions to a Chief Administrative Officer, and whereas Section 209 of the *Municipal Government Act*, provides that a Chief Administrative Officer may delegate any of their powers, duties or functions to a designated officer or an employee of the municipality; and

**WHEREAS** the *Forest and Prairie Protection Agency, R.S.A., 2000, c. F-19*, as amended, provides certain discretionary and mandatory powers to enable a municipality to carry out and enforce the provisions of the *Forest and Prairie Protection Act* within its boundaries as applicable; and

**WHEREAS** the *Emergency Management Act, R.S.A., 2000, c. E-6.8*, as amended, provides additional powers to a municipality to enable it to carry out and enforce the provisions of the *Emergency Management Act* within its boundaries; and

**WHEREAS** Section 553 of the *Municipal Government Act* provides that Council may add unpaid expenses, costs and remuneration necessary to eliminate the emergency which are owing to the municipality to the tax roll of a parcel of land if the parcel's owner caused the emergency and the cause of the emergency was located on all or a part of the parcel; and

**WHEREAS** Section 553(1)(g) of the *Municipal Government Act* provides that a municipality may make the owner of a parcel of land liable for the cost and expenses related to the municipality for extinguishing fires on a parcel of land, unpaid costs and expenses for extinguishing fires on the parcel of land and those costs may be added to the tax roll of the parcel of land; and

**WHEREAS** the Council for County of St. Paul No. 19 considers it necessary to establish fire services within the County of St. Paul No. 19 and to provide the efficient operation of such fire services; and

**AND WHEREAS** the County of St. Paul No. 19 deems it necessary and expedient to provide a fee for service for the provision of certain services and to provide for fair and just recovery of those costs and expenses;

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

### **Section 1 – Name of Bylaw**

1.1 This Bylaw may be cited and referred to as the “**Fire Protection Services Bylaw**”.

### **Section 2 – Definitions**

2.1 In this Bylaw, words and phrases shall be defined as specified follows:

“Acceptable Fire Container” means an outdoor receptacle that meets the following specifications:

- a) Maintains a minimum of three (3) metres clearance, measured from the nearest Fire Container edge to the buildings, property lines, or some combustible material.
- b) The Fire Container shall not have an open flame exceeding one (1) metre at its widest point;
- c) The Fire Container is set upon or built into the bare ground or on a non-combustible material such as brick, stone, or concrete.
- d) The Fire Container installation has enclosed sides made from bricks, concrete blocks, metal, or other non-combustible materials; and
- e) The Fire Container is not located over any underground utilities or under any above-ground wires.

“Bylaw Enforcement Officer” means the following:

- a) Any member of the Royal Canadian Mounted Police;
- b) Any Community Peace Officer; or
- c) The Chief Administrative Officer of the County of St. Paul No. 19 or any person designated by the Chief Administrative Officer to act in accordance with the provisions of this Bylaw.

“Council” means the Council for County of St. Paul No. 19.

"County" means the Municipality of the County of St. Paul No. 19, in the Province of Alberta.

"County Administration" means the Chief Administrative Officer, any designated officer, the Fire Guardian and any other County employee(s) so delegated by the Chief Administrative Officer or by a designated officer.

"Deputy Fire Chief" means the individual appointed as second in command of a Fire Protection District.

"District Fire Department" means the Fire Chief and Volunteer Fire Department members within a Fire Protection District.

"Emergency" means a fire, fire hazard or any other situation or circumstances that presents imminent or immediate danger to persons or property.

"Equipment" means any machinery, tools, contrivances, devices, materials, or vehicles used to combat an incident or other emergency.

"False Alarm" means any fire alarm that is sent out needlessly, through willful human or mechanical error, and to which a District Fire Department responds.

"Fire Ban" means a declaration by a Fire Guardian that a restriction has been placed on the setting of fires and may be categorized as follows:

- a) "Level 1: No Restriction" means that safe campfires are allowed in campgrounds and in other County areas and that fires are allowed in Acceptable Fire Containers. Any burning other than a campfire requires a fire permit.
- b) "Level 2: Fire Advisory" means that safe campfires are permitted in campgrounds and in other County areas and that fires are allowed in Acceptable Fire Containers, but the issuance of fire permits for other burning may be restricted. Existing permits will be honoured, but the issuance of new permits may be suspended.
- c) "Level 3: Fire Restriction" means that safe campfires are allowed only in campgrounds with approved fire pits and fires are allowed in Acceptable Fire Containers. No open fires are allowed within the County and fire permits may be suspended or cancelled and no further permits will be issued.
- d) "Level 4: Fire Ban" means that no open campfires will be permitted in campgrounds or in any other area of the County. All fire permits will be suspended or cancelled and no new permits will be issued.

"Fire Chief" means an individual appointed as head of a Fire Protection District.

"Fire Department" means the combined District Fire Departments.

## Appendix 1 for 6.1.: 2017-27 Fire Protection Services Bylaw

“Fire Guardian” means the Chief Administrative Officer or such other persons as Council shall appoint from time to time.

“Fire Hazard” means a situation which threatens the preservation of life and property from injury and/or destruction by fire, including all fire aspects, but not limited to heat, smoke, health issues, ignition sources and dangerous situations and or the potential thereof to the public.

“Fire Permit” means a document in the form prescribed by the Forest and Prairie Protection Act or the County of St. Paul No. 19 permitting the lighting of open fires.

"Fire Protection" means all aspects of fire safety including but not limited to fire prevention, firefighting or suppression, pre-fire planning, fire investigation, public education and information, training or other staff development.

“Fire Protection District” means area of fire protection as set by Council from time to time as set out in Appendix B.

"FPPA" means the Forest and Prairie Protection Act, as amended from time to time.

“Hamlet” means an unincorporated area as defined by the Municipal Government Act.

"Incident" means a fire, a situation where a fire or explosion is imminent, a motor vehicle accident or any other situation presenting a danger or possible danger to life or property and to which one of the District Fire Departments has responded.

"Member" means any person that is a duly appointed volunteer member of the Fire Department District.

“Multi-lot residential subdivision” means more than four (4) lots within a quarter section.

“Open Air Fire” means an outdoor fire within the geographic boundaries of the county where the flames of the fire are exposed to the air or the atmosphere and includes a camp fire, fire contained in a pit, grass fire, brush fire, a fire for the burning of coal, wood or other burnable substance, a fire which burns any burnable materials such as straw, stubble, leaves, brush, wood, shavings, saw dust, wood, gas and oil and a fire which burns any combustible substance, but does not include a barbeque or camping stove.

“Prohibited Debris” means debris defined by the Substance Release Regulation – AR 124/93, pursuant to the *Alberta Environmental Protection and Enhancement Act*, means any combustible waste that, when burned, may result in the release to the atmosphere of dense smoke, offensive odors, or toxic substances. This debris includes but is not limited to:

- a) Animal cadavers;
- b) Animal manure;
- c) Pathological waste;
- d) Waste material from building or construction sites, excluding wooden materials that do not contain wood preservatives;
- e) Combustible materials;

- f) Tires;
- g) Rubber or plastic or anything containing or coated with rubber or plastic or similar substances;
- h) Used oil, wood, or wood products containing substances for the purpose of preserving wood.
- i) Household municipal waste; and
- j) Hazardous waste.

“Running Fire” means a fire burning without being under the proper control of a person.

“Violation Tag” means a tag or similar document issued by County of St. Paul No. 19 pursuant to the *Municipal Government Act*.

“Violation Ticket” means a ticket issued pursuant to Part II of the Provincial Offences Procedure Act, R.S.A. 2000, c. P-34, as amended, and regulations thereunder.

### **Section 3 – Objectives**

3.1 The objectives of the County of St. Paul Fire Services are:

- a) To provide fire protection services to County residents and through mutual aid agreements with the Town of St. Paul, Town of Elk Point, and Summer Village of Horseshoe Bay; and
- b) To provide fire protection services to surrounding communities with whom the County of St. Paul has entered into a fire services mutual aid agreement.

3.2 Without limiting the generality of the foregoing, the County may undertake such studies, research, projects, or programs and enter into such contracts as may be deemed necessary or desirable in furthering the County’s objectives and to provide economic, safety, health, and environmental benefits to County residents and visitors.

### **Section 4 – Fire Protection Committees**

4.1 The Town of Elk Point Fire Protection Committee shall consist of two councillors from the County appointed annually at the County Council Organizational Meeting.

4.2 The St. Paul and Area Joint Fire Protection Management Committee shall consist of the reeve and two councillors from the County appointed annually at the County Council Organizational Meeting.

4.3 Committee meetings shall take place at such a date, time, and place as determined from time to time by the Chairman of each respective committee.

4.4 All committee members must receive notice of any meeting called by the Chairman before that meeting can occur.

4.5 The agenda for all Fire Protection Committee meetings shall be circulated at

least seven (7) days prior to the meeting date.

### **Section 5 - Fire Services**

5.1 Fire services shall be provided by the County for the purposes of, but not limited to:

- a) preventing and extinguishing fires;
- b) investigating the cause of fires and carrying out preventable patrols, pre-fire planning and fire inspections in accordance with the Fire Quality Management Plan approved by the Safety Codes Council;
- c) preserving life and property and protecting persons and property from injury or destruction by fire;
- d) providing rescue or vehicle extrication services;
- e) preventing, combating and controlling emergency incidents;
- f) entering into agreements with other municipalities or persons for the joint use, control, and management of fire extinguishing Equipment; and
- g) purchasing and operating Equipment for extinguishing fires or preserving life and property.

### **Section 6 – Designated Officers and Other Authorities**

#### **Fire Protection Districts**

- 6.1 The Council of the County of St. Paul will operate four Fire Protection Districts in the County of St. Paul named St. Paul, Elk Point, Ashmont and Mallaig as pictured in Schedule A.
- 6.2 The Council may establish additional Fire Protection Districts, from time to time.

#### **Appointment of Officers**

- 6.3 Council shall appoint a Fire Chief for Mallaig and Ashmont by resolution, from time to time.
- 6.4 Other officers and members may be appointed to a District Fire Department by the Fire Chief of that Fire Protection District.
- 6.5 The Fire Chief may delegate other members of the District Fire Department of which he is Chief, to act as Fire Chief on his behalf.

#### **Jurisdiction**

- 6.6 The limits of the jurisdiction of the Fire Chief, and the officers and members of each District Fire Department will extend to the area and boundaries of the Fire

Protection District to which they are appointed as specified in Appendix B.

- 6.7 No fire Equipment shall be used beyond the limits of the County without the express authorization of a written contract or agreement providing for the supply of fire-fighting services outside the County boundaries.
- 6.8 Each District Fire Department shall respond to incidents and emergencies within its Fire Protection District insofar as it is possible and shall further respond to incidents in other Fire Protection Districts in the absence of, unavailability of, or in assistance to another District Fire Department of the County.

### Procedural Guidelines

- 6.9 County Administration may by resolution adopt or amend procedural guidelines from time to time, with respect to the administration of this Bylaw. The most recent copy of which shall be attached to and be identified as Schedule "A" of this bylaw.

### Authority

- 6.10 The Council hereby delegates the following authorities to the Fire Chief and the Deputy Fire Chief of the District Fire Departments:
  - a) the Fire Chief or the Deputy Fire Chief or any member acting in their position is empowered to cause a building, structure, or other object to be pulled down, demolished or otherwise removed if he deems it necessary to prevent the spread of fire to other buildings, structures, or objects;
  - b) the Fire Chief, or the member in charge at an incident is empowered to enter, pass through or over buildings or property adjacent to an incident and to cause members of the Fire Department and the Equipment of the Fire Department to enter or pass through or over the building or property, where he deems it necessary to gain access to the incident or to protect any person or property.
  - c) the Fire Chief or the Deputy Fire Chief or any Member acting in their position, is authorized to issue permits, provide fire reports, and issue any other document in the name of the County which may be required for the efficient operation of fire services within the County and whose issuance has been approved by Council.
  - d) in an emergency, the Fire Chief or the Deputy Fire Chief or any Member acting in their position may, on behalf of the County take whatever actions or measures are necessary to eliminate the emergency whether or not such action involves a breach of the provisions of the *Municipal Government Act*, any other enactment, or this Bylaw.
  - e) the Fire Chief may obtain assistance from employees of the County, as he deems necessary, in order to discharge his duties and responsibilities under this Bylaw.



- f) the Fire Chief or the Deputy Fire Chief or any Member acting in their position, as designated officers of the County are not subject to the direct control and supervision of the Chief Administrative Officer.
- g) the Fire Chief or the Deputy Fire Chief or any Member acting in their position may require persons who are not members to assist in extinguishing a fire, removing items from any building on fire or in danger thereof and in guarding and securing same and in demolishing a building or structure at or near the fire or other incident
- h) the Fire Chief or the Deputy Fire Chief or any Member acting in their position may commandeer privately owned equipment, which he considers necessary to deal with an incident.
- i) The Fire Chief or the Deputy Fire Chief or any Member acting in their position may enter private property for the purpose of accessing water sources and/or other resources he considers necessary to deal with an incident.
- j) The Fire Chief or the Deputy Fire Chief or any Member acting in their position may hire privately owned equipment which he/she considers necessary to deal with an incident.

## Fire Guardians

- 6.11 The Fire Chief or Deputy Fire Chief or any Member acting in their position are hereby designated as Fire Guardians of the County and authorized to perform all or any of the duties of the County as outlined in the *Forest and Prairie Protection Act*, as amended from time to time. Any expense incurred while fulfilling the duties of a Fire Guardian shall be borne by the County.
- 6.12 Additional Fire Guardians are the Chief Administrative Officer, or an individual otherwise appointed by the County. Fire Guardians exercise the following powers:
- a) a Fire Guardian may require any able-bodied adult person not exempted by regulations to assist in fighting a fire.
  - b) a Fire Guardian may commandeer and authorize payment for the possession or use of any Equipment for the purpose of fighting a fire.
  - c) a Fire Guardian may enter a closed area as per the *Forest and Prairie Protection Act* without a permit or the written permission of a forest officer subject only to any regulations of the *Forest and Prairie Protection Act*.
  - d) a Fire Guardian may obtain from every person found on public and or leaving or entering public land his name, address, and an account of his activities he proposes to carry out and the route he intends to follow on the public land.



- e) a Fire Guardian may issue to an applicant a Fire Permit in respect of any land within the boundaries of the County.
- f) a Fire Guardian issuing a Fire Permit may endorse on the document any special fire control conditions with which the applicant must comply in addition to any requirements of the *Forest and Prairie Protection Act* and the regulations.
- g) a Fire Permit may be suspended or cancelled at any time by a Fire Guardian and on receiving notice of the suspension or cancellation the person concerned shall immediately extinguish any fire set pursuant to his permit.
- h) a Fire Guardian may without a warrant enter on any land and premises, except a private dwelling house, for the purpose of discharging their duties under this Bylaw or the *Forest and Prairie Protection Act* or the regulations.
- i) a Fire Guardian may, without a warrant, enter any private dwelling house which is on fire and proceed to fight the fire.
- j) a Fire Guardian may investigate the cause, origin, and circumstances of any forest or prairie fire according to the provisions of the *Forest and Prairie Protection Act* and this Bylaw.
- k) a Fire Guardian may temporarily divert traffic on a road over which the County has the direction, control and management of until a Fire Hazard, Emergency or fire is eliminated;
- l) a Fire Guardian may erect signage or take any other action to warn people about a Fire Hazard, Emergency or fire;
- m) a Fire Guardian may enter land or a structure at any reasonable hour, and carry out any inspection, enforcement or action required to eliminate the Fire Hazard, Emergency or to fight, extinguish or control the fire, or to take immediate steps to eliminate the situation; and
- n) a Fire Guardian may request an owner or occupant of land or a structure to produce documents or do anything that will assist the Fire Guardian in the inspection, enforcement or action required to eliminate the Fire Hazard, Emergency or to fight, extinguish or control the fire, or to take immediate steps to eliminate the Fire Hazard, Emergency or to fight, extinguish or control the fire, and the Chief Administrative Officer may make copies of any documents produced.

### Delegation of Powers

- 6.13 A Fire Guardian may, delegate all or part of his authority under this Bylaw or under the FPPA, from time to time, to any County employee, approved by the Chief Administrative Officer and Council, either in relief or due to emergency, to efficiently and effectively carry out the work.

### Responsibility & Authority

- 6.14 Each Fire Chief has complete responsibility and authority over the District Fire Department to which he is appointed, subject to the direction and control of the Fire Guardian to whom they shall report and be responsible, and in particular the Fire Chief shall be responsible to carry out all fire protection activities and such other activities as the Fire Guardian, or in their absence, the Chief Administrative Officer has authority.
- 6.15 Each Fire Chief shall establish rules, regulations, procedures and committees necessary for the proper organization and administration of his District Fire Department, including:
- a) Use, care and protection of Fire Department property;
  - b) The conduct and discipline of officers and members of the District Fire Department; and
  - c) The efficient operation of the District Fire Department.
- 6.16 The Fire Chief of a District Fire Department, or in his absence, the individual delegated to act as Fire Chief and in the absence of such a delegate, the senior ranking District Fire Department member present, shall have control, direction and management of any Fire Department Equipment or manpower assigned to an incident within the Fire Protection District of that Fire Chief and, where a member is in charge, he shall continue to act until relieved by the District Fire Chief.
- 6.17 Members of each District Fire Department shall carry out duties and responsibilities assigned to the District Fire Department, and the Fire Chief shall report to the Public Services Manager or designate on the operations of the District Fire Department or on any other matter in the manner designated by the Chief Administrative Officer.
- 6.18 The Fire Chief, or the Member in charge at an incident may, at their discretion, establish boundaries or limits and keep persons from entering the area within the prescribed boundaries or limits unless authorized to enter.
- 6.19 The Fire Chief, or the Member in charge at an incident may request Bylaw Enforcement Officers to enforce restrictions on persons entering within the boundaries or limits of a fire incident.
- 6.20 All invoicing for fire services shall be carried out through the respective municipal offices.

### Section 7 - Offences

- 7.1 No person shall contravene any provision(s) of this Bylaw.

## Appendix 1 for 6.1.: 2017-27 Fire Protection Services Bylaw

- 7.2 No person at an incident shall impede, obstruct or hinder a member of the District Fire Department or other person assisting or acting under the direction of the Fire Chief or the member in charge or interfere with the operation of any Equipment required to extinguish fires or preserve life or property.
- 7.3 Any person who ignites, fuels, supervises or permits an Open Fire within the County without a valid Fire Permit is guilty of an offence.
- 7.4 Any person who ignites a fire or burns during a Fire Ban which clearly specifies the prohibition of such an ignition is guilty of an offence.
- 7.5 When a fire is lit or ignited without the appropriate Fire Permit, except a fire described in Section 8.4, the owner or occupier of the land or the person having control of the land upon which the fire is lit shall:
- a) extinguish the fire immediately; or
  - b) where they are unable to extinguish the fire immediately, report the fire to Fire Services.
- 7.6 No person shall either directly or indirectly, personally or through an agent, kindle a fire, whether a Fire Permit was obtained for that fire or whether the fire did not require a Fire Permit, and let it become a Running Fire on any land including his own property, property under his control, or to the property of another.
- 7.7 No person shall:
- a) light an Open Fire without first taking sufficient precaution to ensure that the fire can be kept under control at all times;
  - b) light an Open Fire when the weather conditions are conducive to creating a Running Fire or when the County or another authorized agency has announced a ban on burning;
  - c) burn in an Open Fire garbage, leaves, straw, painted wood, treated construction materials, and items made of or containing rubber, plastic, tar or any materials deemed for disposal;
  - d) deposit, discard or leave any burning matter or substance where it might ignite other material and cause a fire;
  - e) provide false, incomplete, or misleading information to the County or to a Fire Department on or with respect to a Fire Permit;
  - f) conduct any activity that involves the use of fire or that creates potential sources of fire ignition, which might reasonably be expected to cause a Running Fire;
  - g) damage or destroy any District Fire Department property;

- h) falsely represent himself as a District Fire Department Member or wear or display any uniform, badge, cap, button, insignia, or other paraphernalia for the purpose of false representation;
- i) obstruct or otherwise interfere with access roads, streets or other approaches to any fire alarm, fire hydrant, cistern or body of water or any connections provided to a fire main, pipe, standpipe, sprinkler system, cistern or other body of water; and
- j) burn municipal household waste in a Hamlet or Multi-lot Subdivision.
- k) set, permit, maintain or operate an open fire or burning barrel at any time of the year within one hundred (100) metres of a trestle or bridge structure located on the Alberta's Iron Horse Trail. The person who set, permitted or maintained such an Open Fire or burn barrel shall extinguish the fire immediately upon the order of a Fire Guardian or his designate. If the person who set, permitted or maintained an open fire fails to comply with an order to extinguish, the fire services may extinguish the fire and recover the cost of extinguishment from the person in accordance with the Fee Schedule Bylaw. *An adjacent landowner to a trestle may be permitted to maintain or operate an open fire for agricultural purpose provided that a fire permit is issued and the conditions therein are adhered to.*

### Section 8 - Recovery of Costs

- 8.1 Costs may be incurred by County of St. Paul No. 19 for extinguishing fires or providing fire services within County of St. Paul No. 19 including costs of Equipment and consumables. Council may charge all costs incurred by the County of St. Paul No. 19 for the purposes of extinguishing fires or providing fire services to the person who caused the fire, the owner of the land on which the fire occurred, the occupier of the land on which the fire occurred, or the owner of a vehicle in which a fire occurred.
- 8.2 Where the County has taken any action whatsoever for the purpose of extinguishing a fire or responding to a fire call or incident in or outside the County or for the purpose of preserving life or property from injury or destruction by fire or other incident on land within or outside the County, including any action taken by the Department on a false alarm, the County may, in respect of any costs incurred by the County in taking such action, charge any costs so incurred to the owner or occupant of the land in respect of which the action was taken or charge a minimum fee as stated in the County's Fee Schedule Bylaw.
- 8.3 The schedule of fees and charges to be charged by District Fire Departments for services rendered pursuant to this Bylaw shall be set out in the County's Fee Schedule Bylaw. The fees and charges set out in the Fee Schedule Bylaw are determined from time to time upon resolution by Council.
- 8.4 When a District Fire Department responds to an incident and fire protection or Equipment or resources are used in responding to incidents, the extinguishing of fires or the preserving of life or property from injury or destruction by fire, a

## Appendix 1 for 6.1.: 2017-27 Fire Protection Services Bylaw

minimum fee will be charged as stated in the Fee Schedule Bylaw in the following instances:

- a) For each hour or fraction thereof for each firefighting vehicle owned by the supplying party (excluding command cars or other similar support vehicles) to include two (2) firefighters per unit;
  - b) For each additional firefighter (excluding the two (2) firefighters per unit);
  - c) For the use of any other County resources;
  - d) Any private equipment commandeered or otherwise required by the District Fire Chief or member in charge at such rates as are established by the Alberta Road Builders and Heavy Construction Association Equipment Rental Rates Guide as amended from time to time or in the absence of such rates, at rates which are set by Council.
- 8.5 If the owner or occupant of the land on which a District Fire Department has provided or performed the services refuses or fails to pay an account issued pursuant to Part 6.1, or if the account is in arrears for sixty (60) days or more, the County may recover the costs as a debt due to the County, or, at the County's option, may add the amount to the tax roll, charging the land therefore and collect it in the same manner as taxes due.
- 8.6 When a District Fire Department responds to a call out and it is a false alarm and does not require a response, the person responsible for initiating the call out may be billed at the discretion of the County Administration.
- 8.7. In the event that the owner or occupant of any land within the County disputes the amount of an account issued under Part 6.1, such owner or occupant shall have a period of thirty (30) days from the date of mailing of the account to appeal the amount of the account and to Council and the decision of Council on any such appeal shall be final and binding upon the owner or occupant of the land and shall not be subject to any further appeal.
- 8.8 Mutual aid agreements with neighbouring municipalities or industry will be negotiated separately. Any clauses in a mutual aid agreement will supersede this Bylaw when two clauses are in conflict.
- 8.9 The County, at its discretion, reserves the right to waive any fire response cost recovery charges. This may include but is not limited to Good Samaritans or passersby having witnessed smoke in the distance, reporting fires to 911, or controlled fires being reported. However, this discretion will only be exercised as long as all require fire permits are in place and the fire is in compliance and there are no contraventions to any Fire Bans in place at the time.

## Section 9 – Forest and Prairie Protection

### Application of Bylaw

## Appendix 1 for 6.1.: 2017-27 Fire Protection Services Bylaw

- 9.1 This Part applies to all land within County of St. Paul No. 19, in the Province of Alberta insofar as it does not contravene the provisions of the FPPA, except
- a) land within the boundaries of a summer village, or town
  - b) lands controlled by Alberta Sustainable Resources as indicated as the Forest Protection Area (for wildland fire protection only)
- 9.2 When a forest and prairie emergency occurs, and both a Fire Guardian and a District Fire Chief, or their delegates have responded, they shall work together in coordinating resolution of the emergency. The District Fire Chief shall assume charge unless it is mutually agreed otherwise. The other person shall provide whatever degree of advice, support, information and assistance that is at his disposal.

### Fire Hazards

- 9.3 If the Council, through the District Fire Department, finds within its boundaries on privately-owned land or occupied public land conditions that in the opinion of the District Fire Department constitute a fire hazard, it may, through a Fire Guardian, order the owner or occupant of the land on which the hazard exists to reduce or remove the hazard within a fixed time frame and in a manner prescribed by Council. An emergency situation shall be reported to the Fire Department through E-9-1-1.
- 9.4 When Council, through the District Fire Department, finds that the order made pursuant to section 9.3 has not been carried out, it may enter on the land with any equipment and persons it considers necessary and may perform the required work.
- 9.5 The owner or the occupant in control of the land on which work was performed pursuant to section 9.4 shall on demand reimburse the County for the cost of the work performed and in default of payment, the County has a lien for the amount against the land and improvements on it.

### Fire Permits

- 9.6 Fire Permits are required for burning at all times throughout of the year.
- 9.7 A Fire Guardian may, at their discretion, issue to an applicant a Fire Permit in respect of any land to which this Bylaw applies within the boundaries of the area for which he was appointed. In issuing a permit, a Fire Guardian shall give due consideration to the procedural guidelines found in Schedule B of this Bylaw, which may be amended from time to time by resolution of Council.
- 9.8 A Fire Permit is valid only for the period for which it is issued.
- 9.9 A Fire Guardian issuing a Fire Permit may endorse on the permit any special fire control conditions with which the applicant must comply in addition to those standard conditions noted on the permit.

- 9.10 Any person wishing to obtain a Fire Permit for any area within the County must apply to the Fire Guardian appointed by the County at a location and during a time period determined by the County administration from time to time. The County may consider applications over e-mail and fax, but no burning may occur until the completion of the application.
- 9.11 Each application for a Fire Permit must be on the form required by the *Fire and Prairie Protection Act* as determined from time to time or approved by the Fire Guardian and must include the following information:
- a) the name, address, and telephone number, if applicable, of the applicant,
  - b) the reason a Fire Permit is required,
  - c) the legal description of the land upon which the fire will be set and the exact location of the fire on those lands including the municipal address where applicable,
  - d) the type of combustible material that will be burned,
  - e) any precautions that will be taken by the applicant to maintain control of the fire,
  - f) the time for which the Fire Permit will remain valid,
  - g) the signature of the applicant and the issuing Fire Guardian.

### **Suspension or Cancellation of Fire Permit**

- 9.12 A fire permit may be suspended or cancelled at any time by a Fire Guardian, who shall immediately communicate the suspension or cancellation to the person to whom the permit was issued, and the County Administration. On receiving notice of the suspension or cancellation the person concerned shall immediately extinguish any fire set pursuant to his permit.
- 9.13 Should a Fire Guardian be unsatisfied with the efforts observed in complying with a permit cancellation or meet with opposition from the owner or the occupant in control of the land, a Fire Guardian shall immediately notify the County Administration who will initiate whatever actions are necessary to enforce the provisions of this bylaw.

### **Investigation of Cause of Fire**

- 9.14 A Fire Guardian making an investigation may, without a warrant, for the purposes of the investigation,
- a) enter on any land or premises at any reasonable time, accompanied by any person or bringing with him anything that he considers would be of assistance in making the investigation,



- b) perform or have performed any tests he considers necessary on the land or premises or anything on them, and
  - c) remove anything from the land or premises
    - (i) that is reasonably pertinent to the matter under investigation, or
    - (ii) that the investigator considers, on reasonable and probable grounds, is or may be evidence of the commission of an offence against this bylaw and/or the Forest and Prairie Protection Act.
- 9.15 The investigator shall, on or before the completion of the investigation, return to the person entitled to it anything removed under subsection (2) (c) unless
- a) it is required as evidence in a prosecution arising out of the investigation, or
  - b) for any other reason it is impossible or impractical to return it.
- 9.16 Before exercising any powers under subsection 9.14, a Fire Guardian shall make reasonable efforts to obtain the co-operation of the owner or person in charge of the land or premises.
- 9.17 In this section, "land or premises" includes vehicles and buildings, whether affixed to the land or not, but does not include a private dwelling.

## **Section 10 - Open Fires**

- 10.1 No person shall light or cause to be lit an outdoor fire during the fire permit season on land in a permit area unless that person is the holder of an existing fire permit.
- 10.2 No person shall during a fire permit season allow any outdoor fire that is not authorized by a permit issued to him on land that is
- a) in a permit area, and
  - b) owned or occupied by him or under his control.
- 10.3 A person who during a fire season knows or has reason to believe that there is an outdoor fire, not authorized by a permit issued to him, on land that is within a permit area and is owned or occupied by him or under his control, shall
- a) extinguish the fire, or
  - b) if he is unable to extinguish the fire, immediately report the fire to the County Administration, a Fire Guardian, a member of the Royal Canadian Mounted Police or to the E-9-1-1 Service.
- 10.4 Notwithstanding Section 10.1 to 10.3, a Fire Permit shall not be required under



this Bylaw to conduct the following:

- a) the cooking of food using a portable appliance; or
  - b) recreational burning or the cooking of food in an Acceptable Fire Container provided that:
    - i) Only clean fuel such as natural gas, dry wood, or charcoal in amounts that will be contained within the Fire Container;
    - ii) The Fire Container is not used to burn Prohibited Debris;
    - iii) There is an available means for controlling or extinguishing the fire on the property and within a reasonable distance from where the fire occurs; and
    - iv) An adult is present on the property when the fire is burning.
  - c) burning in fireplaces in or attached to dwellings as provided by legislation;
  - d) the Fire is in a public park site in a County-owned campground where fire pits are provided by the County;
  - e) burning in an incinerator for which a permit to construct and license to operate has been issued pursuant to the applicable legislation;
  - f) the fire has otherwise been authorized by the Fire Guardian.
- 10.5 No person shall set or maintain any Open Fire at any time of the year such that smoke emitted from the fire impairs visibility on a highway, or which in the sole discretion of the District Fire Chief or their designate, becomes a nuisance or safety concern on any highway or property. The person who set or maintained such an Open Fire shall extinguish the fire immediately upon the order of the District Fire Chief or their designate. If the person who set or maintained such an Open Fire fails to comply with an order to extinguish, the Fire Department may extinguish the fire and recover the cost of extinguishment from the person.

### Section 11 - Offences and Penalties

- 11.1 Any person who violates any of the provisions of this Bylaw, or who suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this Bylaw, or who does any act or thing or omits any act or thing thus violating any of the provisions of this Bylaw is guilty of an offence.
- 11.2 Nothing in this Bylaw shall be deemed to authorize any fire, burning or other act which is in contravention of the *Environmental Protection and Enhancement Act*, R.S.A. 2000 c. E-12, as well as the *Alberta Safety Codes Act*, R.S.A. 2000 c. S-1 and the *Forest and Prairie Protection Act* and amendments thereto, or any regulation made thereunder, and in the event of any conflict between the provisions of this Bylaw and the said Act(s) or Regulation(s), the provisions of the said Act(s) or Regulation(s) shall govern.

- 11.3 A Bylaw Enforcement Officer, is hereby authorized and empowered to issue a Violation Tag to any person whom the peace officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw. A Violation Tag may be issued to such person:
- a) either personally; or
  - b) by mailing a copy to such person at his last known post office address;
- 11.4 The Violation Tag shall be in a form approved by County of St. Paul No. 19 and shall state:
- a) the name of the person;
  - b) the offence;
  - c) the appropriate penalty for the offence as specified in this Bylaw;
  - d) that the penalty shall be paid within thirty (30) days of the issuance of the Violation Tag;
  - e) any other information as may be required by County of St. Paul No. 19;
- 11.5 Any person who contravenes or fails to comply with this Bylaw, any Permit, any condition on a Permit, or with any Order or request directed to him pursuant to this Bylaw, is guilty of an offence and liable, upon the issuance of a Violation Tag, to pay a fine as stated in the County Penalties Bylaw:
- 11.6 Where a contravention of this Bylaw is of a continuing nature, further Violation Tags may be issued by a Bylaw Enforcement officer, provided that no more than one Violation tag shall be issued for each day that the contravention continues;
- 11.7 Where a Violation Tag is issued pursuant to this Bylaw, the person to whom the Violation tag is issued may, in lieu of being prosecuted for the offence, pay to County of St. Paul No. 19 the penalty specified on the Violation Tag;
- 11.8 Nothing in this Bylaw shall prevent a Bylaw Enforcement Officer from immediately issuing a Violation Ticket for mandatory court appearance of any person who contravenes any provision of this Bylaw.
- 11.9 A Bylaw Enforcement Officer is hereby authorized and empowered to issue a Violation Ticket in respect to any contravention or failure to comply with any Permit or condition of a Permit, pursuant to the *Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34, as amended;
- 11.10 If the penalty specified on a Violation Tag is not paid within the prescribed time period, a Bylaw Enforcement officer is hereby authorized and empowered to issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act*;
- 11.11 Any person who contravenes or fails to comply with this Bylaw, any Fire Permit, any condition on a Fire Permit, or with any order or request directed to him pursuant to this Bylaw, is guilty of an offence and liable, upon the issuance of a Violation Ticket, to pay a fine as stated in the County Penalties Bylaw.

11.12 In addition to any fine imposed, the Court may order the convicted person to reimburse the County for the costs involved as a debt to the County.

11.13 Any fine or penalty imposed pursuant to Section 9 inures to the benefit of the County.

### **Liability of County Representatives**

11.14 The Fire Chief, a member of the Fire Department, a fire guardian or delegated person or a County official and/or employee charged with the administration and/or enforcement of this Bylaw, acting in good faith and without malice for the County in the discharge of his duties, shall not hereby render himself liable personally, and he is hereby relieved from all personal liability for any damage that may accrue to persons or property as a result of any act required or by reason of any act or omission in the discharge of his duties, unless the person was dishonest, grossly negligent, or guilty of willful misconduct.

### **Fire Control Agreements**

11.15 The Council may enter into a fire control agreement

- a) With any person.
- b) With any other municipality.
- c) With the Province of Alberta in respect of Crown land in or adjacent to the County.

### **Section 12 - Severability**

12.1 All sections of this Bylaw are separate and severable. Should any section or part of this Bylaw be deemed invalid or inoperative by any court or administrative body for any reason, the remaining sections shall remain valid and in full force and effect.

### **Section 13 - Rescission**

13.1 Bylaw No. 2017-08 is hereby rescinded

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

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

**Schedule "B"**  
**COUNTY OF ST. PAUL NO. 19**  
**FIRE PERMIT ISSUANCE**  
**PROCEDURAL GUIDELINES**

**Permit Boundaries**

- § County-appointed Fire Guardians are authorized to issue permits within the boundaries of County of St. Paul No. 19.

**Permit Period**

- § Fire permits are required for burning at any time during the year.
- § All outdoor fires during the year require a permit either in person or via fax from the County Office, advising of the date the fire will be set, type of fire, and land location. The County will issue a written permit indicating the conditions that the individual shall adhere to. Each permit will expire thirty (30) days after issuance.

**Site Inspection**

Prior to issuing a fire permit, the Fire Guardian may conduct a site inspection, so they are fully aware of the circumstances on site. If the Fire Guardian determines the site to be unsafe or material being burned contravenes any regulations, the Fire Guardian shall not issue a permit.

**Safety Hazards**

If it is suspected that a fire may cause smoke that could result in a traffic hazard on:

- § Alberta Provincial Highways; the permit holder must contact the nearest Highway Maintenance office and advise personnel accordingly.
- § Local Roads; the permit holder must advise the County's Public Works Department and pick up road signage, and place accordingly on the roads affected prior to setting the fire. In the event that a Landowner fails to pick up signs and place, or sets a fire without proper signage, and the Public Works Department becomes aware of the situation and the Public Works Department may set up the necessary signs on roads affected due to a Fire Hazard and all costs of such actions will be borne by the Landowner and collected in accordance with the provisions of the Municipal Government Act (MGA), RSA as amended from time to time.
- § If it is suspected that a fire may cause smoke that could result in an air traffic hazard at or about the St. Paul or Elk Point Airports, the permit holder must advise and/or obtain approval from the St. Paul or Elk Point Airport Commissions.

### **Cancellations**

Fire Guardians or their designates can cancel any one or all permits at any time when they judge conditions to be unsafe for burning.

### **Points for Consideration in Issuing a Fire Permit:**

- \$ Be informed on current and future weather conditions.
- \$ Be familiar with the Forest & Prairie Protection Act, related Regulations, the County's Fire Protection Bylaw and generally accepted burning practices for burnable materials.
- \$ Be aware of conditions where it would be unwise to permit the burning of straw and stubble.
- \$ Be aware of the circumstances that could result in unnecessarily exposing residents of the burn area to excessive amounts of smoke and odour.
- \$ Be aware of the circumstances that could severely restrict visibility on public roadways, railroad crossings and near airports.
- \$ Attach conditions to the Fire permit(s) that clearly define the conditions under which the burn is to take place.
- \$ Be informed of pending or imminent permit restrictions and bans.

### **Spring Grass, Yard and Meadow Burning:**

Issue permits only under the following conditions:

- \$ Ignition time: After 1800 hours DST
- \$ Low to moderate fire hazard
- \$ Low to moderate wind factor
- \$ Adequate water source on site
- \$ Adult supervision of fire sets

### **Conditions of Permit:**

- \$ Suggest not issuing for more than thirty (30) days. This is advisable so as to eliminate drastic changes in weather and fire hazards, which can occur in the spring season.
- \$ When snow adjacent to forest cover is gone; the field, meadow, etc. on burn site must have natural man-made fuel breaks (such as plowed fields, roads) or construction of fireguard must be considered.
- \$ Fire must be extinguished prior to permit expiring.

**Range Improvement in Standing Forest Cover by Burning:**

- \$ A Fire permit may be issued for improving range with the use of fire, providing an adequate burn plan is provided. The Fire Guardian will consider weather factor, ground cover, and standing forest cover to be burnt in all such applications.

**Permits for Piles, Re-burn Piles and Windrows:**

Permits for piles and windrows may not be issued until after spring green-up. Issue permits under the following conditions:

- Ignition after 1800 hours MST
- Low to moderate fire hazard
- Acceptable fire guard
- Wind less than 15 km/hour
- Adequate water source on site
- Adult supervision of fire site

**Additional Conditions to consider:**

- \$ Windrows and brush piles must have been piled according to Forest and Prairie Regulations, on distance and spacing (see "Windrow Construction Directions", following).
- \$ Permits may not be issued if the burn site has coniferous standing forest cover on the borders, and adequate separation distance is a concern.
- \$ An adequate drying time should be allowed before brush is burned. Two years is recommended.
- \$ A permit may not be issued and piles/windrows, etc. should not be burned when conditions are such that ground fires will occur.
- \$ A permit may not be issued for burning of any type of fuel on peat type soil. (High in organic matter).
- \$ General weather conditions and seasonal weather conditions must be taken into consideration when a permit is being considered for issuance. Particular attention must be given to potential for weather inversions occurring and trapping smoke near the ground in the spring or fall. Consider limiting the number of piles and/or windrows that may be burned at any one time. Co-ordination and scheduling of burning among property owners in a general area is recommended as well. Should conditions dictate, it may be necessary that no permits be issued for a period of time.

## Appendix 1 for 6.1.: 2017-27 Fire Protection Services Bylaw

- § Ignition patterns on windrow should be outlined, indicated number of rows or piles to be burned at one time and which ones to light first.
- § Fire must be extinguished prior to permit expiring.
- § It is recommended that all persons requesting a fire permit have adequate insurance coverage or add a fire fighting insurance endorsement to their homeowner=s policy.

### **Windrow Construction Directions**

- § Not only is it important that windrows be constructed to meet provincial debris disposal regulations, properly constructed they will burn easier and cleaner.
- § Try to eliminate as much dirt from the roots and pack windrows as tight as possible.
- § It is suggested that where practical, windrows should run across the direction of the prevailing wind and each section should not be more than 200 feet in length.
- § It is recommended that there should be a 50-foot fireguard break between the ends of rows and when they are running parallel to each other there should be a 50-foot fireguard spacing between each windrow. A 75-foot fireguard break between windrows and any uncleared land is also required.

## 8. New Business

- 8.1. CELLULAR PHONES POLICY ADM-6
- 8.2. CONFERENCE AND EDUCATION ATTENDANCE POLICY HR-8
- 8.3. SICK LEAVE AND FAMILY MEDICAL BENEFITS POLICY HR-29
- 8.4. VACATION POLICY - HR-33
- 8.5. PRIVATE GRAVEL SALES POLICY PW-59
- 8.6. PARKS POLICY REC-121
- 8.7. CEMETERIES BYLAW 2017-28
- 8.8. 2017 REGIONAL STRATEGIC PLAN - 3RD QUARTER UPDATE
- 8.9. 2017 STRATEGIC PLAN - 3RD QUARTER
- 8.10. 2018 STRATEGIC PLAN
- 8.11. PAYROLL SERVICES AGREEMENT - MALLAIG AG SOCIETY - ARENA CARETAKERS
- 8.12. ST. PAUL TOWN AND COUNTY JOINT FIRE SERVICES AGREEMENT
- 8.13. TOWN OF ELK POINT AND COUNTY JOINT FIRE SERVICES AGREEMENT
- 8.14. SERVICE AND MAINTENANCE AGREEMENT WITH NORTH EAST MUNI CORR FOR MALLAIG SIDING
- 8.15. REQUEST TO PURCHASE NW 24-58-7-W4
- 8.16. REQUEST TO CONNECT TO WATER LINE - BAYVIEW BEACH
- 8.17. ST. PAUL AG SOCIETY REQUEST FOR 40 YARD WASTE BIN
- 8.18. TOWN & COUNTRY LADIES FUNSPIEL
- 8.19. 10TH ANNUAL CLASSIC FARMER'S SPIEL
- 8.20. HOLMATRO AIR BAGS FOR ST. PAUL FIRE DEPARTMENT



- 8.21. SEED CLEANING PLANT CONSTRUCTION PROJECT
- 8.22. OWLSEYE ROAD
- 8.23. ALBERTA COMMUNITY PARTNERSHIP GRANT  
APPLICATION 2017/2018
- 8.24. NORTHERN LIGHTS LIBRARY REVENUE
- 8.25. DATES FOR NOVEMBER COUNCIL/PUBLIC WORKS  
MEETINGS



*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

### 8.1. Cellular Phones Policy ADM-6

#20171002002

**Meeting :** October 10, 2017

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

**Meeting Type :** Council Meeting

#### Background

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Policy ADM-6 is being presented to Council to amend the County's practices for managing cellular phones. This Policy was brought before the Policy Committee on September 27th, 2017.

#### Recommendation

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Administration is recommending to approve Policy ADM-6 as amended as it relates to the County's management of cellular devices as per the recommendations of the Policy Committee.

#### Additional Information

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**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 to govern the purchase, usage, maintenance, administration, and invoicing of cellular communication devices and to ensure that proper equipment is allocated in a fiscally responsible manner.

#### POLICY STATEMENT:

##### A) EMPLOYEE ELIGIBILITY:

- 1) Senior management and management staff have job duties that require the frequent need for a cell phone. At the Chief Administrative Officer's discretion, senior managers and managers may be provided with a County-owned cell phone and the County shall pay the required invoices.
- 2) Senior managers and managers may elect to carry a personal cell phone. Those carrying personal phones will receive a monthly phone allowance.
- 3) Non-supervisory employees that require a frequent need for a cell phone are required to own and use a personal cell phone and receive a bi-weekly or monthly allowance unless the Chief Administrative Officer or their designee authorizes the provision of a County-owned cell phone.

##### B) ELECTED OFFICIAL ELIGIBILITY

- 1) The Reeve shall be provided with a County-owned cell phone and the County shall pay the required invoices.
- 2) All other elected officials will receive a standard cell phone allowance.

**C) CELL PHONE ALLOWANCE:**

- 1) The standard bi-weekly cell phone allowance shall be \$20.00. The standard monthly cell phone allowance amount shall be \$40.00. However, the Chief Administrative Officer may provide a monthly allowance of \$60.00 to an employee whose job duties necessitate the need for a greater number of plan minutes and/or data capacity. No further reimbursement for cell phone costs is available to employees who receive a cell phone allowance.
- 2) The approved cell phone allowance will be paid monthly or bi-monthly as part of the employee's paycheck and will be subject to all applicable payroll taxes. This allowance does not constitute an increase to base pay, and will not be included in the calculation of percentage increases to base pay for salary increases, promotions, or any other related compensation.

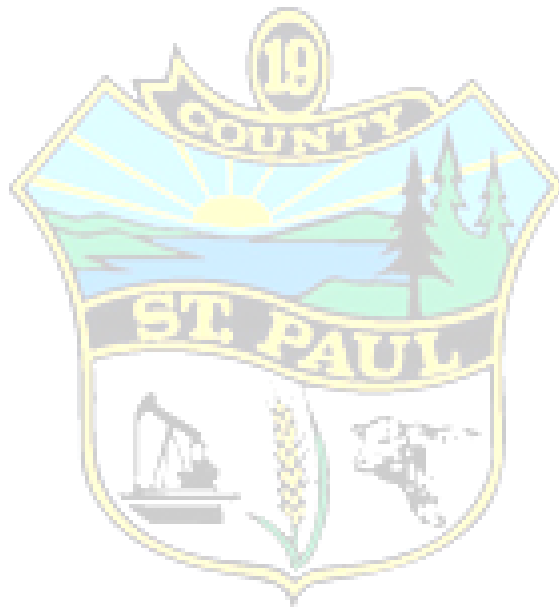
**D) EMPLOYEE RESPONSIBILITIES:**

- 1) Seniors managers and managers receiving a County-owned phone will be obligated to enter into a cell phone contract with a provider of the County's choosing.
- 2) Employees and elected officials receiving a cell phone allowance must retain an active cell phone contract as long as the cell phone allowance is in place. Employees and elected officials may choose the cellular service provider and plan design of their choice.
- 3) Use of the phone in any manner contrary to provincial or federal laws will constitute misuse and will result in immediate termination of the cell phone allowance or the revokement of a County-owned cell phone.
- 4) Employees who are required to answer their cell phone while operating equipment or driving shall use Bluetooth Wireless Technology.
- 4) Employees who are deemed eligible to carry a County-owned cell phone or receive a cell phone allowance shall be available on-call as required. If management is unable to **regularly** contact an eligible employee who is expected to be available, this may result in the discontinuation of the cell phone allowance or revokement of the County-owned cell phone.

- 5) Eligible employees **and elected officials** shall be required to sign a user agreement contract with the County.

**E) DAMAGES:**

- 1) The cost of repairing or replacing a damaged County-owned cell phone will be the responsibility of the County when the damage occurs during work hours. Any damage should be reported to the employee's immediate supervisor prior to the end of the employee's shift.



COUNTY OF ST. PAUL NO. 19  
SECTION: ADMINISTRATION  
COUNCIL APPROVAL: MARCH 30, 2011  
AMENDED: MARCH 10, 2015  
AMENDED: OCTOBER 10, 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

### 8.2. Conference and Education Attendance Policy HR-8

#20171002003

**Meeting :** October 10, 2017

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

**Meeting Type :** Council Meeting

#### Background

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Policy HR-8 is being presented to Council to amend the County's management of conference and education activities. This Policy was brought before the Policy Committee on September 27th, 2017.

#### Recommendation

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Administration is recommending to approve Policy HR-8 as amended as it relates to the County's management of conference and education activities as per the recommendations of the Policy Committee.

#### Additional Information

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**Originated By :** kattanasio



## COUNTY OF ST. PAUL NO. 19

### BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

#### **POLICY OBJECTIVE:**

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

#### **POLICY STATEMENT:**

#### **A) ANNUAL ATTENDANCE:**

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

- c) Director of Community Services:
- Alberta Rural Municipal Administrators' Conference
  - AAMD&C Spring and Fall Conventions
  - Alberta Recreation and Parks Association Conference
  - Alberta Association of Agricultural Fieldmen
  - Alberta Fire Chiefs Association Conference
  - Solid Waste Association of North America – Northern Lights Chapter Conference OR Alberta Recycling Conference (choose one or the other each year)
- d) Director of Corporate Services:
- Alberta Rural Municipal Administrators Association
  - AAMD&C Spring & Fall Conventions
  - Alberta Municipal Clerks' Conference
  - Administrator's Mountain Refresher Conference – SLGM
  - Jubilee Risk Pro Insurance Symposium
  - Economic Developers of Alberta Conference OR Municipal Communications Conference (choose one or the other each year)
- e) Director of Public Works:
- AAMD&C Spring and Fall Conventions
  - Alberta Sand and Gravel Conference
- f) Assistant Director of Public Works:
- AAMD&C Spring and Fall Conventions
  - Alberta Sand and Gravel Conferences
- g) Public Works Supervisor:
- AAMD&C Spring and Fall Conventions
  - Alberta Sand and Gravel Conference
- h) Director of Regional Emergency Management and Occupational Health and Safety:
- Alberta Emergency Management Agency Summit
  - Disaster Services Conference
  - Rural Utilities and Safety Association
- i) **Emergency Management and** Safety Administrator:
- Alberta Emergency Management Agency Summit



- j) Executive Assistant:
  - Alberta Rural Municipal Administrators' Association
  - AAMD&C Spring and Fall Conventions
  - Alberta Municipal Clerks' Conference
- k) Finance Officer:
  - Government Finance Officers of Alberta
- l) Finance Technician:
  - Government Finance Officers of Alberta
- m) Assessment Clerks:
  - Assessment Review Board Conference
- n) Planning and Development Staff:
  - Alberta Development Officers' Association
  - Community Planning Conference
- o) FOIP Coordinator:
  - Access and Privacy Conference
- p) Agricultural Fieldmen/Officers:
  - Alberta Association of Agricultural Fieldmen
  - Regional Agricultural Service Board Conference
  - In-Service Training
  - Provincial Agricultural Service Board Summer Tour Conference
- q) Certified Water Operators:
  - Western Canada Water & Wastewater Operators Association
  - Alberta Water and Wastewater Operators Association
  - Rural Utilities and Safety Association
- r) Director of Emergency Social Services:
  - Alberta Emergency Management Association
- s) Deputy Director of Emergency Management:
  - Alberta Emergency Management Association
- t) FCSS Director:
  - Director's Network
  - FCSSAA Convention

Grey Matters (Seniors Conference)

Emergency management conferences and workshops as required

u) FCSS Assistant:

Director's Network

FCSSAA Convention

Grey Matter (Seniors Conference)

Emergency management conferences and workshops as required

v) Parks Foremen:

Alberta Recreation and Parks Association Conference

w) Members of the Subdivision and Development Appeal Board:

Municipal Affairs Training

x) Secretary to the Library Board:

Northern Lights Library Conference

Alberta Library Conference

**B) ADDITIONAL CONFERENCES AND EDUCATIONAL OPPORTUNITIES:**

- 1) Any request to attend conferences or other professional development opportunities not listed above or approved at the Council committee level, must be brought before Council for approval.
- 2) The Chief Administrative Officer may authorize departments heads to attend conferences, workshops, or activities related to their positions if such activities occur prior to Council having had an opportunity to consider the matter at a Council meeting. When this occurs, the Chief Administrative Officer shall report such attendances to Council at the following regular Council meeting for ratification.
- 3) The County may provide financial support for course fees to employees who wish to follow educational programs relevant to their work. The employees will be required to present a request to the Chief Administrative Officer outlining in detail the program to be followed and related costs thereof.
- 4) The Department Head may in consultation with the Chief Administrative Officer, authorize an employee to attend a conference, seminar, or workshop relevant to their job where the professional development activity is within the County or

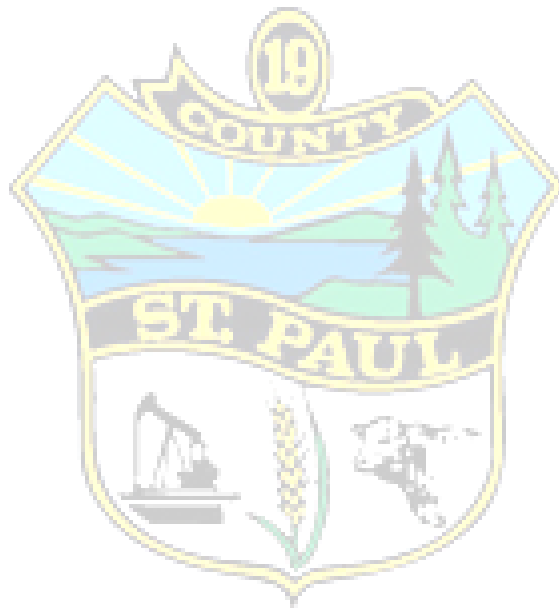
within a radius around the County which enables the employee to travel to and from the workshop on the same day as the workshop occurs at a regular salary.

**C) CONDITIONS:**

- 1) If reasonable, County-owned vehicles shall be used for transportation to and from conferences, seminars, workshops or other educational sessions.
- 2) If any employee is required to attend mandatory professional development on a weekend or holiday, they will be provided with time in lieu based on the number of hours worked as per the County Overtime Policy HR-21.
- 3) Registration fees may be paid for by the County with the authorization of Council.
- 4) Upon completion of any course funded by the County, the final grades must be submitted to the County Chief Administrative Officer.
- 5) All employees must take the appropriate First Aid and CPR, WHMIS (Workplace Hazardous Materials Information System) and Safety Training as offered by the County.
- 6) If the County requires any additional training or training is required by law (for example, drivers' testing, drivers' medical, air brake endorsement, etc.), the County will cover the costs of training and testing for employees at the discretion of the Chief Administrative Officer or their designee.
- 7) Any **full-time permanent** employee participating in any courses that have been paid for by the County must remain with the County after course completion for a period of twelve (12) months. If an employee terminates their employment prior to the one year period, the tuition shall be reimbursed to the County.
- 8) **Any seasonal employee participating in any courses that have been paid for by the County must remain with the County for a period of two (2) full seasons or provide twelve (12) total months of service to the County following course completion. If the employee terminates their employment prior to this date, the tuition shall be reimbursed to the County.**

**D) TRAVEL:**

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



COUNTY OF ST. PAUL NO. 19  
DEPARTMENT: HUMAN RESOURCES  
COUNCIL APPROVED: SEPTEMBER 14, 2010  
AMENDED: OCTOBER 10, 2017



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

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

#20171002004

**Meeting :** October 10, 2017

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

**Meeting Type :** Council Meeting

#### Background

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Policy HR-29 is bring presented to Council to amend the County's sick leave and family medical benefits program. This Policy was brought before the Policy Committee on September 27th, 2017.

#### Recommendation

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

#### Additional Information

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**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) Any employee exhausting their allotment of sick leave and family medical days, must use overtime and/or holidays should they require additional days to be used for family medical purposes. In certain circumstances, the Chief Administrative Officer or their designee may provide an employee with additional family medical time at their discretion.
- 14) In certain circumstances, the Chief Administrative Officer or their designee may provide an employee with additional sick time at their discretion.

COUNTY OF ST. PAUL NO. 19  
DEPARTMENT: HUMAN RESOURCES  
COUNCIL APPROVAL: SEPTEMBER 11, 2007  
AMENDED: SEPTEMBER 14, 2010  
AMENDED: DECEMBER 8, 2015  
AMENDED: OCTOBER 10, 2017



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## Issue Summary Report

### 8.4. Vacation Policy - HR-33

#20171002001

**Meeting :** October 10, 2017

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

**Meeting Type :** Council Meeting

#### Background

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Policy HR-33 is being presented to Council to amend the County's management of vacation time. This Policy was brought before the Policy Committee on September 27th, 2017.

#### Recommendation

---

Administration is recommending to approve Policy HR-33 as amended as it relates to the County's management of vacation time as per the recommendations of the Policy Committee, to become effective January 1, 2018.

#### Additional Information

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**Originated By :** kattanasio





## COUNTY OF ST. PAUL NO. 19

### BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

#### POLICY OBJECTIVE:

The County of St. Paul recognizes the importance of vacation time in providing the opportunity for rest, renewal, and personal pursuits for physical, mental, emotional, and spiritual benefit. All employees are encouraged to use their full amount of accrued vacation time each year.

#### POLICY STATEMENT:

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

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

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

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

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

- 4) During the first year of employment, vacation will be prorated from start date and can only be used at the Chief Administrative Officer or their designee's discretion.

- 5) The vacation year is from January 1<sup>st</sup> to December 31<sup>st</sup>.
- 6) Vacation may be taken at any time during the calendar year by mutual agreement between the employee and administration. However, all vacation scheduling must be arranged to suit the work schedules of the County.
- 7) Vacation should be completed in the calendar year in which the employees become entitled to them. Employees wishing to carry over vacation to the following vacation year must request in writing to their immediate supervisor by December 1 of each year.
- 8) Requested carry-over vacation must be approved by the Chief Administrative Officer of their designee and must be used by March 31 of the following year. ~~Vacation unused as of March 31 will be paid out on the next regular paycheque.~~ If an employee is unable to utilize their vacation allotment by March 31, they must submit a request in writing to the Chief Administrative Officer or their designee outlining their reasons. The CAO or designee will make a decision based on this request.
- 9) If a paid statutory holiday falls during the employee's schedule vacation period, the employee will be credited with an additional day off with pay.
- 10) Vacation can be taken, at a minimum, **in thirty (30) minute increments.**
- 11) Requests for vacation periods must be submitted to the Chief Administrative Officer or their designee at least one (1) month ahead. When a period of less than one week is to be taken, one (1) day of notice is required.
- 12) ~~Part time and seasonal~~ **Hourly** employees will be paid vacation pay on every cheque as per the labour standards code.
- 13) **Vacation pay for hourly employees shall be paid as follows:**

**a) Public Works Construction and Road Maintenance Staff:**

Within 1 <sup>st</sup> year	9.60%
Within 2-5 years	10.60%
Within 6-14 years	12.60%

COUNTY OF ST. PAUL NO. 19  
DEPARTMENT: HUMAN RESOURCES  
COUNCIL APPROVAL: SEPTEMBER 14, 2010  
AMENDED: OCTOBER 11, 2016  
AMENDED: OCTOBER 10, 2017

Within 15-24 years	14.60%
Within 25+ years	16.60%

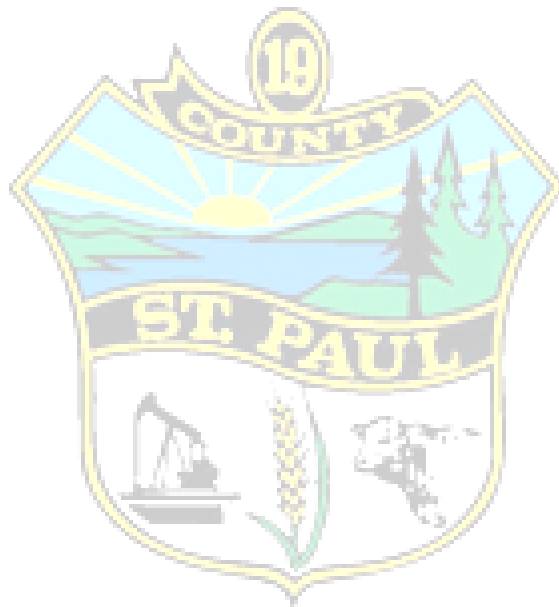
**b) All other Full-time Non-Public Works Construction and Road Maintenance Staff:**

Within 1 <sup>st</sup> year	4.00%
Within 2-5 years	6.00%
Within 6-14 years	8.00%
Within 15-24 years	10.0%
Within 25+ years	12.0%

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

vacation the employee actually used and the prorated amount that the employee was entitled to under this Policy from the employee's pay cheque.

- 20) If an employee leaves work for any personal reason, the employee will use banked hours or vacation time to offset the time taken off.
- 21) 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.



COUNTY OF ST. PAUL NO. 19  
DEPARTMENT: HUMAN RESOURCES  
COUNCIL APPROVAL: SEPTEMBER 14, 2010  
AMENDED: OCTOBER 11, 2016  
AMENDED: OCTOBER 10, 2017



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## Issue Summary Report

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

**#20171002005**

**Meeting :** October 10, 2017

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

**Meeting Type :** Council Meeting

#### Background

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Policy PW-59 is being presented to Council to amend the County's gravel sales program. This Policy was brought before the Policy Committee on September 27th, 2017.

#### Recommendation

---

Administration is recommending to approve Policy PW-59 as amended as it relates to the County's private gravel sales program as per the recommendations of the Policy Committee, to become effective January 1, 2018.

#### Additional Information

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**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 **twenty (20)** 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 **Director** of Public Works or his designee.
- 4) Ratepayers will be allowed to choose from these non-spec categories:
  - a)  $\frac{3}{4}$  inch crush gravel **or other as available**
  - ~~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~~ 5 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.



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## Issue Summary Report

### 8.6. Parks Policy REC-121

#20171004009

**Meeting :** October 10, 2017

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

**Meeting Type :** Council Meeting

#### Background

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Parks Policy REC-121 is being presented to Council for approval. These changes were approved by the Parks Committee on September 28th.

9. Prebooking of sites **for group events** will be permitted for weddings, family reunions, and other events at Westcove and Floatingstone in designated sites. ~~and will be restricted to the small gazebo and sites 65, 66, 67, 68, 69A, and 69B.~~ Prebookings for the above events fall outside of Section B1 above. All fees must be paid in advance and are subject to cancellation requirements as set out in B7.

10. **Monthly site rentals will be permitted at Westcove, Stoney Lake and Floatingstone. Designated sites will be determined by administration.**

#### Recommendation

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Administration is recommending to approve Parks Policy REC-121 as per the recommendations of the Parks Committee.

#### Additional Information

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**Originated By :** pcorbiere





## COUNTY OF ST. PAUL NO. 19

### BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

#### **POLICY OBJECTIVE:**

The County of St. Paul desires to 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) Shower facilities are for registered campers only. The use of shower facilities for the general public is strictly prohibited.
- 12) Septic tanks can only be emptied using a septic caddy or bringing the trailer to the dumping station.
- 13) No septic trucks are allowed for personal use.
- 14) 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.
- 15) Day use hours will be from 9:00 AM until 9:00 PM.
- 16) 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.
- 17) 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 **for group events** will be permitted for weddings, family reunions, and other events at Westcove and Floatingstone in designated sites. ~~and will be restricted to the small gazebo and sites 65, 66, 67, 68, 69A, and 69B.~~ Prebookings for the above events fall outside of Section B1 above. All fees must be paid in advance and are subject to cancellation requirements as set out in B7.
- 10) **Monthly site rentals will be permitted at Westcove, Stoney Lake and Floatingstone. Designated sites will be determined by administration.**

#### C) FEES

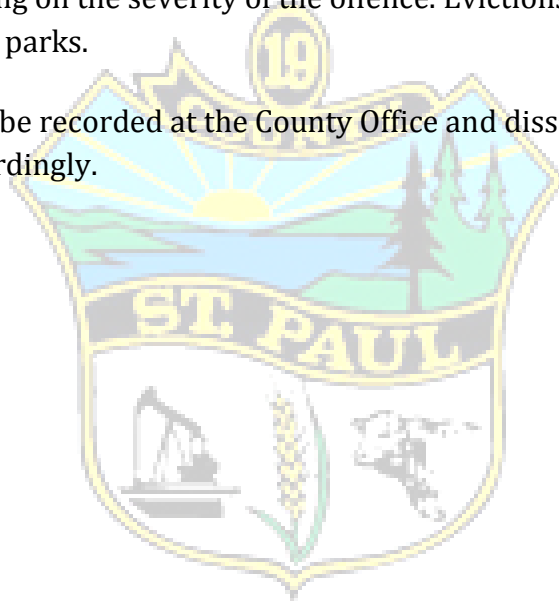
- 1) Fees will be established annually and posted on the County's Fee Schedule Bylaw and website.
- 2) Anyone over the age of sixteen (16) staying in a tent on the same site as an RV will be charged the non-powered fee. Similarly, if two RVs are on one site where only one power pedestal exists, one RV 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. 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  
DEPARTMENT: HUMAN RESOURCES  
COUNCIL APPROVAL: NOVEMBER 8, 2016  
AMENDED: JULY 6, 2017  
AMENDED: OCTOBER 10, 2017



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## Issue Summary Report

### 8.7. Cemeteries Bylaw 2017-28

**#20171002006**

**Meeting :** October 10, 2017

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

**Meeting Type :** Council Meeting

#### Background

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Bylaw 2017-28 is bring presented to Council to amend the County's cemetery management practices. This Policy was brought before the Cemeteries Committee on September 26th, 2017.

#### Recommendation

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Administration is recommending to approve Bylaw 2017-28, The Cemeteries Bylaw, as amended as it relates to the County's management of County-owned cemeteries as per the recommendations of the Policy Committee.

#### Additional Information

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**Originated By :** kattanasio

## CEMETERIES BYLAW

### BYLAW NO. 2017-28

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

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

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

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

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

#### SECTION 1 - NAME OF BYLAW

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

#### SECTION 2 – DEFINITIONS

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

2.2 “Bylaw Enforcement Officer” means any of the following:

- a) Any member of the Royal Canadian Mounted Police;
- b) Any Community Peace Officer; or
- c) The Chief Administrative Officer of the County of St. Paul No. 19 or any person designated by the Chief Administrative Officer to enforce the provisions of this bylaw.

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

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

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

2.6 “Concrete Runner” means the concrete structure placed at the head or foot of the Lot or Plot used for the placement of monuments and foundations.

2.7 “Council” means the Council of the County of St. Paul No. 19.

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

### **SECTION 3 – CEMETERY COMMITTEE**

- 3.1 A cemetery committee is hereby established and shall be known as the “Board.”
- 3.2 The Board will assume responsibility concerned with the management, planning, and maintenance of those Cemeteries owned by the County.
- 3.3 The Board shall consist of three (3) councillors, two (2) employees, two (2) members-at-large, and a recording secretary.

- 3.4 Members of the Cemetery Committee shall be appointed to the Board for a four year term, at the organization meeting immediately following an election.
- 3.5 Members of the Board will have the following duties:
- a) The chairman **must be an elected official** and shall preside over meetings.
  - b) The vice-chairman **must be an elected official** and shall, in the absence of the Chairman, preside over meetings.
  - c) The recording secretary shall attend and take accurate meetings, maintain and keep custody of these minutes, and make these minutes available for members prior to the next meeting.
- 3.6 County Council and administration shall properly account for all funds, and by recommendation of the Board, make disbursements, as required for Cemetery purposes only.
- 3.7 Cemetery Committee meetings will be held once annually at a minimum.
- 3.8 The Caretaker may designate tasks to the Funeral Director to carry out.

#### **SECTION 4 – GENERAL MATTERS**

- 4.1 The County, or its assigned Caretaker, shall have sole control of all matters within the Cemeteries that are concerned with maintaining the grounds in a neat and pleasing condition.
- 4.2 The County, or its assigned Caretaker, shall have the authority to control pests, remove any weeds, plants, grass, or floral pieces which may become unsightly, dangerous, detrimental, or wilted in the opinion of the County or its assigned Caretaker.
- 4.3 If in the opinion of the County or Caretaker, any Flowering Ornamentals situated on or about the Cemeteries shall become, by means of their roots or branches, prejudicial to the general appearance of the grounds or become dangerous or inconvenient to the general public, the Caretaker shall have the right to remove such Flowering Ornamentals, or any parts thereof.
- 4.4 To preserve the proper appearance of the Cemetery grounds, memorial wreaths must be removed when they become unsightly. The Caretaker is authorized to remove unsightly memorial wreaths as required.
- 4.5 While the County and/or Caretaker will take all reasonable precautions to protect the property of Licensees, the County and/or Caretaker assumes no liability nor responsibility for any loss of or any damage to any Marker, Monument or part thereof, or any article of any type that may be placed on a Lot or Plot.



4.6 The County may alter its general regulations from time to time.

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

- 5.1 Burial Lots, Plots, and Niches in Cemeteries are available for purchase from the County upon payment of the proper charge thereof, which is listed in the County's Fee Schedule Bylaw.
- 5.2 Deeded Lots, Plots, and Niches will be conveyed by the County to the Licensee on a form, and that Cemetery deed will be subject to the bylaws of the County as amended from time to time. The person acquiring Lots, Plots, or Niches under the provisions of this Bylaw shall only acquire the right and privilege of burial of the deceased therein subject to the provisions of this Bylaw and shall not be deemed to acquire any title to the land which shall remain vested in the County.
- 5.3 If, for any reason the County deems a previously purchased Lot, Plot, or Niche unusable, the County will supply a similar Lot, Plot, or Niche at no cost to the original purchaser or their heirs and the original Lot, Plot, or Niche will revert to the County.
- 5.4 No person shall make a reservation for one or more Lots, Plots, or Niches without making payment in full at the time of the reservation.
- 5.5 The Cemetery deed that recognizes the purchase of a Lot, Plot, or Niche cannot be resold except to the County, in which case the offer must be in writing. The County shall refund an amount representing 85% of the market value of the Lot or Plot at the date of the buy back. Notwithstanding the provisions of this section, members of the same family may transfer their deed for a Lot, Plot, or Niche to each other provided that the request is made in writing to the County.
- 5.6 The Cemetery survey, plans, and interment records of each Lot and Plot are housed and maintained in the County Administration Office with the records and plans of each Cemetery clearly labelled and numbered. Records shall indicate the Licensee of each Lot or Plot as well as all other information required pursuant to the *Cemeteries Act (Alberta)* and regulations passed thereunder. Copies of such plans will be available for inspection free of charge at the County Administration office.
- 5.7 All Lots, Plots, and Niches reserved prior to the County acquiring title will be honoured provided that the requisite verification is in place.
- 5.8 The County will determine the location of all Lots, Plots, and Niches that are to be sold and no Lots, Plots, and Niches will be further subdivided or altered in any manner at variance with the Cemetery plans unless authorized by the County.

## **SECTION 6 – INTERMENTS AND DISINTERMENTS**

- 6.1 No person shall personally or by agent undertake an interment in any burial Lot unless they have produced to the Caretaker of the Cemetery or the Funeral Director, the following:
- a) A burial permit issued by the proper office of the Government of the Province of Alberta;
  - b) An application for permission to inter a body, completed and signed; and
  - c) The full Permit fee for the Lot or Plot must be received by the County.
- 6.2 All applications for burials should be made at least forty-eight hours before the time of interment with the exception of Saturdays, Sundays, and holidays.
- 6.3 Every Licensee obtaining a Lot, Plot, or Niche in the Cemetery shall be held responsible for the cost thereof and for all charges in connection therewith, including disinterment or removal of the body when applicable. Any person signing an order for interment will be held responsible for all charges in connection to the interment. In addition, that person will be responsible for compliance with the regulations governing erection of Monuments.
- 6.4 No interment shall be made without written proof of licensing the Lot.
- 6.5 It is a condition of every deed that the Licensee expressly waived any claim arising by reason of any error in describing any burial Lot. The County endeavours as much as is reasonably possible to avoid such errors but in the event of an error, the County will make an equivalent quality of Lot, Plot, or Niche available in lieu of those originally allocated.
- 6.6 The County shall allow double depth graves provided that a minimum of three (3) feet of coverage remains between the outer shell and the surface of the ground.
- 6.7 All burials of cremated remains shall be at least eighteen (18) inches between the outer shell of the urn or vault and the surface of the ground.
- 6.8 Disinterment, except for reburial in the same grave at greater depth, will not be allowed unless permission is first obtained for that purpose from the Caretaker or Funeral Director, and if given, such permission shall be in writing and signed by the Caretaker or Funeral Director. No disinterment will occur without the Licensee providing written proof of their ownership of that Lot, Plot or Niche.
- 6.9 No disinterment of human remains shall occur for any purpose unless a licensed funeral director is present, the Chief Medical Examiner has been notified, and a disinterment permit has been issued by the Director of Vital Statistics. Disinterment fees are set out in the County's Fee Schedule Bylaw. Cremated remains may be disinterred from a Lot upon an application to and approval of the Funeral Director.

- 6.10 When a Lot, Plot, or Niche becomes vacant as a result of a disinterment, the land will revert to the County at the Licensee's option and the County will in such a case, purchase the Lot or Plot back from the Licensee.

## **SECTION 7 – MONUMENTS, MARKERS, AND LOT CARE**

- 7.1 Any work carried out at a County Cemetery requires authorization from the Caretaker.
- 7.2 The County will not purchase Columbarium, Markers, Monuments, or other structures. Purchasing these items is the sole responsibility of the families of the deceased.
- 7.2 No Licensee shall erect more than one Marker or Monument per Lot.
- 7.3 Any structure or construction at Cemeteries in existence before the passing of this Bylaw may at the discretion of the Caretaker be removed free of charge by the County upon request of the Licensee or may be removed from time to time, if for reason of age or neglect they become in a state of disrepair.
- 7.4 Each owner of a Marker, Monument or other structure upon any Lot shall maintain it and assure it is in proper repair. The Caretaker will contact the Licensee or the Licensee's family members if a gravesite requires repairs.
- 7.5 Where the owner of a Monument neglects to make the required repairs or alterations within sixty (60) days after receiving notice from the County to do so, the County upon consultation with the Caretaker, shall have the power to repair or remove such Monuments.
- 7.6 If the owner cannot be located to repair or replace their Monument, the County may replace the damaged Monument with a Marker of nominal value up to \$650.00 at its discretion.
- 7.7 Monuments are placed in Cemeteries at the Owner's risk. The County shall not be held responsible for any damage, destruction, or defacement to any Marker, Monument, grave or other structure or object in a Cemetery except for damages resulting from general maintenance and upkeep such as mowing, trimming and fencing.
- 7.8 The placement of Monuments shall comply with the following requirements:
- a) Monuments must be constructed of granite, marble, bronze, or a comparable material.
  - b) A Monument may not have a base exceeding eighteen (18) inches.
  - c) No inscriptions, insignias, or trademarks shall be placed on any Monument, which is not in keeping with the dignity and decorum of the Cemetery.

- 7.9 No Monuments or other structures will be permitted that are manufactured of cement artificial stone, wood, metal, plastics, glass, iron, tin, or another unauthorized material.
- 7.10 No Marker, Monument, or other structure shall be erected or placed in a Cemetery until:
- a) Written approval for erecting such a Marker, Monument, or structure has been issued;
  - b) Arrangements have been made with the Caretaker as it pertains to location of the Monument, Marker, or structure.
- 7.11 All persons employed in the construction and erection of Monuments or Markers or doing other works in a Cemetery whether employed by the County or not, shall be subject to the direction and control of the Caretaker or Funeral Director.

## **SECTION 8 – RESTRICTIONS**

- 8.1 No person while in a Cemetery shall:
- a) Throw Rubbish on the roads, walkways, or grounds of the Cemetery;
  - b) Place or erect upon a Lot or a Plot any plant, fence, railing, wall, stone coping, hedge, or other enclosure;
  - c) Allow any livestock, dogs, or other pets to run at-large in the Cemeteries;
  - d) Destroy, damage, deface, or remove any Marker, Monument, or other structure or object in any Cemetery or any fence, railing, or wood installed for protection or ornamentation;
  - e) Cut any sod or move any corner posts or grave Markers in a Cemetery;
  - f) Willfully destroy, cut, break, pick or injure any tree, shrub, or plant;
  - g) Plant any tree, shrub, or Flowering Ornamental inside or outside any Lot or Plot;
  - h) Drive a vehicle at a speed in excess of fifteen (15) kilometres per hour while in the Cemetery;
  - i) Ride an all-terrain vehicle, snowmobile, other vehicle or horse in a Cemetery unless they are part of a funeral procession;
  - j) Place on any lot or plot a chair, a wooden or wired trellis, a wooden or wired cross or articles of glass or cellophane and the Caretaker shall remove such articles and dispose of them as necessary to maintain the integrity of the Cemetery;
  - k) Disturb the quiet and good order of the Cemeteries through improper noise, improper conduct, or other behavior deemed unbecoming in a Cemetery as the discretion of a Bylaw Enforcement Officer;
  - l) No person shall canvass for orders or distribute any business materials in any Cemetery; or
  - m) Enter the Cemetery carrying firearms unless the person is participating in a military funeral.

- 8.2 No Licensee shall change the grade of any Lot or Plot and the County is authorized to restore to its original grade at the expense of the Licensee any Lot or Plot that is altered in grade contrary to the provisions of this section.
- 8.3 The operator of any motor vehicle shall be responsible for any damage done by their vehicle within the boundaries of a Cemetery.
- 8.4 Any person who violates any of the provisions of this Bylaw shall be liable for a fine as set out in the County's Penalties Bylaw.

## **SECTION 9 – FUNDS**

- 9.1 All donations, memorials, or monies received for the Cemeteries are to be used only for the purposes of the Cemeteries. A tax deductible receipt will be issued by the County for any donations of twenty-five (\$25.00) dollars or greater.
- 9.2 These funds will be disbursed at the discretion of County Council and in accordance with the recommendation of the Board.

## **SECTION 10 – SEVERABILITY**

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

## **SECTION 11 – RESCISSION**

- 11.1 Bylaw 2017-09 is hereby rescinded

## **SECTION 12 – EFFECTIVE DATE**

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

Read a first time in Council this 10<sup>th</sup> day of October, A.D. 2017.

Read a second time in Council this 10<sup>th</sup> day of October, A.D. 2017.

Read a third time in Council this 10<sup>th</sup> day of October, A.D. 2017.

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Reeve

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Chief Administrative Officer



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

### 8.8. 2017 Regional Strategic Plan - 3rd Quarter Update

#20170920001

**Meeting :** October 10, 2017

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

**Meeting Type :** Council Meeting

#### Background

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A copy of the 2017 Regional Strategic Plan which has been updated for the 3rd quarter, is attached for Council approval.

#### Recommendation

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to accept the third quarter update of the 2017 Regional Strategic Plan as presented.

#### Additional Information

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**Originated By :** kattanasio

## Regional Strategic Business Plan 2017

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

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



## Future Direction

### VISION

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

### MISSION

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

### VALUES

#### Accountability

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

#### Continuous Learning and Improvement

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

#### Inclusion

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

#### Service Excellence

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



## Appendix 1 for 8.8.: 2017 Regional Strategic Plan

### Goal 1 – Governance and Administration

<b>Goal 1: The municipalities will seek to build consensus on actions to address specific public policy challenges within the region with the intent of improving the overall practice of public administration enabling a better and shared understanding of complex problems.</b>			
<b>Actions</b>	<b>Lead</b>	<b>Target Date</b>	<b>Quarterly Report</b>
<p>All municipalities will hold joint meetings and initiate negotiations pertaining to Inter-municipal Collaboration Frameworks</p> <ul style="list-style-type: none"> <li>Administration will carry out review of current agreements</li> </ul>			<p>1<sup>st</sup> Quarter: Meetings to be scheduled in 2<sup>nd</sup> Quarter</p> <p>3<sup>rd</sup> Quarter: Procurement and selection of consultants for the IDP and Recreation projects occurred; these projects are important components of the ICF Process and various meetings between all four stakeholders has occurred – JOINT MEETINGS TO BE SCHEDULED FOLLOWING ELECTIONS IN 4<sup>TH</sup> QUARTER</p>
<p>All municipalities will seek opportunities for efficiencies or economies of scale in municipal service delivery through collaborations and partnerships. Conduct service reviews to determine where shared services can create efficiencies and lower costs.</p>			

### Goal 2 – Regional Emergency Management

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

## Appendix 1 for 8.8.: 2017 Regional Strategic Plan

Regional Emergency Management Training			1 <sup>st</sup> Quarter: Training is ongoing for the committee and agency representatives. There have been some transitions in personnel and needing updates. 70% of the committee is trained 80% of the agency is trained. The ESS team is approximately 70% trained
Regional Emergency Management exercises – 1 field exercise			1 <sup>st</sup> Quarter: A Sim-Cell exercise is tentatively scheduled for the 3 <sup>rd</sup> Q.
Set up Regional ECC –			1 <sup>st</sup> Quarter: Project ongoing 3 <sup>rd</sup> Quarter: The Regional EAC will be sending a letter to the Town of St. Paul requesting to utilize the lower level previously used by FCSS, as a regional ECC
Community readiness/education sessions			1 <sup>st</sup> Quarter: Community education programs are ongoing.
Improved radio communication infrastructure including AFRCSS <ul style="list-style-type: none"> <li>Apply for ACP Grant</li> </ul>			1 <sup>st</sup> Quarter: Project remains ongoing with Vercomm completing remaining upgrades in early 2017 2 <sup>nd</sup> Quarter: Recent thefts from Vercomm have delayed project completion. 3 <sup>rd</sup> Quarter: Vercomm anticipates completing project by December 2017
Develop FireSmart Community Plan and works towards becoming a FireSmart Recognized Community			1 <sup>st</sup> Quarter: FireSmart Community Plan is in development; consultations are ongoing. Grant applications open in the Fall 2017. 3 <sup>rd</sup> Quarter: The Summer Village of Horseshoe Bay has a champion and has indicating interest in working with the County – Rob Duffy to facilitate

### Goal 3 – Regional Occupational Health & Safety

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

Action	Lead	Target Date	Quarterly Report
Set up Regional Safety Management System			1 <sup>st</sup> Quarter: The main safety manual is complete in its draft format. It being distributed to the regional joint health and safety committee (RJHSC) for review and feedback. The main manual should be in place by the 2 <sup>nd</sup> Q 2017.

## Appendix 1 for 8.8.: 2017 Regional Strategic Plan

			The incident management manual is expected to be completed in draft format by the end of the 1 <sup>st</sup> Q 2017. Will then need to be reviewed by the RJHSC. Should be in place by 2 <sup>nd</sup> Q 2017. 3 <sup>rd</sup> Quarter: Manual has been reviewed by the RJHSC and will be reviewed by the Management Teams for each municipality
Develop and Implement Return to Work Program			Modified work program has been developed and in place. Currently working with WCB and PCN to identify a doctor we can use specifically for workplace injuries and illness. Might be an opportunity to open an OIS (Occupational Injury Service) Clinic in the region.
Hold joint team building activities in conjunction with regional occupational health and safety workshops			2 <sup>nd</sup> Quarter: First regional team building exercise was held in April. Motivational speaker Spencer Beach attended and his presentation was well-received the amongst employees.

### Goal 4 – Crime Reduction and Policing

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

Action	Lead	Target Date	Quarterly Report
Work with St. Paul and Elk Point RCMP detachments and municipal partners and First Nations/Metis settlements on strategy to reduce crime in the Region			1 <sup>st</sup> Quarter: Outreach efforts are ongoing with Indigenous communities 2 <sup>nd</sup> Quarter: RCMP set up a committee – meets bi-monthly 3 <sup>rd</sup> Quarter: New Acting Staff Sergeant has taken place

### Goal 5 – Public Works and Utilities

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

Action	Lead	Target Date	Quarterly Report
County of St. Paul and the Town of Elk Point will build a Bulk Water Station in Elk Point			1 <sup>st</sup> Quarter: Modelling, design concepts, and location selection matrix completed; tender forthcoming in 2017 2 <sup>nd</sup> Quarter: Negotiations for site are ongoing with Alberta

## Appendix 1 for 8.8.: 2017 Regional Strategic Plan

<ul style="list-style-type: none"> <li>Execute ACP Grant</li> </ul>			<p>Transportation and Elk Point Ag Society</p> <p>3<sup>rd</sup> Quarter: Purchase agreement has been developed and a draft has been sent to the Elk Point Ag Society for review – has now been signed</p>
County of St. Paul and Town of Elk Point will build a Salt Shed at the Elk Point Transfer Station			<p>1<sup>st</sup> Quarter: Partners are working on a land purchase agreement for the Salt Shed and Transfer Station lands to facilitate joint ownership of the facilities and surrounding lands</p> <p>2<sup>nd</sup> Quarter: Land purchase agreement was finalized</p>
The Town of St. Paul and the Elk Point/St. Paul Water Commission (made up of Town of Elk Point and the County of St. Paul) will work with Alberta Transportation and Alberta Environment and Parks to explore opportunities for permanent licensing/supply of water to the St. Paul WTP			
<p>All municipalities will explore carrying out a feasibility study to assess street lighting and potential for energy efficiency and better integration of data into Regional GIS</p> <ul style="list-style-type: none"> <li>Apply for ACP Grant</li> </ul>			<p>1<sup>st</sup> Quarter: ACP Grant Application submitted, application was successful</p> <p>2<sup>nd</sup> Quarter: Project was awarded to Urban Systems, work commenced</p> <p>3<sup>rd</sup> Quarter: Municipalities are negotiating with ATCO on a regional non-disclosure agreement for the purposes of accessing street lighting data</p>

### Goal 6 – Economic Development

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

Action	Lead	Target Date	Quarterly Report
Through our membership with Alberta HUB and by leveraging the regional GIS system, the partners aim to create and develop a site selection feature promoting investment in the St. Paul region.			<p>1<sup>st</sup> Quarter: Exploring best way to share economic development data with prospective investors</p> <p>3<sup>rd</sup> Quarter: County and Town of Elk Point currently working closely with real estate agents to share data</p>

## Appendix 1 for 8.8.: 2017 Regional Strategic Plan

Using a web-based presence, provided information would include but not be limited to municipal and private land for sale, Land Use Bylaw information, zoning, and transportation infrastructure. We will work to aggressively target site selectors in promoting the region and in providing a competitive process for all permitting to maximize the investment attractiveness of the region.			
The Town of St. Paul, Town of Elk Point, and County of St. Paul will explore crafting a regional economic development strategic plan by applying to the CARES Program			<p>1<sup>st</sup> Quarter: The next application period opens in April and closes on May 31<sup>st</sup>, 2017; administration preparing background information</p> <p>2<sup>nd</sup> Quarter: Municipalities have approved the application. Application was submitted on May 31<sup>st</sup></p> <p>3<sup>rd</sup> Quarter: Awaiting announcements from CARES Program</p>

### Goal 7 – Parks and Recreation

Goal 7: The municipalities wish to work collaboratively to improve parks and recreational servicing throughout the region.			
Action	Lead	Target Date	Quarterly Report
The County of St. Paul and the Town of St. Paul will renegotiate their Recreation Agreement in 2017			3 <sup>rd</sup> Quarter: Meeting to be scheduled in early 4 <sup>th</sup> Quarter
The County of St. Paul will support Recreation in Elk Point in conjunction with Elk Point.			3 <sup>rd</sup> Quarter: County has budgeted \$75,000 for recreational facilities in the Town of Elk Point – will also support 25% of the CG Baker expansion project in 2018
All municipalities will seek opportunities to jointly apply for funding to pursue additional recreational servicing opportunities			
All municipalities will participate in a Parks and Recreation Needs			1 <sup>st</sup> Quarter: ACP Grant Application submitted, application was successful

## Appendix 1 for 8.8.: 2017 Regional Strategic Plan

Analysis and Action Plan Study			3 <sup>rd</sup> Quarter: Procurement and selection of consultant RC Strategies to carry out work on the Recreation Master Plan
• Apply for ACP Grant			

### Goal 8 – Planning & Development

Goal 8: The municipalities seek to consult with one another on land-use planning issues to minimize negative externalities spilling over into neighbouring jurisdictions.			
Actions	Lead	Target Date	Quarterly Report
The County of St. Paul and the Town of St. Paul will continue to work on the Area Structure Plan in North St. Paul			1 <sup>st</sup> Quarter: Draft ASP has been distributed to Town and County for review; joint meeting planned for 1 <sup>st</sup> Quarter 2017 with public consultation, public hearing, and bylaw proposal 2 <sup>nd</sup> Quarter: ASP was passed by Town Council; County Council did not pass the document. 3 <sup>rd</sup> Quarter: Partners are exploring ways to move forward with the ASP including potentially rolling the discussions into the IDP Process
The County of St. Paul, Town of St. Paul, and Town of Elk Point will update their respective inter-municipal development plans and the County of St. Paul and Summer Village of Horseshoe Bay will complete a new Inter-municipal Development Plan • Apply for ACP Grant			1 <sup>st</sup> Quarter: ACP Grant Application submitted in December 2016, application was successful 3 <sup>rd</sup> Quarter: Procurement and selection of consultant ISL Engineering and Land Surveys Ltd. Work to begin in the 4 <sup>th</sup> Quarter

### Goal 9 – Family and Community Support Services

Goal 8: The municipalities, where appropriate, strive to jointly deliver and augment Family and Community Support Services in the Region.			
Actions	Lead	Target Date	Quarterly Report
The County of St. Paul and Town of Elk Point will deliver joint Family and Community Support Services following their merger in 2015			1 <sup>st</sup> Quarter: County and Town of Elk Point FCSS is fully integrated

## Goal 10 – Airports

<b>Goal 10: The municipalities shall jointly operate airports that effectively promote and serve general aviation while bringing pride and economic activity to the Region.</b>			
<b>Actions</b>	<b>Lead</b>	<b>Target Date</b>	<b>Quarterly Report</b>
The County of St. Paul and Town of Elk Point will carry out lighting and facility upgrades at Elk Point Airport to ensure Aerodrome Codes and Standards compliance			1 <sup>st</sup> Quarter: STIP Application submitted to Alberta Transportation in February 2017, waiting to hear if application is successful 2 <sup>nd</sup> Quarter: STIP application was withdrawn by the Town of Elk Point 3 <sup>rd</sup> Quarter: Town of Elk Point passes a resolution to proceed with STIP application in the 4 <sup>th</sup> Quarter
The County of St. Paul and Town of St. Paul will carry out lighting upgrades at the St. Paul Airport			1 <sup>st</sup> Quarter: STIP Application submitted to Alberta Transportation in February 2017, waiting to hear if application is successful 2 <sup>nd</sup> Quarter: Application was successful 3 <sup>rd</sup> Quarter: Airport Committee meeting set up for 4 <sup>th</sup> Quarter to discuss grant implementation

## Goal 11 – Waste Management

<b>Goal 8: The municipalities shall seek out innovative and resourceful new solutions to improve the management of municipal solid waste.</b>			
<b>Actions</b>	<b>Lead</b>	<b>Target Date</b>	<b>Quarterly Report</b>
All partners will explore alternative value-added options to manage and process municipal solid waste			1 <sup>st</sup> Quarter: ACP Grant Project from 2015 is ongoing. Presentation was made outlining areas of potential for the region 3 <sup>rd</sup> Quarter: Feasibility study is complete with the Town of St. Paul to meet with stakeholders in Quarters 3 and 4 to determine support for the project

## Appendix 1 for 8.8.: 2017 Regional Strategic Plan

### Goal 12 – Fire Services

Goal 12: The municipalities, where appropriate, will seek to jointly enhance fire services in the Region by seeking out economies of scale and efficiencies while delivering the best possible fire protection to avoid loss of life and property through prevention, education, and response.			
Actions	Lead	Target Date	Quarterly Report
The Town of St. Paul, Town of Elk Point, and County of St. Paul will explore measures to enhance fire services in the region			1 <sup>st</sup> Quarter: CAOs will meet in early 2 <sup>nd</sup> Quarter 3 <sup>rd</sup> Quarter: REM/OHS has offered to provide clerical support as requested A Speaker was brought in to Elk Point FD following a serious event to aid with debriefing
The Town of St. Paul, Elk Point, and County of St. Paul will engage in regional training exercises			1 <sup>st</sup> Quarter: St. Paul Fire Chief has obtained grant funding for regional training exercises 2 <sup>nd</sup> Quarter: Regional training ongoing as per the grant requirements 3 <sup>rd</sup> Quarter: New grant for 2018 has been applied for





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## Issue Summary Report

### 8.9. 2017 Strategic Plan - 3rd Quarter

#20171004004

**Meeting :** October 10, 2017

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

**Meeting Type :** Council Meeting

#### Background

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The 2017 Strategic Plan which has been updated for the 3rd quarter is attached.

#### Recommendation

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Administration is recommending that Council accept the 3rd Quarter of the 2017 Strategic Plan as information.

#### Additional Information

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**Originated By :** pcorbiere

Vision:

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

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

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

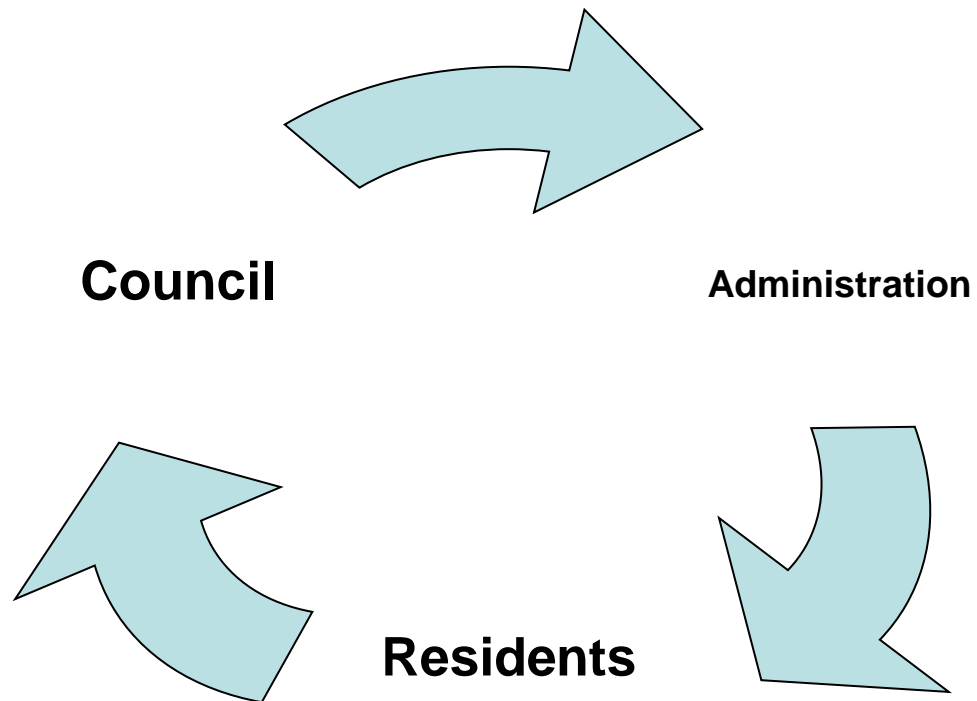
- ☐ Balance
- ☐ Respect
- ☐ Fairness
- ☐ Integrity
- ☐ Accountability
- ☐ Service/Serving

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

– Clark Crouch

# Strategic Business Plan 2017

County of St. Paul No. 19



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<b>Goal 1 – Governance</b>	-----
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<b>Goal 3 – Assessment</b>	-----
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<b>Goal 6 – Protective Services</b>	-----
<b>Goal 7 – Public Works/Transportation/Safety</b>	-----
<b>Goal 8 – Utilities</b>	-----
<b>Goal 9 – Waste Management</b>	-----
<b>Goal 10 – FCSS</b>	-----
<b>Goal 11 – Agriculture</b>	-----
<b>Goal 12 – Planning and Development</b>	-----
<b>Goal 13 – Parks &amp; Recreation</b>	-----
<b>Goal 14 – Library</b>	-----

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

**Vision:**

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

**Core Values:**

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

**Guiding Principles:**

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

**Sustainable Priorities:**

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

## Goal 1 – Governance

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

Action	Lead	Target Date	Quarterly Report
Host Annual Meeting – move the annual meeting around the County – 2017 – St. Paul – Public Works	Council/Sheila	April 2017	<b>2017</b> <b>Quarter 1 – Annual Meeting scheduled for May 9<sup>th</sup></b> <b>Quarter 2 - Complete</b>
Continue with joint meetings with both the Town of St. Paul and the Town of Elk Point. Minimum 1/year	Council/Sheila	Dec 2017	<b>2017</b> <b>Quarter 1 - Meetings to be scheduled in the 2<sup>nd</sup> Quarter</b> <b>Quarter 2 – no meetings scheduled to date</b>
Renew scholarships for the St. Paul Regional Education Division <ul style="list-style-type: none"> <li>3 – Scholarships at \$1,000 each for students who have high marks, community involvement, and volunteerism for students entering fulltime studies</li> <li>1 – Scholarship at \$1,000 each for students entering a trade.</li> </ul> Changed allocation of scholarships based on number of applications received in the last year. Also based on information from SPERD Guidance Councilor	Tim/Phyllis	Summer 2017	<b>2017</b> <b>Quarter 1 – Completed. Instructed SPERD to change the scholarships to 3 academic and 1 trade in December 2016</b>
Council supports community groups in the St. Paul and Elk Point Region to update their facilities. Support already identified for 2017 includes: <ul style="list-style-type: none"> <li>Riverland Trail Society -</li> </ul>			<b>List community support to date:</b> <b>St. Lina &amp; District Ag Society - \$45,525</b> <b>McRae Hall - \$12,000</b> <b>Riverland Trail Society - \$6,720</b> <b>Allied Arts \$12,500</b> <b>Heinsburg Community Hall \$16,500</b>

## Appendix 1 for 8.9.: 2017 Strategic Plan 3rd Quarter

\$6720 • Skate Park - \$30,000 • St. Lina Ag Society - \$43,750 • St. Lina Roof - \$12,000 • Ashmont Legion - \$25,000 • McRae Hall - \$12,000			<b>Note: St. Lina Roof \$12,000 was paid in 2016</b>
Hold joint meetings to establish framework and initiate negotiations pertaining to Inter-municipal Collaboration Frameworks	Sheila/Kyle		<b>2017</b> <b>Quarter 2 – Inter Collaboration Committee Memorandum of Understanding is developed – approved by County, Town of Elk Point, SV of Horseshoe Bay, not approved by Town of St. Paul</b>
Hold plebiscite in conjunction with the general municipal elections regarding the hiring of peace officers. The question shall be: Are you in favour of the County of St. Paul No. 19 hiring peace officers to carry out traffic and bylaw enforcement activities within its boundaries to be funded from general municipal revenues?			<b>2017</b> <b>Quarter 1: Council resolution passed establishing the plebiscite question</b> <b>Quarter 2 – No action required.</b> <b>Quarter 3 – Plebiscite question is ready for the Election Day – ballots are ready. Communication has been shared with the public regarding costs associated with the added service.</b>

### Goal 2 – Administration

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

Action	Lead	Target Date	Quarterly Report
Continue to work on an asset management project to determine life of assets within municipality Communication plan regarding road classification	Asset Management Committee	Dec 2017	<b>2014</b> <b>Quarter 1 - Road Classification Workshop held with Council to finalize classifications and levels of service for County roads – to be approved and communicated to residents in 2<sup>nd</sup> quarter.</b> <b>Quarter 3 – working with Urban Systems to determine 20 year</b>

## Appendix 1 for 8.9.: 2017 Strategic Plan 3rd Quarter

Defer any purchase of software to 2018 or beyond.			capital plan for roads – will be bringing forward to 2015 Strategic Planning.
Risk Assessment of County owned buildings in 2016 – both for insurance purposes and for Asset Management.	Tim/Darlene	Summer 2016	<b>Quarter 4 – County of St. Paul has been asked to present their Asset Management strategy and progress at the next Provincial Asset Management meeting.</b>
Camera sewer lines. Explore lining of water lines if possible.	Utility Staff/Darlene	Summer 2016	<b>2015</b> <b>Quarter 2, 2015 – The County presented the County’s Asset Management strategy at the Provincial Asset Management Committee. There is a lot of interest in the County’s approach.</b> <b>Quarter 3, 2015 – Administration is working to update our Asset Management system on Excel Spreadsheet, we are recommending to put off purchasing the software at this time as the spreadsheet is meeting our current needs and we do not have the capacity staff wise to undertake a new program at this time.</b> <b>Quarter 4, 2015 – Administration has included money in the 2016 budget proposal for analysis of County owned building and sewer infrastructure. SK</b> <b>Draft Asset Management Policy submitted to Kyle/Sheila for presentation to Policy Committee. Risk assessment of water/sewer lines conducted with Bryan and Danny. Working on Water/Sewer Plan as time permits. DX</b>
Implementation of Asset Management Strategy		Year 1 – Dec 2017	<b>2016</b> <b>Quarter 1, 2016 – Finance personnel has developed an Asset Management Policy that has been brought to the Policy Committee in March 2016 – will be considered by Council at the April Council meeting. Asset Management software purchase to be deferred to 2017 or later. Risk Assessment of County owned buildings and sewer line inspection is included in the 2016 budget.</b>
Implementation strategy to be over 3 years – Asset Management Strategy attached to this document.		Year 2 – Dec 2018	<b>Quarter 2 - Asset Management Policy approved. Asset Managers to be given facilitation in July to proceed with Asset Strategy for 2017 Strategic Planning. DS</b>
		Year 3 – Dec 2019	<b>Quarter 3, 2016 – the Asset Management Committee has meet twice in the last quarter with Urban Systems staff to begin work</b>



			<p>on an Asset Management Strategy that will move our Asset Management program forward. We will be proposing an amendment to the Asset Management Policy for Council consideration. As well we will have a strategy that will have a 3 year implementation plan to look at items like establishment of levels of service, risk assessment, and long term financial planning for County assets.</p> <p><b>2017</b></p> <p>Quarter 1 - Team has been compiling Level of Service Worksheets as per the Asset Management Strategy. DS</p> <p>Quarter 2 – Urban Systems did a workshop with the Team to better understand Level of Service Worksheets. The County made application for FCM Grant to assist with Asset Management. This was approved at \$50,000.</p> <p><b>Quarter 3 – Urban Systems has worked with the Finance Officer to develop a plan for later in the year to implement the Asset Management Grant received.</b></p>
<p>Continue adding County vehicles to AVL System – and/or Working Alone mechanisms</p> <p>2016 – complete GPS in fire equipment. Include last gravel trucks, waste hauling trucks, loaders</p> <p>2017 - Complete GPS in Fire Vehicles – St. Paul new Rescue Truck, Elk Point Trucks, New Gravel Truck, New Roll-off Truck</p>	Linda/Mechanics DD	Summer 2017	<p><b>2014</b></p> <p>Quarter 1 – Have ordered Supervisor software for 3 vehicles to be used in the field. GPS is being installed on all graders and plow trucks.</p> <p>Quarter 2 – the Work Alone is set up for 51 employees. Staff will be trained on the use of the system in July.</p> <p>Quarter 3 – staff have received initial training on the system – however they are asking for additional training. This will occur in October.</p> <p><b>2015</b></p> <p>Quarter 2, 2015 – equipment has been ordered for the vehicles and will be installed as mechanics have the time to install.</p> <p>Quarter 3, 2015 – staff are reviewing the unexpended budget and will order some additional GPS equipment for first responder vehicles as we have funds.</p> <p>Quarter 4, 2015 – additional equipment was ordered in the 4<sup>th</sup> quarter for 3 more fire units.</p> <p><b>2016</b></p>

			<p><b>Quarter 2, 2016 – Plans to install GPS equipment for waste hauling trucks are being put in place – to be installed in the 3<sup>rd</sup> quarter.</b></p> <p><b>Quarter 3, 2016 – GPS will be installed in 3 waste trucks, Director of Emergency Management Vehicle and the new Director of Public Works Vehicle.</b></p> <p><b>2017</b></p> <p><b>Quarter 1 - Once budget is approved will order 2 supervisor units, one for Warren and Keith. Will meet with Mark to finalize the Public Works Fleet and meet with Trevor to finalize the Fire department needs.</b></p>
<p>Council to continue to make application to participate in the Internship Program offered through Municipal Affairs as this provides mentorship to up and coming municipal administrators and/or municipal finance staff.</p> <p>If 2016 Grant application is successful, hire and mentor Administrative Municipal Intern.</p>	Kyle/all departments	May 2018	<p><b>2016</b></p> <p><b>Quarter 3, 2016 – An application is ready to be submitted for an Administrative Intern for 2017.</b></p> <p><b>2017</b></p> <p><b>Quarter 1 - Kaitlyn Kenney has been hired and will commence employment on May 8<sup>th</sup></b></p> <p><b>Quarter 2 – Kaitlyn Kenney has started working for the County and is engaged in a variety of projects</b></p> <p><b>Quarter 3 – Grant application for a new Intern has been sent into Municipal Affairs.</b></p>
<p>Communication Plan:</p> <ul style="list-style-type: none"> <li>• Ongoing review and updating of County website</li> <li>• Explore Social Media for County of St. Paul – Facebook, Twitter – Need to develop policy around this- decide on time requirement – who do we allocate the responsibility to?</li> </ul>	<p>Sheila</p> <p>Paulette</p> <p>Kyle</p>	<p>Ongoing</p> <p>Dec 2017</p>	<p><b>2015</b></p> <p><b>Quarter 3, 2015 – County webpage has been updated on an on-going basis. We have put off implementation of Social Media strategies due to need for policy development and consideration of time required to keep up to date. We are utilizing the Radio Spots and have booked them again for 2016. We have put off having the GIS map public as we are awaiting the installation and implementation of the Telus Fiber that is required in order for the release to the public to work effectively.</b></p> <p><b>Quarter 4, 2015 – have met with Accurate Assessment and Bob Bezpalko of Alberta HUB to work on strategies for the GIS Webmap Investors site that will be a pilot for HUB.</b></p> <p><b>2016</b></p>

## Appendix 1 for 8.9.: 2017 Strategic Plan 3rd Quarter

<ul style="list-style-type: none"> <li>Monthly/Quarterly newsletter?</li> <li>Continue with Radio spots</li> <li>Continue Newspaper County Page 8</li> </ul>	<p>Kyle/Paulette</p> <p>FCSS</p> <p>Phyllis/FCSS</p>	<p>Dec 2017</p> <p>Ongoing</p> <p>Ongoing</p>	<p><b>Quarter 1, 2016</b> – A newsletter is currently being developed to be distributed with Tax Notices in May 2016. IT conversion took place in March 2016 – the Telus Fiber will be connected soon – following that we will proceed with making the Mapping system public.</p> <p><b>Quarter 2, 2016</b> – IT conversion took longer than anticipated. Telus fiber had to be increased in speed – expect that the transition to telus fiber for internet to take place in July.</p> <p><b>Quarter 3, 2016</b> – The Telus Fiber was only updated at the end of August. Linda Meger is working with Accurate Assessment to make the eSite (formally known as Webmap) available on our website for the public. We will also set up a subscription site for realtors to access assessment sheets for an annual fee. The Economic Development option for the eSite is ready to implement and will be made available publicly for potential investors.</p> <p><b>2017</b></p> <p><b>Quarter 2</b> – We are continuing to use website, newspaper, radio spots as well as a newsletter sent with tax notices to communicate with the public. We have not proceeded with social media as we do not have the staff capacity to stay on top of social media communication.</p>
Develop a Digital Records Strategy that would include land files and planning and development files tying records to GIS mapping system	Linda/Admin staff	Estimate 3-year program - complete Dec 2019	<p><b>2017</b></p> <p><b>Quarter 1</b> – Still a work in progress</p> <p><b>Quarter 2</b> – working with our GIS/Assessment providers and our IT providers to develop a strategy to file our land files and P&amp; D files electronically. We also had a presentation from iCompass to review options for filing of other data.</p>
Explore the cost of program and potentially implement the same – for fillable forms. This would enhance our website for forms that residents can download and use for county services. Ie. Development Permit.			<p><b>2017</b></p> <p><b>Quarter 2</b> – We worked with our website provider to update our changed forms to make them fillable. This was done as an add-on to our service with no additional cost to the County.</p>

## Appendix 1 for 8.9.: 2017 Strategic Plan 3rd Quarter

Previously the creation of fillable forms was done by our website contractor. It would be much more efficient if in-house staff could adapt forms as they are changed for municipal purposes.			
Hold meeting with Additional Named Insured Organizations (ANIs) for the purpose of re-familiarizing ANIs with insurance requirement and protocols			<b>2017</b> <b>Quarter 1: ANIs meeting scheduled for May 11<sup>th</sup></b> <b>Quarter 2: Meeting with ANIs has been held; approximately ½ of ANIs were represented at the meeting; administration is planning to hold a second session in the Fall to ensure all ANIs can attend</b>

Administration - Policy			
Action	Lead	Target Date	Quarterly Report
Policies/Bylaws to draft or review <ul style="list-style-type: none"> <li>• Salt Management Plan</li> <li>• Procurement Policy</li> <li>• Employee Code of Ethics – update</li> <li>• Council Code of Ethics – per new MGA</li> <li>• Public Participation – per new MGA</li> <li>• Off Highway Vehicle Bylaw</li> <li>• Fee Schedule bylaw as it relates to Fire Calls</li> <li>• Review Vacation Policy</li> </ul>	Kyle		<b>2017</b> <b>Quarter 1 – Policy Meeting scheduled for 2<sup>nd</sup> Quarter</b> <b>Quarter 2 – Policy Meeting held on June 23<sup>rd</sup>; policies will be brought before Council in Quarter 3 and another Policy Committee meeting has been scheduled for Quarter 3</b> <b>Quarter 3 – Policy meeting was held late in September with policy amendments being brought forward to the October Council meeting.</b>

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<ul style="list-style-type: none"> <li>Equipment Sanitation and Contamination Protection Policy – ASB-54 Review – (in light presence of Club Root in the County)</li> <li></li> </ul>			
Reorganize Agreements	Kyle	Dec 2017	<b>2016</b> Quarter 1 – No action yet; aiming for second quarter Quarter 2 – Started reviewing agreements that require updating and identifying areas where agreements require development Quarter 4 – Standard agreement finalized; will explore organizing agreements in the new year. <b>2017</b> Quarter 1 – No action yet; joint servicing agreements will start being reviewed in Quarter 2

Administration – Building Corporate Capacity			
Action	Lead	Target Date	Quarterly Report
Continue Succession planning processes that will ensure staff are ready for new roles as senior staff retire in the coming years. \$35,000 team building, leadership training, knowledge transfer (Asset Mgt/GIS database) Continue courses in 2016 - Consider leadership/team building courses late in 2017 or 2018 to encompass new staff  Organization Review results to be 1 <sup>st</sup> quarter 2016 – potential to implement recommendations...	Sheila	Dec 2016	<b>2014</b> Quarter 1 – Effective Teams and Leadership courses completed for the first group in January; second round of staff started courses in March. Great feedback from staff and process changes have been undertaken to improve communication to staff. Quarter 3 – courses will resume in October finishing by mid-December Quarter 4 – Courses will extend into January due to snow removal during the end of November. <b>2015</b> Quarter 1 – 2015 – Courses complete for 2014 group. Next courses to commence late October. Quarter 3, 2015 – Council has approved an Organizational Review to have a look at how the County will look in the future

Cross Training of staff positions nearing retirement.			<p>with the eventual retirement of key municipal staff in the next 1-5 years. Review to be completed in the 4<sup>th</sup> quarter. Report to Council in 2016.</p> <p><b>Quarter 4, 2015 – Nichols Applied Management has undertaken Organizational Review including an Employee Engagement Survey. Work will be completed in December 2015, with a final report to Administration and Council in January.</b></p> <p><b>2016</b></p> <p><b>Quarter 1, 2016 – An Organization review was conducted by Nichols Applied Management – Jeff Bellinger during the last quarter of 2015 – his report was delivered to Council in February 2016 and is available on the County’s website. He has suggested some reorganization of departments as key individuals consider retirement. Leadership Training has been started for County staff in February and will be completed in April 2016.</b></p> <p><b>Quarter 2, 2016 – Leadership Training completed in April 2016.</b></p> <p><b>Quarter 3, 2016 – Staff who have missed courses in the training will be able to pick up these courses outside of the County.</b></p> <p><b>2017</b></p> <p><b>Quarter 3 – Cross training continues for Taxation/GIS Technician.</b></p>
Continue Team building for all staff – minimum of 2 events per year	WHSC	Fall 2017	<p><b>2017</b></p> <p><b>Quarter 1 – Team Building event scheduled for April 7<sup>th</sup>.</b></p> <p><b>Quarter 3 – Team Building event is scheduled for Oct 27.</b></p>
<p>Explore Employee Attraction and Retention Strategies:</p> <ul style="list-style-type: none"> <li>Employee Engagement Survey – every 2-3 years – last one completed in 2015</li> <li>Contact SPERD for opportunities to present to Grade 6 and 11 classes regarding municipal government. Career</li> </ul>	Sheila/Janice	Dec 2017	<p><b>2017</b></p> <p><b>Quarter 1 – County will participate in Career Fair on April 12, 2017 that will include Students from the St. Paul Region – over 550 students. The County will have a hands-on demo of a grader simulator as well as another site to discuss other career opportunities with the County.</b></p> <p><b>Quarter 3 – County attended Saddle Lake’s Job Fair in September.</b></p>

<p>opportunities in municipal government.</p> <ul style="list-style-type: none"> <li>• Continuation of Team Building Events</li> <li>• Succession Planning – Effective Teambuilding and Leadership series</li> <li>• 360 reviews for Management team.</li> <li>• Explore affordable housing or community housing projects for new employees moving to area</li> <li>• Explore ways to find and retain skilled employees</li> <li>• Complete more background research when hiring. Check resumes better</li> <li>• Exit interviews</li> </ul>			
<p>Provide supervisors with training regarding employee performance management. Update/define employee job descriptions; update/amend performance appraisal system.</p>	<p>Sheila</p>	<p>Jan 2017</p>	<p><b>2017</b></p> <p><b>Quarter 1 – Supervisors have attended training sessions and performance appraisal system has been updated to reflect industry best practices and suggestions from supervisory team; performance appraisals to take place in 2<sup>nd</sup> Quarter. The new process has been rolled out to staff in March 2017.</b></p> <p><b>Quarter 2 – Many of the employee performance appraisals have been completed. We are trying to move the process to fall to coincide with moves on salary grids in January.</b></p> <p><b>Quarter 3- Management team is reviewing process that was undertaken in the spring to make changes as required before reviews are done in the fall.</b></p>

### Goal 3 – Assessment

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

Action	Lead	Target Date	Quarterly Report
Work with Accurate Assessment to ensure accurate assessment of properties in the County of St. Paul and communicate any required changes to residents as procedures and methodologies change in the assessment department.	Accurate/Sheila	ongoing	<b>2017</b> <b>Quarter 1 – Accurate Assessment attended a meeting with County Council at the end of March to update council regarding the assessment process and progress made since they have taken over the assessment contract.</b>
Determine strategy regarding centralized assessment of industrial properties. Try to ensure smooth transition. Audit procedure?? Entry into CAMALOT system.		As new MGA is proclaimed	<b>2017</b> <b>Quarter 1 – Administrative staff have attended 2 meetings with Alberta Municipal Affairs team to hear how they plan to roll out the change for assessment of Designated Industrial Properties. Quarter 2 – Municipal Affairs is looking for information from municipalities regarding their designated industrial properties to be forwarded to them in the 3<sup>rd</sup> quarter. Still no definite information received regarding the process.</b> <b>Quarter 3 – The County has provided information to Municipal Affairs and indicated that we want to provide Assessment Services to the Province under the “hybrid method” during the transition period to centralized assessment. This means that Accurate Assessment will continue to provide services to the County and the County will invoice the Province for these services associated with the Designated Industrial Properties. We have received confirmation from the Province that the County is accepted for this method of assessment, however we have not received an agreement regarding the process yet.</b>

#### Goal 4 – Economic Development

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



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Action	Lead	Target Date	Quarterly Report
Explore opportunity around high speed internet for the County – what it means for Economic Development.	Sheila	Dec 2017	<b>2017</b> <b>Quarter 1: Administration has attended workshops with Alberta HUB. HUB is currently carrying out a broadband project in collaboration with the Northern Alberta Development Council. MCSNet has indicated they are interested in applying for a Federal Grant to run fibre to some of our communities.</b> <b>Quarter 2 – Council provided a letter of support for MCSNet's grant application.</b>
Explore opportunities for application under the new provincial CAREs program for regional economic development	Sheila/Kyle	Dec 2017	<b>2017</b> <b>Quarter 1: Meeting with local economic development organizations set up for 2<sup>nd</sup> Quarter</b> <b>Quarter 2: CARES Grant Application submitted in Quarter 2; awaiting results which are anticipated in Quarter 3.</b> <b>Quarter 3 – still no results from CARES Grant Application.</b>

### Goal 5 – Fire/Disaster Services

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

Action	Lead	Target Date	Quarterly Report
Continue Regional Emergency Management Training	All required	As required	<b>2015</b> <b>Quarter 1 – work on the Regional Emergency Management plan is continuing. Rob Duffy participated in the Provincial Emergency management exercise. Training courses are being scheduled as required. Mass Notification System has been approved by the municipalities and implementation has commenced – public notification to happen in 2<sup>nd</sup> quarter. NESS equipment will be removed from the Post Office by the end of April and will be stored at the County Public Works site.</b>
Regional Emergency Management exercises – Sim Cell Realistic exercise.	Rob	Fall 2017	<b>Quarter 2 – NESS Equipment has been moved to County Public Works. Mass Notification System setup commenced – rollout to public in early July. Regional plan nearing</b>
Continue Implementation of Mass Notification System	Rob	1 <sup>st</sup> quarter 2017 - ongoing	
Set up larger ECC – St. Paul	Rob	Summer 2017	

Community readiness/education sessions	Rob	Summer 2017	completion – working on sub-plans. Electrical upgrades for Elk Point EOC have been completed.
Continue upgrade of radios to AFFRCS Radio Communication System– ACP Grant application	Rob	Fall 2017	Quarter 3 – Sub plans are complete and being sent to each Council for approval. Table Top Exercise was completed August 26, 2015. Communities have agreed to apply for a grant to purchase AFFRC’s Radios in 2016.
Electrical upgrades to the Elk Point Reception Centre for generator connection	Rob	Summer2017	<p>Quarter 4 – County Council has approved the Regional Emergency Management Plan. Training sessions have taken place for ESS portion of the plan. We are waiting for ACP grant announcement to apply for AFFRC’s Radio project. A longer EOC is being contemplated at the Town Office lower level. Administration continues to advertise the Mass Notification System in the County’s Highlights.</p> <p><b>2016</b></p> <p>Quarter 1, 2016 – The Region has been successful in obtaining an ACP Grant to update Radio Tower infrastructure and purchase some AFFRCS Radios. Training is ongoing as it is available. Have had ESS training for the Region during the 1<sup>st</sup> Quarter. People are still registering for the Mass Notification System. REMP and Sub-Plans are now live and have been sent to all stakeholders. ESS exercise has been scheduled and is being prepared for early 2<sup>nd</sup> quarter. Elk Point Reception Center generator is still being discussed. AEMA held a workshop in Region of St. Paul, large turnout from other municipalities attended. Rob has been attending businesses and all senior’s facilities to discuss the REMP and supporting them in updating their plans. Admin support prepared all binders for REMP and Sub-Plans. Admin support has been tracking and filing training requirements for all Agency/Committee members. Preparing for Emergency Preparedness Week May 1-7.</p> <p>End of 2<sup>nd</sup> quarter we did an ESS Mock Exercise as part of the FSEPP Grant. Exercise went well. Had a few learnings to apply to the ESS Plan. A week later we had a real activation to support Ft. McMurray Evacuees. Approx. 750 evacuees</p>

			<p>came through and some stayed in St. Paul. NESS equipment was used to support the process. 2 other municipalities also used some for the NESS equipment.</p> <p>ESS Plan is being updated with learnings from the exercise and activation.</p> <p>Start of the 3<sup>rd</sup> quarter we switched providers for the alert system. We are no longer with Everbridge and have switched to CommAlert. There were no interruptions during the change. Cost is the same, but CommAlert has more options. REMP and Sub plans have been placed in all ECC's and sent to all key stakeholders.</p> <p>Work has started on the radio infrastructure. We are pricing out radios that support AFRRCS. We will be purchasing about 7 for now for the key positions.</p> <p>Training for some of the REMA is still ongoing. Course are booked and sent to those who require it.</p> <p>May 1-7 we conducted Emergency Preparedness Week. Lots of material that was placed for the public went. Mostly it was due to the fire in Ft. Mac. Took a large scare for people to start being proactive.</p> <p>Elk Point Reception Center back-up power is still ongoing. Admin has been supporting the EM process with updating documents in the ESS Plan, tracking training, supporting the Reception Center activation.</p> <p><b>2017</b></p> <p><b>Quarter 1 - Elk Point Allied Arts Center back-up power has been complete. The Town of St. Paul generator was brought out and a load test was conducted on the bldg. and generator. The generator is at its max to run the bldg.. No A/C can be used as it draws too much power.</b></p> <p><b>Sim Cell mock exercise is scheduled for the 3<sup>rd</sup> Q.</b></p> <p><b>AFRRCS radios are in and have been given to Elk Point, St. Paul, Ashmont fire chief's. One radio had to be sent back for an upgrade. That will be for Mallaig. The base stations are also here and will be going into the ECC at the St. Paul and Elk Point fire hall ECC's.</b></p>
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			<p>The REMP was reviewed and updated. Changes of the REMP were sent to all stakeholders.</p> <p>Ongoing training for new Agency members and past ones who need to complete specific training.</p> <p>Emergency Preparedness Week is May 7-13 this year. We'll be setting up tables again in St. Paul and Elk Point Coop.</p> <p>Quarter 2 – Emergency Preparedness Week went well. Lots of information was provided to the public. We had 2 locations set-up, Coop in St. Paul and Coop in Elk Point. We conducted a draw for EP Week. 3 people won EP Kit, a wilderness first aid kit, and a regular first aid kit. Work has continued with the development of the Sim Cell exercise. Will be working with AEMA on it soon for feedback.</p> <p>A lot of people have been signing up for the CommAlert System. This was triggered by the funnel cloud that was spotted west of St. Paul June 28, 2017.</p> <p>Setting up and organizing training for the Emergency Agency and Committee.</p> <p>Updating the REMP with contacts again.</p> <p>Emergency Mgmt. Facebook is getting a lot of use and attention by the public. Great use of social media to get our messages out.</p> <p>Quarter 3 – AFRRCS Radio's have been working well. Bonnyville now has their system up and running. We have done some tests with the Fire Chief's radio, all working well.</p> <p>A potential ECC is in the works with the TSP FCSS office. Should know more once the renovations have been complete in the new FCSS location. Could get the location in 1<sup>st</sup> Q 2018. It would need to be painted and have some wiring moved around, then purchasing some electronics</p>
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			<p>to make it a proper ECC.</p> <p>The REMP will be updated after the elections to capture any changes. It will then be resent to all stakeholders.</p> <p>The SIM CELL exercise is scheduled to occur in Nov. The ASIST team is looking to join us on the exercise.</p> <p>Sent a support letter to the City of Cold Lake for a grant. We're part of a Mutual Aid Agreement with them, we have a better chance to get the grant applying as a group.</p> <p>The region of St. Paul will apply for the grant next year.</p> <p>Training for all the Emergency Mgmt. Teams is on-going.</p> <p>Our Social Media site are being used a lot to get emergency mgmt. messages out to the public, it's been working well. People are still signing up for CommAlert.</p>
Review Fire Agreement with Elk Point.	Tim/Kyle	March 2017	<p><b>2016</b></p> <p>Quarter 1- Have had meetings to begin discussions on agreement amendments which will be proposed later in 2016.</p> <p>Quarter 2 – No action in 2<sup>nd</sup> quarter, meetings to take place in 3<sup>rd</sup> quarter.</p> <p>Quarter 3 – defer negotiation of Elk Point Fire Agreement to Quarter 4 – will be scheduling a joint municipality meeting prior to finalizing the fire agreement.</p> <p><b>2017</b></p> <p>Quarter 1- Discussions regarding fire services with our regional partners are ongoing. Defer to second quarter.</p> <p>Quarter 2 – No further work on this, next meeting is end of July 2017.</p> <p><b>Quarter 3 – To present draft in final quarter</b></p>
<p>New Equipment for Ashmont Fire Department</p> <ul style="list-style-type: none"> <li>○ Chain Saw \$500</li> <li>○ Cut-off Saw \$2000</li> <li>○ Lifting Bag Set \$4500</li> <li>○ Nozzles \$2000</li> <li>○ Miscellaneous \$2000</li> </ul>	Tim/Ashmont Fire Chief	Dec 2016	<p><b>2017</b></p> <p>Quarter 1 – Defer to second quarter until 2017 budget approval.</p> <p>Quarter 2 – approx. ½ the equipment is purchased</p> <p><b>Quarter 3 – Outstanding items are Air Bags, SCBA Masks, 65m Nozzle and New Trailer</b></p>

## Appendix 1 for 8.9.: 2017 Strategic Plan 3rd Quarter

<ul style="list-style-type: none"> <li>○ Wildland Coveralls \$4700</li> <li>○ Breathing Respirators \$1600</li> <li>○ SCBA Masks \$5000</li> <li>○ Bunker Gear \$3200</li> <li>○ Gloves/Helmets \$1500</li> </ul> <p>Tanker Truck \$270,000 – 420,000</p> <p>Future Truck Replacements:  2020-21 – Rescue Truck \$250,000 – 300,000  2021-22 – Pumper Truck \$500,000  2021-22 – SCBAs \$50,000  2022-23 – Bush Truck \$100,000</p>			
<p>New Equipment for Mallaig Fire Department:</p> <ul style="list-style-type: none"> <li>○ Helmets \$3000</li> <li>○ Bunker Gear \$16800</li> <li>○ Modify cabinet \$2100</li> <li>○ Desk/equipment \$1500</li> <li>○ Nozzle – bush truck \$1200</li> <li>○ Hose \$2400</li> <li>○ Decals \$800</li> <li>○ Miscellaneous \$1000</li> <li>○ SCBA Masks</li> </ul>	Tim/Mallaig Fire Chief	Dec 2016	<p><b>2017</b></p> <p><b>Quarter 1 – Defer to second quarter until 2017 budget approval</b></p> <p><b>Quarter 2 – approx. ½ the equipment is purchased</b></p> <p><b>Quarter 3 – Bunker Gear, SCBA Masks and Misc. items purchased. All remaining deferred to 2018 due to purchase and installation of chain link fence.</b></p>
<p>New Equipment for Elk Point Fire Department</p> <ul style="list-style-type: none"> <li>○ SCBA Masks</li> </ul> <p>Elk Point Future equipment placements to be added when available.</p>			<p><b>2017</b></p> <p><b>Quarter 3 – SCBA Masks purchased.</b></p>

## Appendix 1 for 8.9.: 2017 Strategic Plan 3rd Quarter

<p>New Equipment for St. Paul Fire Department</p> <ul style="list-style-type: none"> <li>○ New Light Bar for pumper truck - \$3,000</li> </ul> <p>St. Paul Future Truck Replacements</p> <ul style="list-style-type: none"> <li>○ 2018 – Mini-Pumper (2003 Ford F-350 4X4 – 300 gallon skid tank – waterous 2515 Pump – 20 HP Engine)</li> <li>○ 2019 – Command Unit (Jointly owned with Town)</li> <li>○ 2020- Pumper (2004 Freightliner M2 – 900 gallon tank)</li> <li>○ 2026 – Rescue Truck (2011 Freightliner M2)</li> <li>○ 2027 – Tanker (2007 Freightliner M2 Tandem – 3000 gallon tank)</li> <li>○ 2036 – Rescue (2016 Ford F550 Super Duty 4X4)</li> </ul>	Tim/Trevor	Dec 2017	<p><b>2017</b></p> <p><b>Quarter 1 – Defer to second quarter until 2017 budget approval</b></p> <p><b>Quarter 2 - In progress, quote received and hope to order by July 7, 2017. – TREVOR</b></p> <p><b>Quarter 3 – Light Bar Purchased</b></p>
QMP update – inspection of commercial buildings in St. Paul	Trevor/Tim	Winter 2017	<p><b>2017</b></p> <p><b>Quarter 1 – On going.</b></p> <p><b>Quarter 2 - On Hold – Reviewed once with County Council, will review again in the future. - TREVOR</b></p>
Consider annual capital contribution for fire equipment to be set up in reserve to even out budget requirements over the years.	Sheila/Darlene	1 <sup>st</sup> quarter 2017	<p><b>2017</b></p> <p><b>Quarter 1 - 20 Year Replacement Reserve approved in Interim Budget</b></p>

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

Action	Lead	Target Date	Quarterly Report
Property Clean-up – Potential to have clean-up month for some of our hamlets and subdivisions. No tippage for removal of old buildings. i.e. Ashmont, Heinsburg, St. Lina, Mallaig, St. Edouard, Lottie Lake, subdivisions etc,  2 weeks no tippage fee for bringing fridges to transfer stations – coordinate with Towns. (last year we did not give enough notice to Town of St. Paul)	Mark/Tim/Sheila	Summer 2017	<b>2017</b> <b>Quarter 1 – Partnering with Town of St. Paul, Town of Elk Point and Evergreen to allow town/county residents the opportunity to bring fridges/freezers/water coolers to any transfer station/landfill at no charge for Freon removal for a two-week period May 15 – 28, 2017. Council decided to keep the program to this level this year instead of picking up larger items in hamlets or subdivisions.</b>
Explore enhanced policing services in collaboration with neighbouring municipalities, First Nations, and Metis Communities	Sheila	December 2017	<b>2016</b> <b>Quarter 2 – have had an initial meeting with Whitefish First Nation to discuss this item as part of the agenda. Also made application to FCM for grant to work on relationship building with Saddle Lake. This item would be on the relationship building list.</b> <b>2017</b> <b>Quarter 2 – CAO attended Community Wellness Committee meeting organized by the St. Paul RCMP Staff Sargent. This cross functional committee is exploring ideas that would increase community wellness.</b>

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

Action	Lead	Target Date	Quarterly Report
Gravel Levy Bylaw	Mark/Bryan/Linda	Ongoing	<b>2016</b>



## Appendix 1 for 8.9.: 2017 Strategic Plan 3rd Quarter

2016 – Continue to work with gravel operators to ensure compliance with the bylaw.			<p>Quarter 1 – This bylaw was approved and is being implemented in the 1<sup>st</sup> quarter.</p> <p>Quarter 2 – the first reports and payment for the CAP program are being received. Staff are sending reminders to those owners/operators to encourage compliance.</p> <p>Quarter 4 – staff are still working with pit operators to encourage compliance with the bylaw.</p> <p><b>2017</b></p> <p>Quarter 2 – Administration is seeking legal advice regarding how best to compel reporting from delinquent aggregate operators who are currently failing to report. Most operators report.</p> <p><b>Quarter 3- Council passed a bylaw to rescind the Community Aggregate Levy Bylaw. Pit owners/operators were notified in September about the change.</b></p>
Continue to utilize Road Use Agreements for road damages	Mark/Bryan	Ongoing	<p><b>2016</b></p> <p>Quarter 1 – Road use agreements are being worked on with different industry players in the County. Council approved amendments to the agreements.</p> <p><b>2017</b></p> <p>Quarter 1 – Road use agreements are being worked on with different industry players in the County.</p>

Goal 7A: Road system is maintained and upgraded on a regular basis to ensure safety and good quality roads			
Actions	Lead	Target Date	Quarterly Report
Road and Bridge Construction			
See Appendix A for listing of road, bridge construction, and 2017 equipment replacement	Mark		

## Appendix 1 for 8.9.: 2017 Strategic Plan 3rd Quarter

Make application for Resource Road Grant & Bridge Funding for 2017/18 Provincial Fiscal year.	Mark/Steven		<p><b>2016</b>  <b>Quarter 3 – Council approved 5 miles of engineering for Northern Valley Road that will assist with grant application once the new program is announced.</b></p> <p><b>2017</b>  <b>Quarter 1 – Strategic Transportation Infrastructure Program grants were submitted for Bridge File 72560 and 78684 as well as the Northern Valley Road; awaiting results</b>  <b>Quarter 2 – STIP Grants were approved for all three projects. The Northern Valley Road project which is the re-grading of 7 miles of road to Resource Road Classification has been tendered out with construction to start in Quarter 3. The Bridged Files will be constructed by County forces in Quarter 3.</b>  <b>Quarter 3 – We have received grant agreements for all three STIP projects. The Northern Valley Road should be completed by the end of October. The Bridge files were started in September and are expected to be completed in October.</b></p>
<b>Goal 7B: Public works equipment is maintained and upgraded on a regular basis</b>			
Action	Lead	Target Date	Quarterly Report
See Appendix C for listing of equipment purchases	Mark		
New Roof for old Ashmont Fire Hall	Mark	Fall 2017	<p><b>2017</b>  <b>Quarter 1 – Public Works is getting quotes to have this work completed.</b>  <b>Quarter 2- quotes have been received – project to be completed</b>  <b>Quarter 3 - Completed</b></p>
<b>Goal 7C: Successful Safety</b>			
Actions	Lead	Target Date	Quarterly Report
Courses for Management and	Rob/PW	Ongoing	<b>2017</b>

Staff as determined by JWHSC	Supervisors		<p><b>Quarter 1 – Courses are being scheduled with the input from all mgmt. where time allows it. Some courses will be on-line and others will be classroom.</b></p> <p><b>We are setting up Air Brake ‘Q Endorsement’ training</b></p> <p><b>Fall Protection</b></p> <p><b>Defensive Driving</b></p> <p><b>Quarter 2 – LSE online training was sent to some Mgmt. who have started. A classroom session is scheduled for the Fall.</b></p> <p><b>Fall protection training was completed by approx. 25 people</b></p> <p><b>Air Brake training was completed by some employees from each municipality and also all 4 fire departments.</b></p> <p><b>Quarter 3 – Numerous courses have been put on and completed by the staff and mgmt.:</b></p> <ul style="list-style-type: none"> <li><b>• LSE (another has been scheduled for Q4)</b></li> <li><b>• Confined Space</b></li> <li><b>• Chainsaw Awareness</b></li> <li><b>• Bear Awareness</b></li> </ul> <p><b>Looking to set-up a drug &amp; alcohol training course for supervisors and mgmt..</b></p>
Implement Safety Management Systems update for all three municipalities	Rob	Winter 2017	<p><b>2016</b></p> <p><b>Quarter 1 - Regional Safety Management System (RSMS) is currently being developed. An Incident Management binder will also be developed. New components developed have been rolled out to all employees and are being used, i.e., Field Level Risk Assessments (FLRA’s).</b></p> <p><b>Quarter 2 - FLRA’s are being used consistently. We have also rolled out and are now using the Hazard ID and Near Miss report cards. Job Safety Analysis (JSA) is being used for more high risk work activities (Construction Crew).</b></p> <p><b>RSMS is approx.. ¼ complete.</b></p> <p><b>2017</b></p> <p><b>Quarter 1 - The RSMS and IMP are both completed in draft format. The RSMS has been sent in sections to the regional JWHSC for review and feedback.</b></p> <p><b>A regional code of practice has been developed for ground</b></p>

			<p>disturbance and confined space activities. It is being reviewed by mgmt.</p> <p>A contractor pre-qualification process was developed and has been sent to the CAO's for review and feedback.</p> <p>A bear spray policy was prepared and sent to the CAO's so it can be passed at their next policy meeting.</p> <p>Continuing on developing SOP/SOG's.</p> <p>Quarter 2 – The code of practices are finalized and now being used. The contractor pre-qualification process is on hold and waiting for a meeting to discuss some items.</p> <p>The RSMS and IMP are scheduled for a full day review on July 17<sup>th</sup> by the Regional Joint Health &amp; Safety Committee. We are seeing the Ground Disturbance forms being filled out and also the Confined Space Forms.</p> <p><b>Quarter 3 – The RSMS has been completed. The review was done with the regional JH&amp;SC and all mgmt. from each municipality. It will be getting rolled out to the employees right away. The IMP will be getting a final review with the regional JH&amp;SC in Nov. The plan is to have them all in place for Jan 1, 2018.</b></p> <p><b>FLRA's are being completed by the employees. Morning toolbox talks are starting to get used by some supervisors.</b></p>
Regional safety orientation videos	Work Place Health and Safety Committee	Winter 2017	<p><b>2016</b></p> <p><b>Quarter 1 - A Regional Orientation was developed and includes a video on expectations and committee from the 3 CAO's. All new and returning season staff are required to take it.</b></p> <p><b>Orientations have started with all employees. Safety Admin is assisting in the delivery of the orientation.</b></p> <p><b>Quarter 2 - The Plan is working well for tracking and following through with any injured employees. It provides a detailed plan to get the employees back to work sooner, WCB supports the process and has been involved in a few long term injuries while using the plan and is satisfied with it.</b></p> <p><b>2017</b></p>

			<p>Quarter 1 - Orientations are ongoing for all new and returning staff. Orientations are being set-up by the supervisors as employees are brought on. The video that was developed has received good feedback.</p> <p>Quarter 2 – We completed approx. 80 people through orientations. This is new hires and seasonal staff.</p> <p><b>Quarter 3 – Another 30 people went through orientation. Safety files were set-up for all the employees.</b></p>
Regional Safety Manual, County specific portions.	Rob	Dec 2017	<p><b>2016</b></p> <p>Quarter 1 - Each municipality will have input to the RSMS with procedures and Job Safety Analysis (JSA's). Once this component is ready, the different departments will be involved.</p> <p>Quarter 2 - The RSMS is approx.. ¼ complete. There is 7 Sections to the RSMS. Up to Section 4 will go to the committee for review and input.</p> <p>JSA's will be pre-developed for high risk work/tasks. Once the work/task is to be completed the employees use the JSA and fill out the details for that day.</p> <p><b>2017</b></p> <p>Quarter 1 - The RSMS and IMP are both completed in draft format. The RSMS has been sent in sections to the regional JWHSC for review and feedback.</p> <p>We have started to develop SWP's and SOP's. The JSA's will complement them once complete.</p> <p>Quarter 2 - The RSMS and IMP are scheduled for a full day review on July 17<sup>th</sup> by the Regional Joint Health &amp; Safety Committee. SOP and SWP's development is ongoing.</p> <p>Bldg. Emergency Response Plans are being developed for all facilities.</p> <p><b>Quarter 3 – The RSMS has been completed. The review was done with the regional JH&amp;SC and all mgmt. from each municipality. It will be getting rolled out to the employees right away. The IMP will be getting a final review with the regional JH&amp;SC in Nov. The plan is to have them all in place for Jan 1, 2018.</b></p>

			<b>Standard Operating Practice's and Safe Work Practice's are still being developed, these will be ongoing and living documents that will need to be constantly reviewed and updated.</b>
Offer Leadership for Safety Excellence Courses	Rob		<p><b>2016</b></p> <p>Quarter 1 -Leadership for Safety Excellence (LSE) courses will be booked for the 2<sup>nd</sup> quarter for Mgmt/Supervisors.</p> <p>Quarter 2 - This was put on hold as to determine an alternate solution to conduct in a large group for cost savings. It will be completed in the 3<sup>rd</sup> quarter.</p> <p><b>2017</b></p> <p>Quarter 1 - We will be setting up 2 sessions. One will be on-line for those that want to do it that way, the other will be a classroom setting.</p> <p>Quarter 2 – Supervisors who are taking the on-line courses will need to complete prior to August 15.</p> <p><b>Quarter 3 – Some supervisors completed the online course in the summer. We have another online course for the late Fall and also a classroom session scheduled.</b></p>
Provide Safety incentives/recognition awards	Rob/Sheila		<p><b>2016</b></p> <p>Quarter 1 Incentives/Recognition items are being discussed, as well as a guideline to follow on giving out those items. It is currently with the Regional JWHSC for development.</p> <p><b>2017</b></p> <p>Quarter 1 - Looking at different options. This has been put on hold.</p> <p>Quarter 2 – We will be purchasing \$500 worth of gift cards. These will be used as spot recognition when safe work is observed with an employee.</p> <p><b>Quarter 3 – Gift cards have been given out to employees for safe work, going above and beyond, and promoting the safety program.</b></p>
Motivational Speaker for safety	JWHSC		<b>2017</b>

event – team building day			<p><b>Quarter 1 - A Regional Team Bldg. afternoon was organized for Q2. We have some events scheduled and Spencer Beach coming in to do a presentation.</b></p> <p><b>Quarter 2 – Regional Team Bldg. went well. It was a great way to work with our neighboring municipalities. The motivational speaker was very good and helped drive our safety program home with the employees.</b></p> <p><b>Quarter 3 – Team bldg. event is scheduled for Oct 27.</b></p>
Appropriate funds for PPE	Rob		<p><b>2017</b></p> <p><b>Quarter 1 – This goes through the departments to budget for.</b></p> <p><b>Quarter 2 – We had a convex mirror installed by the power pole to help with the blind spot on the side of the bldg.. when you leave the south parking lot.</b></p> <p><b>Q3 – AED’s needed to have batteries and pads replaced, this was unexpected cost as it was originally tracked. We now have everything tracked and can budget accordingly for replacements as needed.</b></p> <p><b>Bear spray was purchased and is also being tracked for expiry, it is also a legal requirement to track.</b></p>
Review Working Alone System			<p><b>2017</b></p> <p><b>Quarter 1 - Spots are causing lots of problems. Caitlin has been troubleshooting with Aware360 to get things on track and organized. The Transfer Stations will be getting Spots as they typically work alone.</b></p> <p><b>Once we get the Spots up and running properly it will be rolled back out the grader operators again.</b></p> <p><b>Quarter 2 – The SPOTS have had a lot of attention to get them in operation status. We have all the problems worked out and have them running properly. We have more staff now using them. We also have staff that are using the APP on their phones.</b></p> <p><b>Quarter 3 – Caitlin did a fantastic job getting the SPOTS up and running the way it should’ve been. The supervisors were trained on the SPOTS to ensure they enforce the use of them with their employees. We don’t seem to be having any issues with them anymore.</b></p>

**Goal 8 - Utilities**

<b>Goal 8: Utility systems are maintained and upgraded on a regular basis to ensure effective and efficient delivery of services</b>			
<b>Action</b>	<b>Lead</b>	<b>Target Date</b>	<b>Quarterly Report</b>
<p>Work towards improved water quality in Ashmont and Mallaig</p> <ul style="list-style-type: none"> <li>- Determine water supply for Ashmont, Lottie Lake – WTP or Transmission line from Spedden</li> <li>- Move Wiggen Test plant to Mallaig following Ashmont project to enhance water quality there</li> </ul>	Utility Staff/Engineers	<p>WTP – March 2014</p> <p>Test Plant – spring 2013</p>	<p><b>2013</b></p> <p><b>Quarter 1, 2013 - Ashmont Water Treatment plant detailed design is complete. As of April 30, ready for tendering. Administration to liaison with AT to determine if projects that exceed the approval will be funded....this will be part of any tender document. Council to determine if we proceed to tender at the May Council meeting.</b></p> <p><b>Quarter 2 - Ashmont Water Treatment Plant was tendered out. Council to determine if tender will be awarded following review by Alberta Transportation – and approval by Transportation to cover the unfunded portion – when they are able.</b></p> <p><b>Quarter 3 – Following meeting with Alberta Transportation and letter received regarding funding – Council determined to put the awarding of the tender for the Ashmont WTP on hold in order to look at other options. Options that will be explored include: connection to Hwy 28/63 Water Commission at Spedden; connection to St. Paul; and construction of WTP. Council will make determination at October Council meeting.</b></p> <p><b>Quarter 4 – Council received report from Urban Systems and based on the report made a resolution to proceed with a scope change requesting to build a line from St. Paul to Ashmont – provided the Town of St. Paul is interested in supplying water to the County. Then in November, the County received new information regarding the price of water from the Hwy 28/63 Commission at Spedden, as well they asked Administration to research potential water line from Cold Lake to Glendon.</b></p> <p><b>2014</b></p> <p><b>Quarter 2– Council approved the expenditure of \$20,000 to</b></p>
Work on Water Supply from Spedden to Ashmont –	Sheila/Engineers	Dec 2015	
Agreements for Water Supply, Use of Building for the water connection from Spedden to Ashmont	Sheila/Kyle/Engineers	Spring 2016	
Upgrade truck fill at Ashmont – to include account number/coin option. – 2016 this project to be completed with the water line construction, however not funded by Water for Life.	Utility Staff	Fall 2016	
Water line construction to occur in 2016.	Utility Staff/Engineers	Fall 2016	
Letter has been sent in for Mallaig connection – proceed if accepted	Sheila		



by AT			
Design and Construction of water transmission line from Ashmont to Mallaig – with Federal and Provincial grant dollars as well as debenture funding. - 2017	Bryan/Sheila	Fall 2017	look at the supply of water that can be provided to the County of St. Paul from the Hwy 28/63 Commission. This study will provide Council with information as to what population will trigger required upgrades on that line and the scope of the upgrades – pumping or twinning of lines. Quarter 3 – Council received Associated Engineering report at the September Council meeting – decision was deferred to a future meeting.
Upgrade Truckfill in Mallaig – 2017	Bryan/Sheila	Fall 2017	Quarter 4 – Council resolved to ask for a scope change to connect to the Spedden line. Application was sent to Alberta Transportation.
Explore Truckfill at Boscombe Hall – depending on alignment for waterline.			<p><b>2015</b></p> <p>Quarter 1 – Water Supply Agreements and agreements to utilize a Smoky Lake County building discussions have begun. These discussions have resulted in further amendments to the scope of the project that have been submitted to Alberta Transportation as at March 31, 2015. Detailed design of the transmission line and Ashmont connection are underway, the connection at Spedden is being held up by the negotiations with Smoky Lake County and Alberta Transportation.</p> <p>Quarter 2 – Have met with Alberta Transportation staff to discuss latest scope change – they have agreed to the scope change and have sent to the Minister recommending approval. We will be re-routing water line in Ashmont to avoid the Iron Horse Trail and potential contaminated soil in that area.</p> <p>Quarter 3- County has received approval from Alberta Transportation for the scope change. Engineering detailed design is continuing.</p> <p>Quarter 4 – Final Detailed design is almost complete. We have entered into an agreement with Muni-Corr regarding using the Iron Horse Trail ROW for the waterline. Administration and Engineers have looked at the first draft agreement between the County and the Highway 28/63 Water Commission as well as between the County and</p>

			<p>Smoky lake County. We will have a meeting early in January to work out some more details. A borrowing bylaw will be approved in December for the County's portion of this project. County sent a letter to Alberta Transportation requesting consideration of the Water for Life Funding to extend waterline from Ashmont to Mallaig. A letter has been received back indicating the County's request is in the que.</p> <p><b>2016</b></p> <p>Quarter 1 – County Council has approved Construction Access Agreement with Smoky Lake County. The 12 km Water Transmission Pipeline project has been tendered out with tenders to be opened on April 5, 2016.</p> <p>Quarter 2 – Water Transmission project was tendered with the award going to Directional Mining and Drilling. The project commenced in May 2016 and is expected to be completed by end of September. Approximately 1/3 of the pipe is installed by the end of June 2016. Council approved the Water Supply Agreement with Highway 28/63 Water Commission.</p> <p>Quarter 3 – The waterline from Spedden to Ashmont is complete, however the work within the water treatment plants at both ends will not be completed until later in October. Plans to flush distribution systems in Ashmont and Lottie Lake are being delayed until commissioning of the system. Debenture for the project has been received in the amount of \$785,000.</p> <p>September 1 the Federal Government announced funding under the clean water and wastewater program that will assist with funding for the water line from Ashmont to Mallaig. Council approved to commence negotiation with Urban Systems for engineering of the last leg of this project. Urban Systems has been the engineer for the project since 2010.</p> <p><b>2017</b></p> <p>Quarter 1 – It has been determined that the Ashmont to</p>
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			<p><b>Mallaig project requires an Inter-Basin Transfer which requires a Special Act of the Legislature to be approved. The process involved public consultation with stakeholders as well as an Environmental Impact Study. The Environmental Impact Study has been completed. Public Consultation process has been determined and will commence in the 2<sup>nd</sup> quarter. We expect to complete the process by end of May and have this presented on the Legislative agenda for Fall 2017. This process has delayed the design and construction of this project to fall of 2017 – construction to be in 2018. Administration has requested an extension to March 2019 for project completion.</b></p> <p><b>The Spedden/Ashmont project is winding down with the water starting to flow in December 2016. However substantial completion was not reached until late January. The contractor still has a few outstanding items to complete in 2<sup>nd</sup> quarter to finalize the project - some of these include work on the trail that can't be completed until the weather warms up.</b></p> <p><b>Quarter 2 – The County has completed its public consultation regarding the InterBasin Transfer required to get water to Mallaig. The consolidated information has been sent to Alberta Environment with the expectation that it will get on the Fall 2017 Legislative agenda. Work on the upgrades to the Highway 28/63 water line have commenced with engineering design being worked on. Expect this work to be tendered summer of 2017.</b></p> <p><b>Administration is working with our engineers to ensure completion if deficiencies on the Spedden/Ashmont line.</b></p> <p><b>Quarter 3 – We have been informed that the Inter-Basin Transfer Special Act required to bring water to Mallaig will be combined with the Inter-Basin Transfer required to supply water to Whitefish First Nation. We anticipate the Legislature to contemplate the Special Act early in the fall</b></p>
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			sitting. Our consultants are proceeding with Detailed Design for the transmission line from Ashmont to Mallaig as per Alberta Transportation instruction. Should the Special Act be approved we will be ready to pre-qualify contractors to bid on the construction of the line and be ready to tender in early 2018. The pump upgrades required for the line are being tendered shortly by the Highway 28/63 Water Commission. We are currently looking at the communication tower required for the SCADA systems to determine the best location for the project.
When requested, explore providing water to Developments	Sheila	2016 as requested	<p><b>Quarter 1,2,3,4 – No requests</b></p> <p><b>2017</b></p> <p><b>Quarter 1 –</b> Some interest from a few residents at Mann Lakes – we will be trying to determine the level of interest and be open to discussions regarding potential connection.</p> <p><b>Quarter 3 –</b> we have had some interest near Ashmont for connection to the water distribution system at the PaulHaven Camp and potential to Cameron Cove. In addition we have had interest in Bayview Beach area where a lot owner is wishing to connect as another resident is set to connect as already approved by Council.</p>
Allow water connections for Smoky Lake Residents as per agreement with Smoky Lake County and Highway 28/63 Water Commission. The cost of these connections to be paid by the resident.	Bryan/Sheila	Summer 2017	<p><b>2016</b></p> <p><b>Quarter 1 –</b> in 2016 Council entered into agreements with Smoky Lake County and the Highway 28/63 water commission that would allow the connection of Smoky Lake County residents along the County of St. Paul owned water transmission line to access water and be billed by the County. Council made a motion indicating that any Smoky Lake County resident wishing to connect to the transmission line could connect provided they paid the entire cost of the connection and applied to be a utility customer of the County of St. Paul.</p> <p><b>2017</b></p> <p><b>Quarter 2 –</b> One Smoky Lake County Resident is getting</p>

## Appendix 1 for 8.9.: 2017 Strategic Plan 3rd Quarter

			<p>ready to hook up to the transmission line. We have provided him a quote for the meter vault – the County would look after the construction of this and invoice the full cost to the resident.</p> <p><b>Quarter 3 – the infrastructure is ready for the Smoky Lake Resident to connect, just waiting on the contractor to be able to complete the task.</b></p>
<p>2014-2015 Consider application under new Federal Program for upgrade of water distribution systems in Lottie Lake, Ashmont, Bayview Beach, potential Co-ops off St. Paul/Elk Point line (with the municipal portion funded by residents)</p> <p>2017 – Explore new funding opportunities under new Provincial Government for replacement of water distribution lines in Lottie Lake and Ashmont.</p> <p>Consider Local Improvement Tax as option to replace water distribution lines in Lottie Lake</p>	<p>Sheila</p> <p>Kyle</p> <p>Sheila</p>	<p>When announced</p> <p>Ongoing</p> <p>Winter 2017</p>	<p><b>2013</b></p> <p><b>Quarter 2 – Program will not be open for applications until 2014.</b></p> <p><b>2014</b></p> <p><b>Quarter 2– Open Houses were held for Lottie Lake and Ashmont residents in June to determine support for new water distribution lines. A newsletter was sent out in June to all residents giving them until the end of July to respond – Council will proceed with an application based on these responses.</b></p> <p><b>Quarter 3 – Council reviewed the responses from Lottie Lake and Ashmont residents. It was determined to submit Building Canada Grant applications for both projects when the program is available to receive applications. It has been indicated that no applications will be accepted until early 2015.</b></p> <p><b>Quarter 4 – Building Canada grant not accepting applications yet.</b></p> <p><b>2015</b></p> <p><b>Quarter 1– Building Canada Grant application for distribution lines in Lottie Lake and Ashmont was submitted on April 1, 2015.</b></p> <p><b>Quarter 3 – we did not receive grant for this project.</b></p> <p><b>2017</b></p> <p><b>Quarter 2– The County continues to research grants that may be used to replace waterlines.</b></p>
<p>2014 -Review Ashmont Lagoon Feasibility study and work on implementation plan.</p>	<p>Council</p>	<p>January 2014</p>	<p><b>2014</b></p> <p><b>Quarter 2 – Work has commenced on the de-sludging of the Ashmont Lagoon – will take place in July/August.</b></p>

<p>2014-15 Short Term measures to extend life of Ashmont Lagoon:</p> <ul style="list-style-type: none"> <li>• De-sludging lagoon - \$85,000</li> <li>• Re-route trucks to Mallaig (once upgrades complete)</li> <li>• Geo-technical review of area for lagoon expansion</li> <li>• Purchase of required land</li> </ul> <p>2015 Detailed design of lagoon upgrade – construction to be in future years 2016-1017. Design \$565,600</p> <p>2016 - Commence construction of lagoon expansion in 2016.</p> <p>2017 – build a joint waste water transfer station as per the Building Canada grant approval. (Joint with the County of Two Hills)</p> <p>Explore if Build Canada program will assist with upgrade of road required for wastewater transfer station.</p>	Utility staff/Engineers	Summer 2014	<p>Flow Meter is scheduled to be installed in July. Geo-technical review has been completed.</p> <p><b>Quarter 3 – Lagoon has been de-sludged - flow meter has been installed.</b></p> <p><b>Quarter 4 – Received report from Urban systems on wastewater plan based on work done at Ashmont lagoon over last 2 years.</b></p> <p><b>2015</b></p> <p><b>Quarter 1- Building Canada Grant application was submitted for upgrade to Ashmont Lagoon and Transfer Station – joint with the County of Two Hills was submitted on April 1, 2015.</b></p> <p><b>Quarter 2– Land agreement has been signed with Allan and Shirley Tkachuk.</b></p> <p><b>Quarter 3– County was approved for Building Canada Grant for expansion of Ashmont Lagoon along with a joint waste water transfer station with the County of Two Hills. We are working on procurement of Engineering Services for the project.</b></p> <p><b>Quarter 4– Council will pass a borrowing bylaw to address the County’s portion of this project. Engineers have been contracted for the project with Urban Systems being successful consultants. Preliminary design has begun for the project. Expect the lagoon and waste water transfer station to be tendered out as two projects.</b></p> <p><b>2016</b></p> <p><b>Quarter 1 – Engineering for this project has commenced and is at the 60% phase. Contractors have gone through a Pre-Qualification process. There were 40 respondents with 21 contractors deemed qualified to bid on the project. We expect tenders to go to the qualified contractors by early May 2016. Engineering consultant is still working on finding a location for the waste water transfer station portion of this project.</b></p> <p><b>Quarter 2 – Tender for the lagoon portion of this project</b></p>
	Sheila		
	Engineers	Fall 2015	
	Utility Staff/Engineers	Fall 2016	
	Bryan/Sheila	Summer 2017	
	Kyle	1 <sup>st</sup> quarter 2017	

			<p>has gone out to qualified bidders in May 2016. Tender was awarded to G&amp;J Parking Lot Maintenance LP. The Lagoon portion of the project commenced the end of June 2016. The County is still exploring options for the location of the Waste Water Transfer Station identified as part of this project.</p> <p>Quarter 3 – the lagoon will be complete in October 2016. Debenture has been received for the lagoon portion of the project in the amount of \$1,112,000. Location of the waste water transfer station is being determined. Geotechnical analysis has been completed – results will confirm if the location is suitable. If suitable, landowners within 800 meters of the development will be notified of the proposed development.</p> <p><b>2017</b></p> <p>Quarter 1 – the lagoon was completed to the point that it could be operated prior to the end of 2016, however some final landscaping work will be completed in 2<sup>nd</sup> Quarter 2017. Septage Haulers were provided new agreements and given an access code to be able to dump at the Ashmont Lagoon.</p> <p>The Waste Water Transfer Station engineering design and tender were completed for a location south of Lafond. Residents of the area were notified by letter of the proposed location and with no concerns, Council moved forward with the proposed location. Tenders for the project were opened April 6, 2017 and will be reviewed at the April Public Works meeting for award. We expect the project to be completed in July or August of this year.</p> <p>Quarter 2 – the Waste Water Transfer Station project was tendered out and construction is set to begin in July 2017. The County of Two Hills has sent their \$175,000 capital contribution to the County.</p> <p>Final work on the Ashmont Lagoon will be starting in July</p>
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			<p><b>2017 and expect to be complete early August.</b></p> <p><b>Quarter 3 – the Waste Water Transfer Station has received substantial completion at the end of September. There are still a few deficiencies to deal with at both this project as well as the Lagoon project. We will delay using the Waste Water Transfer Station as the road project is not complete and the County must work with County of Two Hills to determine rate structure for the use of the Transfer Station.</b></p>
Conduct and inventory water wells in subdivisions and ensure they are secured and signed as non-potable water supplies. Include their location on the GIS System –	Danny	Summer 2017	<p><b>2015</b></p> <p><b>Quarter 3 – Not completed</b></p> <p><b>Quarter 4 – Not completed</b></p> <p><b>2016</b></p> <p><b>Quarter 2 – Work in Progress</b></p>
Meet with Salt Plant/Riverview residents regarding water and sewer lines in Riverview	Sheila/Utility Staff	1 <sup>st</sup> quarter 2017	<p><b>2015</b></p> <p><b>Quarter 1 – Included septic tanks for Riverview. Working with legal counsel regarding update to Utility bylaw – will arrange meeting with residents following update of bylaw.</b></p> <p><b>Quarter 2 – working on Utility Bylaw – hope to have ready for Council consideration in September.</b></p> <p><b>Quarter 3 – Utility Bylaw will be effective January 1, 2016, therefore meeting will be deferred to new calendar year.</b></p> <p><b>Quarter 4 – Administration will hold meetings with residents and salt plant in early new year.</b></p> <p><b>2016</b></p> <p><b>Quarter 1 – Administration is obtaining legal advice and opinion regarding the utility services in Riverview.</b></p> <p><b>Quarter 2 – Administration continued work with legal counsel to determine strategy for utility services in Riverview</b></p> <p><b>Quarter 3 – legal opinion has been received. Meetings to be scheduled in the 4<sup>th</sup> quarter.</b></p> <p><b>2017</b></p> <p><b>Quarter 1 – We are working with a lawyer to draft a letter to the Salt Plant regarding the provision of utility services in Riverview. We will be sending that letter out early in the</b></p>



			<p><b>2<sup>nd</sup> Quarter.</b>  <b>Quarter 2 – letter was sent to Salt Plant – no response yet, have been following up by email.</b>  <b>Quarter 3 – we have received a response from the Salt Plant indicating they are not willing to partner with the County on this project. Administration is reviewing legal advice on this issue and will discuss with Council at a later date how the County will move forward with this issue.</b></p>
Complete Bulkwater Truck Loading Facility in Elk Point area (this project managed by the Town of Elk Point as per ACP Grant approval)	Bryan	Summer 2017	<p><b>2016</b>  <b>Quarter 1– The County and Town of Elk Point have been successful in obtaining an ACP grant for a bulk water truck loading facility in Elk Point.</b>  <b>Quarter 2 – The Town of Elk Point is commencing with Qualification Based Selection for Engineering consultants for the Bulkwater Truck Loading Facility. Invitations to engineering consultants went out at the end of June 2016.</b>  <b>Quarter 3 – the Town of Elk Point has determined that Urban Systems will be the engineer for the project.</b></p> <p><b>2017</b>  <b>Quarter 1 – 4 locations have been determined as potential sites for this truck loading facility. Administration from Town and County will be meeting with Alberta Transportation to discuss our 1<sup>st</sup> choice for location in the 3<sup>rd</sup> week of April. The Town and County have met with the Elk Point Ag Society to discuss options should we be unable to build at our preferred location as their land would be our 2<sup>nd</sup> choice.</b>  <b>Quarter 2 – The preferred location has been ruled out as an option following meeting with Alberta Transportation. The County and Town of Elk Point will be working with the Elk Point Ag Society to come to agreement regarding purchase of approx. 1 acre of land near CG Baker Arena.</b>  <b>Quarter 3 – The County and Town of Elk Point have successfully negotiated a land Transfer agreement to provide the needed land to construct the Elk Point Water Truck Fill Station. As part of this agreement, the County</b></p>

			<b>will do some landscaping work for the Elk Point Ag Society to help with drainage and get them ready for their proposed building expansion.</b>
Participate in a feasibility study to assess current street lighting practices and the potential for energy efficiency and better integration of data in GIS database			<b>2017</b> <b>Quarter 1: ACP Grant Application approved; project will commence in 2<sup>nd</sup> Quarter</b> <b>Quarter 2: Project has commenced; the Summer Village has hired Urban Systems to oversee the project and the municipalities are currently working with ATCO to gain access to lighting data</b> <b>Quarter 3 – ATCO is working on a Non-Disclosure Agreement that each municipality will need to sign. They will also provide a data sharing agreement that will allow the 4 municipalities to share the data for the purposes of the project.</b>

### Goal 9 – Waste Management

<b>Goal 9: Waste management enhances and encourages “best practices” in waste disposal</b>			
<b>Action</b>	<b>Lead</b>	<b>Target Date</b>	<b>Quarterly Report</b>
Front Load Waste bins 2- front load/2 – rolloff bins \$20,000	Tim/Warren	1 <sup>st</sup> quarter 2017	<b>2017</b> <b>Quarter 1 – Defer to second quarter until 2017 budget approval</b> <b>Quarter 2 – Waste bins have been received.</b>
Roll Off Truck replacement \$225,000 – 2017/18	Tim/Warren	Dec 2017	<b>2017</b> <b>Quarter 1 - Truck ordered should arrive in April/May 2017</b> <b>Quarter 2- Truck has arrived and is in service.</b>
Lac Bellevue Bin Site – at overflow	Tim/Warren	Dec 2017	<b>2017</b> <b>Quarter 1 – Waiting for approval from Alberta Environment and Parks to amend the current lease to include the overflow area</b> <b>Quarter 2 – nothing to report</b> <b>Quarter 3 – Deferred to 2018</b>
Review Private bin rental fee vs cost	Sheila/Darlene	1 <sup>st</sup> quarter 2017	<b>2017</b> <b>Quarter 1 - Analysis was prepared by Finance Clerk – rate to stay the same</b>

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Consult with Elk Point to have joint ownership of Elk Point Transfer station – based on salt shed/pole shed project and operational agreement	Sheila	1 <sup>st</sup> quarter 2017	<b>2017</b> <b>Quarter 1 – The County and Town of Elk Point have signed agreement to transfer 50% ownership of the Transfer Station site to the County. The County is paying the Town \$300,000 to own 50% of the site.</b> <b>Quarter 2 – Land transaction is complete.</b>
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### Goal 10 – FCSS

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

Actions	Lead	Target Date	Quarterly Report
Meet the target set out by the province to spend 50% of the budget on Children and youth programs.	Janice	Dec 2017	<b>2017</b> <b>Quarter 1 - 74 % of the 2016 was spent on child and youth programs.</b>
Organize High Heels and Spurs Program for schools in our region	Janice & Coco	Dec 2017	<b>2017</b> <b>Quarter 1 – Completed the week of March 20-24</b>
Hold a Seniors Clinic on Alberta Seniors Benefits changes once per year	Janice & Coco	Oct 2017	<b>Quarter 1 - Board cancelled this action item at the August 9, 2017 board meeting.</b>
Organize and host Seniors Festival	Janice, Coco, Terry	Dec 2017	<b>Quarter 1</b> <b>Quarter 2 – Hall booked in Ashmont for November 24,2017</b>
Provide recognition to Community Volunteers	Janice, Coco, Terry	Ongoing	<b>2017</b> <b>Quarter 1 - Volunteer Alberta grant approved for 2017</b> <b>Quarter 2- Completed April 24 and June 29.</b>
Administer the Meals on Wheels Program	Janice, Coco, Terry	Ongoing	<b>2017</b> <b>Quarter 1 -- 5 people are currently receiving meals on</b>

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			wheels Quarter 2- 2 people are receiving Meals on Wheels Quarter 3 - Ongoing
Arrange Joint Board Meetings with the Town Of St. Paul FCSs to insure no Overlap of Service	Janice	Dec 2017	2017 Quarter 1 – This has been cancelled as per Board direction.
Update FCSS Policy & Procedures Manual as requested	Janice	Ongoing	Ongoing
Welcome Baby program, Administer & implement changes as required	Janice, Coco Terry	Ongoing	Quarter 1 – Ongoing Quarter 3 - Ongoing
Welcome to the County and Elk Point Packages. Administer & implement Changes as required	Janice, Coco Terry	Ongoing	Quarter 1 – Ongoing Quarter 3 - Ongoing
Coordinate and Manage the annual Ashmont and Mallaig Summer Programs	Janice	Sep 2017	2017 Quarter 1 – Staff hired for 2017 program year. Quarter 2 –Program started July 4,2017. Quarter 3 - Completed
Manage and Coordinate the Community Connector Trailer	Janice & Coco	Ongoing	2017 Quarter 1 – Trailer is already booked for the 2017 season. The Trailer is being re-decalled as the Co-op has changed their name. Quarter 3 – Last event is booked for September 28, 2017. Then the trailer will be winterized.
Administer the Mallaig Moms N Tots	Janice	Ongoing	2017 Quarter 1 – Good Attendance Quarter 3 – Very good attendance.
Administer the Ashmont Moms N	Janice & Coco	Ongoing	2017

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Tots			<b>Quarter 1 – Good Attendance</b> <b>Quarter 3 – Very good attendance.</b>
Coordinate the Volunteer Income Tax Program	Coco, Terry	Jun 2017	<b>2017</b> <b>Quarter 1 – Program started March 1 and to date we have completed just under 200 taxes.</b> <b>Quarter 2- Completed 272 to date.</b> <b>Quarter 3 – Completed.</b>
Coordinate Seniors Week Events	Janice, Coco Terry	Jun 2017	<b>2017</b> <b>Quarter 1 –Seniors week is June 4-9. Some communities are booked waiting for others to get back to me.</b> <b>Quarter 2- Completed Mallaig 33,Ashmont 22,Heinsburg 18,Elk Point 48.</b>
Complete the Annual Report as Requested by the Province	Janice	June 2017	<b>2017</b> <b>Quarter 1 – Elk Point's is completed and sent to the Province. County's is completed but waiting for letter from the auditors.</b> <b>Quarter 2 – Completed all Annual reports.</b>
Complete Outcome Measures as requested by the Province	Janice	Dec 2017	<b>2017</b> <b>Quarter 1 – Just working on the final numbers. But the Province is not ready for the input yet.</b> <b>Quarter 2-Completed</b>
Provide Support & Direction to Seniors that are being Abused	Janice	Ongoing	<b>2017</b> <b>Quarter 1 – Ongoing</b> <b>Quarter 3 – Ongoing.</b>
Administer the community Counselling program- & implement Changes as Requested	Janice	Ongoing	<b>2017</b> <b>Quarter 1 – Not as busy this quarter as last quarter.</b> <b>Quarter 2- Very busy.</b>

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			<b>Quarter 3 – Very busy.</b>
Provide Support/Referrals to individuals that Request Assistance	Janice, Coco, Terry	Ongoing	<b>2017</b> <b>Quarter 1 – Ongoing</b> <b>Quarter 3 – Ongoing.</b>
Consider contribution to the FSLW Program (request \$30,000) not included in FCSS budget – would be over and above County required contribution for FCSS			<b>2017</b> <b>Quarter 1 –Awaiting Application from the school board and direction from council.</b> <b>Quarter 2 – Issued cheque</b> <b>Quarter 3 – Complete</b>
Administer snow angel volunteer program for hamlets	Janice/Coco	Ongoing	<b>2017</b> <b>Quarter 1 – Ongoing</b> <b>Quarter 2 – Ongoing</b> <b>Quarter 3 –Ongoing.</b>
Assist the general Public with ongoing support and Direction	Janice, Coco, Terry	Ongoing	<b>2017</b> <b>Quarter 1 – Ongoing</b> <b>Quarter 3 –Ongoing</b>
Coordinate the Elk Point Community Information night	Janice, Coco, Terry	Sept 2017	<b>2017</b> <b>Quarter 1 – Will be booked in September 2017.</b> <b>Quarter 2 – Hall booked for September 5, 2017</b> <b>Quarter 3 –Completed 281 people attended.</b>
Continue the Community Night Movies	Janice	Sept 2017	<b>2017</b> <b>Quarter 1 – Summer staff hired and 4 STEP applications completed.</b> <b>Quarter2 – First Movie July 1,2017 in Elk Point over 175 people attended.</b> <b>Quarter 3 – Completed, see outcome measures for the numbers.</b>

Coordinate Summer events in the communities			<b>2017</b> <b>Quarter 1 – Staff hired</b> <b>Quarter 2 – Events are well under way</b> <b>Quarter 3 – Completed, see outcome measures for the numbers.</b>
Coordinate and partner with Extreme for community bussing	Janice	Dec 2017	<b>2017</b> <b>Quarter 1 – Ongoing, one trip used in February 2017.</b> <b>Quarter 2 – 3 trips booked to date</b> <b>Quarter 3 – 5 trips used to date.</b>

### Goal 11 – Agriculture

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

Actions	Lead	Target Date	Quarterly Report
Work with highway maintenance contractor to ensure weeds are controlled around those highways	Dennis/Keith	April 2017	<b>2013</b> <b>Quarter 2 - Agreed to do some weed control along highways in troubled areas. Costs covered (2013)</b> <b>2014</b> <b>Quarter 1- This is based on a per year basis. Transportation will cover costs for any type of work done. Sk</b> <b>Sprayed for weeds on highways near Ashmont. We continue to be in contact with the Ministry of Transportation to ensure their roads are kept clear. Currently we have up to \$5000 to spend on weed control on highways in the County from the Ministry. Kk</b> <b>2015</b> <b>Quarter 1 – Meetings with Alberta Transportation scheduled for April 2015.</b> <b>Quarter 2 – Province has indicated they will do very limited mowing along Provincial highways. They will only deal with weed issues if they receive a weed notice from the County – in the past we have sprayed in some areas for them and then</b>

			<p>invoiced – this will not be allowed this year.</p> <p><b>2016</b>  <b>Quarter 1 – Ongoing</b>  <b>Quarter 2 – Alberta Transportation has been notified if they do not ensure weed control along provincial highways the County will issue weed notice.</b>  <b>Quarter 3 - Portions of the Provincial Highways were sprayed. This will be charged to Carillion. After some discussion, we were given up to \$5000 to control noxious weeds on the Provincial Highways.</b></p> <p><b>2017</b>  <b>Quarter 1 – Received notice from province that they are implementing a Hwy Vegetation Management Plan in 2017. Mowing and spraying will take place on a 4-year rotation TM Alberta Transportation has a four-year plan in place. All provincial highways to receive a top spray and top cut. HWY 28, HWY 29 and HWY 36 to receive fence line to fence line spray. KK</b>  <b>Quarter 3 - – Provincial highways received a top pass for mowing and spraying. HWY 28, 29 and 36 are mostly done their fence line to fence line mow.</b></p>
Increase summer staffing by shared student (shared with FCSS) to assist with increased work for Club Root program and increased duties of ASB staff.	Keith	Spring 2017	<p><b>2017</b>  <b>Quarter 1 – Will use the FCSS summer student from mid-June to mid-July to check for clubroot in fields with the ASB summer student.</b>  <b>Quarter 2 – Clubroot inspections have commenced.</b>  <b>Quarter 3 – Hired a temporary student for the end of August as the FCSS student was too busy with FCSS work to help us this summer.</b></p>
Coyote Bounty for predation control - \$20,000 for Jan-Mar	Keith /Warren	Dec 2017	<p><b>2013</b>  <b>Quarter 1 – Program has ended for the spring with 944</b></p>



## Appendix 1 for 8.9.: 2017 Strategic Plan 3rd Quarter

<p>2014 and additional \$10,00 for fall 2014</p> <p>Continue program in 2015</p> <p>Continue program in 2016</p> <p>Continue program in 2017</p> <p>Continue to advocate to our neighbouring municipalities regarding joining this program</p>			<p>coyotes/1 wolf brought in (in 2012 over 1400 coyotes were brought in). \$10,000 left in the budget to commence the program again in November 2013.</p> <p><b>Quarter 2 –</b></p> <p><b>Quarter 4 – Coyote Bounty commenced again November 1, 2013</b></p> <p><b>2014</b></p> <p><b>Quarter 1 - The coyote bounty has received approximately 1300 coyotes and 3 wolves from the reduction program as of April 1, 2014.</b></p> <p><b>Quarter 4 – Program commenced for winter 2014/2015.</b></p> <p><b>2015</b></p> <p><b>Quarter 1 – Budget expended in March 2015. Total from fall to spring. 1602 coyotes, 13 wolves.</b></p> <p><b>Quarter 4 – 185 coyotes brought in to date this fall.</b></p> <p><b>2016</b></p> <p><b>Quarter 1 – Program has completed at end of March – 1606 coyotes and 3 wolves have been brought in (November 2015- March 2016) – Budget was mostly expended – balance of \$685 left in budget.</b></p> <p><b>Quarter 3 - Fielded a few calls about the program. Cleaned up tools to be ready for fall.</b></p> <p><b>2017</b></p> <p><b>Quarter 1 – Received 985 coyotes and 5 wolves through the program. 68 ratepayers accessed the program. The program ended March 31, 2017 and will begin again on Nov 1, 2017 if it is continued.</b></p> <p><b>Quarter 3 – Will continue with the bounty on Nov 1, 2017.</b></p>
<p>Continue with Oxeye Daisy program – 2016 – Education</p>	<p>Keith</p>	<p>Dec 2017 - ongoing</p>	<p><b>2014</b></p> <p><b>Quarter 1, 2104 – We will map out the oxeye daisy outbreak around Ashmont and report how it can spread from year to year. We will continue to have discussions with local residents about the weed. We will ensure County roads are clear of oxeye daisy.</b></p> <p><b>2016</b></p>

			<p><b>2016</b>  <b>Quarter 1 – Planned areas to survey for the upcoming season and noted the Ashmont area for Oxeye Daisy.</b>  <b>Quarter 3 – Sprayed Highways around Ashmont and did some private spraying for the weed.</b></p> <p><b>2017</b>  <b>Quarter 1 – Planning to survey the Ashmont and area for noxious weeds. Continued to give out weed information booklets.</b>  <b>Quarter 3 – Will target Ashmont, Hillside Estates and an area by the Summer Village of Horseshoe Bay for noxious and prohibited noxious weeds for 2017-18.</b></p>
Spraying map to be communicated to Bee Keepers in the area. Notification prior to spraying.	Keith	Summer 2017	<p><b>2016</b>  <b>Quarter 3 - Started to Compile a list of Bee Keepers in the County to be sent notifications for 2017.</b></p> <p><b>2017</b>  <b>Quarter 1 – Compiling a list of beekeepers to send our plans for spraying this year.</b>  <b>Quarter 3 – Communicated with beekeepers of our plans to spray. Will send out letters to beekeepers before May 2018 of our plans to spray roadsides.</b></p>
Ensure new road construction/back sloping is reviewed for spraying for up to 5 years.	Keith	Summer 2017	<p><b>2016</b>  <b>Quarter 1 – Maps of back sloping/ new road construction/ mulching are updated for 2016 spray season.</b>  <b>Quarter 3 – Areas on maps are checked to see if they need to sprayed in 2016. Areas not sprayed will be checked in fall.</b></p> <p><b>2017</b>  <b>Quarter 1 – Maps of back sloping, new road construction, and mulching are updated for the 2017 spray season.</b>  <b>Quarter 3- Roads will be checked this fall to plan our roadside spray program for 2018.</b></p>
Club Root education for producers	Keith	Dec 2017 -	<p><b>2016</b></p>

<p>and for industry. Best Practices.</p> <p>Continue to staff ASB to check all canola fields in the County</p> <p>Send Pest Notice reminders to landowners affected by Club Root.</p>		ongoing	<p><b>Quarter 1 – Additional staff member has been included in the 2016 Preliminary Budget to assist with field inspection/club root education.</b></p> <p><b>Quarter 2 – additional staff member is hired – working to map where canola is planted in the County in preparation for field inspections later in the summer.</b></p> <p><b>Quarter 3 – field inspections of approximately 600 canola fields have taken place. There is potential of 2 fields being identified with the presence of club root. If confirmed, the landowner will be contacted regarding the county’s club root policy document.</b></p> <p><b>2017</b></p> <p><b>Quarter 1 – Summer student hired to complete clubroot surveys in 2017. Clubroot map is saved in our database for comparison to upcoming years.</b></p> <p><b>Quarter 2- Field inspections have commenced. Canola was planted on two fields that have pest notice since 2015. Landowner was notified that crops would be destroyed as per the Pest Act. County will seek Court Order to proceed.</b></p> <p><b>Quarter 3 – There were 629 canola fields planted in the County in 2017. 30 fields tested positive to clubroot and pest notices were sent out on Sept 29, 2017. The two fields mentioned above were sprayed out and sent another pest notice for 2017.</b></p>
<p>Consider mowing of all ditches along all developed road allowances</p> <p>Consider purchase of smaller mower (would work better for mowing the Iron Horse Trail)/Consider contracting out Iron Horse Trail</p> <p>Contract out mowing of gravel roads?</p>	Keith	Spring 2017	<p><b>2017</b></p> <p><b>Quarter 1 – Considering the purchase of a new 10-foot mower and tractor for mowing subdivisions, special events, and the Iron Horse Trail. Considering tendering out the mowing of the Iron Horse Trail (if new tractor/mower is not approved).</b></p> <p><b>Quarter 2 – New 10 foot mower was purchased and is being used to mow subdivisions and Iron Horse Trail. Ditch mowing is starting for all roads previously cut, additional roads will be considered in 3<sup>rd</sup> quarter.</b></p> <p><b>Quarter 3 – Mowing is complete and additional roads were mowed in 2017. The mowing was more timely and gave us greater flexibility to mow subdivisions, hamlets, and the Iron Horse Trail with the additional mower</b></p>

## Appendix 1 for 8.9.: 2017 Strategic Plan 3rd Quarter

Replace mower – \$35,000	Keith/Warren	Spring 2017	<b>2017</b> <b>Quarter 1 – 15 foot Degelman purchased and waiting delivery.</b> <b>Quarter 2 – new mower arrived and in service.</b> <b>Quarter 3 – The new mower and tractor performed well. The new Degelman mower was also replaced and worked well.</b>
1 ton truck – transfer Duramax truck to PW	Keith/Warren	Spring 2017	<b>2017</b> <b>Quarter 1 – New 1 ton truck purchased and a new truck from public works will replace the old mower truck.</b> <b>Quarter 3 – New 1 ton truck was purchased and the old truck given to public works in exchange for two mowing trucks from public works.</b>
Replace Side by Side – est \$23,000	Keith/Warren	Spring 2017	<b>2017</b> <b>Quarter 1 – New Bobcat side by side purchased and delivered. The old Kubota will be given to Parks and Recreation.</b> <b>Quarter 3 – The new Bobcat is used for private spraying and worked well.</b>

### Goal 12 – Planning & Development

Goal 12: Development is environmentally sound and sensitive			
Actions	Lead	Target Date	Quarterly Report
Review of County owned land – possible sale of properties  Gravel testing on properties identified in review (when time permits)	Leo	Dec 2017	<b>2015</b> <b>Quarter 2– land that is part of the exchange agreement for the Ashmont Lagoon has been tested for gravel – prior to signing of agreement. No gravel was discovered. Gravel testing has been done at Richland pit to determine gravel reserves.</b> <b>2016</b> <b>Quarter 3 – gravel testing on lands in the north part of the county has been completed and the county is pursuing potential gravel agreements and/or purchase of lands.</b> <b>2017</b>

## Appendix 1 for 8.9.: 2017 Strategic Plan 3rd Quarter

Lac Sante ASP Review We have minor wording changes to bring to council yet this year, however Two Hills may want more substantial changes on their plan – which is separate from ours – do we want to leave on the Strat plan?	Krystle	Dec 2017	<b>2015</b> <b>Quarter 1 – Joint meeting with the County of Two Hills determined that only minor changes are required to refer to other statutory documents whose numbers have changed.</b> <b>2017</b>
Cross Training of Planning staff to ensure customer support when staff members are absent.	Krystle/ Chelsey	Dec 2017	<b>Quarter 1 – ongoing</b>
St. Paul North ASP to be completed.	Krystle	1 <sup>st</sup> quarter 2017	<b>2016</b> <b>Quarter 2 – Council has received a Draft of the St. Paul North ASP. A joint meeting with the Town will be scheduled to review the Draft before a public meeting will be held to allow the Public to provide input on the plan.</b> <b>Quarter 3 – no action on this item. Administrative changes at the Town of St. Paul has delayed the scheduling of a joint meeting regarding the ASP. Meeting to be scheduled in 4<sup>th</sup> quarter.</b> <b>2017</b> <b>Quarter 1 – A joint meeting between the Town and County was held to review the draft that was developed last year. Public Open House held March 30, 2017. Proposed Public Hearings to be held at the Town April 10 and County April 11.</b> <b>Quarter 2 – County did not pass bylaw approving North ASP, the Town of St. Paul has passed the bylaw. The County will meet with residents later to discuss issues regarding the ASP to determine if the County will pursue passing a bylaw.</b> <b>Quarter 3 – no further action has been taken regarding the ASP – we will need to consider this as we commence work on the updated Inter-Municipal Development Plan with the Town.</b>
Review and update inter-municipal development plans with Town of St. Paul and Town of Elk Point and develop an IDP with Summer Village of Horseshoe Bay	Krystle/Kyle / Sheila	Dec 2017	<b>2016</b> <b>Quarter 2 – the Province has announced new requirements under the new MGA that pertain to IDP's – will defer review of this plan until the MGA has been approved and requirements set for IDP's with our neighbours.</b> <b>2017</b>

			<p><b>Quarter 1:</b> ACP Grant application was approved; project will commence in 2<sup>nd</sup> Quarter</p> <p><b>Quarter 2:</b> RFP for the project has been posted by the managing partner, the Town of Elk Point; RFP will close in early 3<sup>rd</sup> Quarter. A consultant will be chosen in early August.</p> <p><b>Quarter 3-</b> a consultant has been chosen. ISL will be working with the County, Town of St. Paul, Town of Elk Point, and SV of Horseshoe Bay. Work on the project will commence after the Municipal Election.</p>
Draft and implement inter-municipal development plans with the MD of Bonnyville, Lac La Biche County, Smoky Lake County, County of Two Hills, and County of Vermilion River			<p><b>2017</b></p> <p><b>Quarter 1:</b> ACP Grant application was approved; project will commence in 2<sup>nd</sup> Quarter</p> <p><b>Quarter 2:</b> RFP for the project will posted in early 3<sup>rd</sup> Quarter. A consultant will be chosen by mid-August.</p> <p><b>Quarter 3 –</b> a consultant has been chosen. McElehany has been chosen and we will work with our rural neighbours to define the scope of the project to commence late in 2017.</p>
<p>Re-Survey Plan 527MC Block 1 MK at Vincent Lake to have houses be situated on the lots. Estimated cost of re-survey \$42,000. Administration is recommending that the residents (15) be responsible for the cost of re-surveying.</p> <p>Sell the land that is currently ER but would become the land owners after re-survey to the appropriate lot owners. Determine cost of the sale of land – market??</p>	Krystle/Sheila	Dec 2017	<p><b>Quarter 2-</b> an initial letter has been sent to residents of the subdivision kicking off the project. Krystle and Sheila have met with a committee of 3 residents to communicate more on the project. A meeting is planned for August 21 for residents to meet with the County and Explore Surveys to get more information to inform proposed re-subdivision.</p> <p><b>Quarter 3 –</b> The meeting with residents has taken place. Explore Surveys is now going to work with the Public Works department to determine the appropriate location of an internal road for the subdivision. This will assist the Surveyor to determine new lot lines and land swap/purchase required to achieve a new plan of subdivision. We will communicate with residents when we have more information.</p>

### Goal 13 – Parks & Recreation

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

Action	Lead	Target Date	Quarterly Report
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## Appendix 1 for 8.9.: 2017 Strategic Plan 3rd Quarter

Explore developing overflow camping area at Lac Bellevue  Delay to 2017	Tim/Ken	Fall 2017	<p><b>2015</b>  Quarter 1 – not included in the 2015 budget  Quarter 2 – Submitted an application under the Canada 150 Community Infrastructure Program for a campground expansion at Lac Bellevue as well as a gazebo, two new piers, and a miniature golf course  Quarter 3- we were unsuccessful for this grant program.</p> <p><b>2016</b>  Quarter 2– Administration is working on plans for the overflow camping area as approved in 2016 budget.  Quarter 3 – results of survey of the Lac Bellevue campground has resulted in deferring of this project until land purchase from the Crown can be negotiated.</p> <p><b>2017</b>  Quarter 1 – Waiting for approval from Alberta Environment and Parks for a lease amendment</p>
Explore solar street lighting for new parking lot at Westcove –	Tim/Kyle	Summer 2017	<p><b>2014</b>  Quarter 1 – Not included in 2014 budget</p> <p><b>2015</b>  Quarter 1 – not included in 2015 budget, but will review options for grants for this item.</p> <p><b>2016</b>  Quarter 1 – This has been included in the 2016 Preliminary Budget.</p> <p><b>2017</b>  Quarter 1 – Deleted from 2017 budget.</p>
Explore replacing piers at all parks  Priority for 2017: 1. 2 at Lac Bellevue	Tim	Summer2017	<p><b>2017</b>  Quarter 1 - Defer to second quarter 2017 after final budget approval  Quarter 2 – new piers have been purchased and installed at Lac Bellevue.</p>

## Appendix 1 for 8.9.: 2017 Strategic Plan 3rd Quarter

<p>Mallaig Recreation – 5 yr plan</p> <ul style="list-style-type: none"> <li>○ Gazebo – future 2019/20 - \$190,000</li> <li>○ Recycle bins</li> <li>○ Hockey Arena Zamboni Repaired/Ice Plant Overhauled – 2017/18 - \$40,000</li> <li>○ Renovate Change rooms 2017/18 – waiting for quote</li> <li>○ Add camping stalls/power upgrades – waiting for quote</li> </ul> <p>Note Mallaig is looking for support of 50% of unfunded portions of projects.</p>	Sheila		<p><b>2014</b></p> <p>Quarter 1 – Arena funding happened in 2014. \$50,000 contribution to playground in 2015 budget, funded by Public Trust Reserve.</p> <p>Quarter 2 – Council provided funding for Mallaig Playground – funded from Public Trust Reserve.</p> <p>Quarter 3 -Council provided funding for playground while the Ag Society waiting to hear about their grant – to be reimbursed to the County once they receive their grant.</p> <p><b>2015</b></p> <p>Quarter 4 – Council provided additional funding to Mallaig Playground due to the Ag Society receiving less from their CFEP grant than was expected. The additional funding of \$28,500 was funded from the Public Trust Reserve.</p> <p><b>2017</b></p> <p>Quarter 3 – provided Mallaig with emergency funding for the Mallaig Arena for needed repairs.</p>
Pursue grants for additional recreational servicing opportunities	Kyle	ongoing	<p><b>2017</b></p> <p>Quarter 1: Applying for Agri Spirit Grant in 2<sup>nd</sup> Quarter</p> <p>Quarter 2 – Agri-Spirit application was sent in to upgrade boat launch at Lac Bellevue</p> <p>Quarter 3- we were unsuccessful for the Agri-Spirit grant.</p>
<p>Pursue purchase of Provincial lands for County operated parks that we do not own. Lac Bellevue, Stony Lake.</p> <p>Consider future purchase of Mallaig Beach area</p>	Sheila/Tim/Linda	Dec 2017	<p><b>2017</b></p> <p>Quarter 1 – Waiting for approval from Alberta Environment and Parks for a lease amendment for Lac Bellevue Park. Not purchasing Mallaig Beach area at this time, lease renewed with the Mallaig Chamber of Commerce.</p>
Provide assistance to St. Lina Ag Society for powering of camping stalls. – County contribution		Dec 2017	<p><b>2016</b></p> <p>Quarter 3 – the St. Lina Ag Society has applied for a CFEP grant that contemplates this as part of their project. County</p>



## Appendix 1 for 8.9.: 2017 Strategic Plan 3rd Quarter

based on CFEP grant application –			<p><b>Council has approved a letter supporting their grant application. The motion also approves 25% of the total cost of the project should the grant application be approved.</b></p> <p><b>2017</b></p> <p><b>Quarter 1 – St. Lina was approved their CFEP Grant, \$45,525 is being considered in the 2017 Operational Budget.</b></p> <p><b>Quarter 2- County provide \$45,525 to St. Lina for this grant.</b></p>
Playground at Stoney Lake \$35,000	Tim	Dec 2017	<p><b>2017</b></p> <p><b>Quarter 1 – Defer to second quarter until 2017 final budget approval</b></p> <p><b>Quarter 2 – Playground has been ordered – will be installed after the park season is over.</b></p> <p><b>Quarter 3 – this playground will be installed in October.</b></p>
Westcove re-shingle gazebo	Tim	Fall 2017	<p><b>2017</b></p> <p><b>Quarter 1 – Defer to second quarter until 2017 final budget approval</b></p> <p><b>Quarter 2 - complete</b></p>
Floatingstone New stalls and another Playground in C Loop	Tim	Fall 2017	<p><b>2017</b></p> <p><b>Quarter 1- Defer to second quarter</b></p> <p><b>Quarter 3 – Playground has been completed. New non-powered sites have been developed.</b></p>
Explore cost of wifi at all municipal parks	Tim	Dec 2017	<p><b>2017</b></p> <p><b>Quarter 1 – Defer to second quarter.</b></p> <p><b>Quarter 2 – Wifi is now available at Westcove – this is a partnership with MCSnet – at no cost to the campers.</b></p>
Metal roof of park office/garage/bathrooms at Lac Bellevue	Tim	Fall 2017	<p><b>2017</b></p> <p><b>Quarter 1 – Defer to second quarter.</b></p> <p><b>Quarter 2 - complete</b></p>
Explore the upgrade of boat launches at County Municipal parks, and other lake subdivisions in the County	Tim/Bryan	Fall 2017	<p><b>2017</b></p> <p><b>Quarter 1 – Lac Bellevue Boat Launch budgeted for 2017</b></p> <p><b>Quarter 2 – design of boat launch at Lac Bellevue to being worked on – still need Alberta Environment approval of design – plans to upgrade after the camping season.</b></p>

			<p><b>Quarter 3 – design is complete and we have received some of the approvals required, however council determined this will be deferred to 2018 as the budgeted amount was too low if we were to tender the project and our PW department does not have the capacity to complete the project this year. Additionally, the water level was up at Lac Bellevue, making the existing boat launch much more effective in 2017.</b></p>
Participate in a Parks and Recreation Needs Analysis and Master Plan Study	Tim/Kyle/Sheila		<p><b>2017</b></p> <p><b>Quarter 1: ACP Grant Application was approved; project will commence in 2<sup>nd</sup> Quarter</b></p> <p><b>Quarter 2: RFP for the project has been posted by the managing partner, the Town of St. Paul; a consultant will be chosen by mid-August</b></p> <p><b>Quarter 3 – a consultant has been chosen for this project. RC Strategies will be meeting with municipalities in late October to determine scope of the project to begin later this year.</b></p>
Pursue creating a society for the purposes of obtaining grant funding for County parks and other facilities			<p><b>2017</b></p> <p><b>Quarter 1: Legal opinion has been obtained and reviewed</b></p> <p><b>Quarter 2: Administration has begun the process of incorporating the society; continuing to work with legal counsel</b></p> <p><b>Quarter 3 – Documents have been sent in to register the County of St. Paul Community Association.</b></p>

#### Goal 14 – Library/Culture

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

Action	Lead	Target Date	Quarterly Report
Potential replacement of the Action Van in St. Paul??		April 2017 - budget	<p><b>2017</b></p> <p><b>Quarter 1 – request received from the Town of St. Paul regarding their intention to replace the Action Bus in 2017. \$20,000 contribution is being considered in the 2017 Operating Budget.</b></p> <p><b>Quarter 2 – \$20,000 budget approved. Waiting for Town to purchase handi-van.</b></p>

## Appendix 1 for 8.9.: 2017 Strategic Plan 3rd Quarter

Condo Bylaw and Party Wall Agreement complete for building that houses Northern Lights Library and Allied Arts	Sheila/Kyle	Dec 2017	<b>2017</b> <b>Quarter 1 – No action yet</b>
Elk Point Library – new location will be looking for support			
Assist Allied Arts if success for grant to upgrade lighting to LED			<b>2017</b> <b>Quarter 2: Allied Arts received a Community Initiatives Grant through Alberta Culture; County approved \$12,000 for the project</b>



*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. 2018 Strategic Plan

#20171004001

**Meeting :** October 10, 2017

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

**Meeting Type :** Council Meeting

#### Background

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The Draft 2018 Strategic Plan, as updated after the Planning Sessions was forwarded separately. Following approval of the plan, administration will proceed with the 2018 budget process.

#### Recommendation

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Administration is recommending to approve the 2018 Strategic Plan.

#### Additional Information

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**Originated By :** pcorbiere



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

## Issue Summary Report

### 8.11. Payroll Services Agreement - Mallaig Ag Society - Arena Caretakers

#20171003002

**Meeting :** October 10, 2017

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

**Meeting Type :** Council Meeting

#### Background

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The Payroll Services Agreement with Mallaig & District Ag Society and Recreation Association for the Arena Caretaker positions is being presented for renewal. The caretakers are seasonal County employees.

#### Recommendation

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Administration is recommending to enter into a Payroll Services Contract with the Mallaig & District Ag Society and Recreation Association for the arena caretaker position for the period of October 1, 2017 to April 15, 2018.

#### Additional Information

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**Originated By :** pcorbiere



## **EMPLOYMENT AND PAYROLL SERVICES CONTRACT**

Between

**Mallaig and District Agricultural Society and Recreation Association**

Box 69

Mallaig, AB T0A 2K0

hereafter referred to as the Association

**- AND -**

**County of St. Paul**

5015 – 49 Avenue

St. Paul, AB T0A 3A4

hereafter referred to as the County

Dated this \_\_\_\_ day of \_\_\_\_\_, 2017.

- 1) The contract is effective October 1<sup>st</sup>, 2017 to April 15<sup>th</sup>, 2018.
- 2) The County agrees to provide the Association with payroll services for the Arena Caretaker positions.
- 3) The Association will reimburse the County for all hours worked at a cost of [REDACTED] per hour. In the event of a complaint to Alberta Labour by the Arena Caretaker staff, the Association will be held responsible for all costs of litigation and settlement.
- 4) The Association will pay the County on a monthly basis and within thirty (30) day of invoice date.
- 5) The County agrees to pay all employer costs including but not limited to benefits, pension, insurance, and Workers Compensation premiums as well as paying an hourly rate for travel time to and from the Mallaig Arena and all overtime wages as per the County's Overtime Policy HR-21.

## Appendix 1 for 8.11.: Mallaig Arena Caretaker Contract

- 6) The Association shall make every effort to minimize overtime costs.
- 7) This Agreement may be terminated in the following manner:
  - a) in writing upon mutual agreements of the parties;
  - b) by the Association upon the giving of not less than thirty (30) days written notice to the County, and notice may be waived by the County, in whole or in part; or
  - c) by the County upon the giving of not less than thirty (30) days written notice to the Association.

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Reeve (Print Name)  
County of St. Paul

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President (Print Name)  
Mallaig Recreation Association

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Signature

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Signature



*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. St. Paul Town and County Joint Fire Services Agreement

#20171004002

**Meeting :** October 10, 2017

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

**Meeting Type :** Council Meeting

#### Background

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The St. Paul Town and County Joint Fire Services Agreement is being presented to Council for approval. The proposed changes are in red and have been approved at the committee level.

#### Recommendation

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Administration is recommending to approve the Joint Fire Services Agreement with the Town of St. Paul.

#### Additional Information

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**Originated By :** pcorbiere



ST. PAUL TOWN AND COUNTY JOINT FIRE SERVICES AGREEMENT

This Agreement made this first Day of January 2018

Between:

THE COUNTY OF ST. PAUL NO. 19  
Hereinafter Called “The County”

Of the First Part

- And -

THE TOWN OF ST. PAUL  
Hereinafter Called “The Town”

Of the Second Part

WHEREAS the County is desirous of using the services of the Fire Department of the Town, as identified in the Department’s Level of Service Policy, which would warrant assistance being given by the Town, when requested by the County.

Therefore, the agreement witnesses that in consideration of the mutual covenant and undertaking herein, the parties agree as follows:

- 1) The Joint St. Paul Fire Services Committee will consist of two elected officials from the Town, the Mayor of the Town, two elected officials from the County, the Reeve of the County, Town CAO, County CAO, Town Fire Chief, Ashmont and Mallaig Fire Chief or designate, County Fire Guardian, and General Manager of Community and Protective Services. Only elected officials will possess voting rights.  
  
Following its appointment, the Committee shall appoint a chairperson, vice-chairperson, and recording secretary.
- 2) The committee chairperson shall schedule quarterly meetings of the Joint Fire Services Committee. One of those meetings will serve as an annual budget meeting.
- 3) The Town will provide Workers’ Compensation, Public Liability and Group Insurance for all Town of St. Paul Fire Department equipment, property and firefighters and the County will provide Workers’ Compensation, Public Liability and Group Insurance for all County of St. Paul Fire Department equipment, property and firefighters.
- 4) The County of St. Paul will supply its own firefighting units as listed in Appendix “A” of this agreement, and will be responsible for the purchase, maintenance and upkeep of said units, with the exception of Rescue 1 and Rescue 2.
- 5) The Town of St. Paul will supply its own firefighting units as listed in Appendix “A” of this agreement, and will be responsible for the purchase, maintenance and upkeep of said units, with the exception of Rescue 1 and Rescue 2.
- 6) The County will pay fifty percent of the Town of St. Paul Fire Department’s annual general operating and capital expenses to the Town which will include among others, but not exclusive too:
  - a) Providing space in the firehall to house the County owned units. (4 bays)
  - b) Supply and maintain the necessary communications system.
  - c) Costs associated with staff training.
  - d) Costs associated with Rescue 1 and Rescue 2 and their equipment, except for fuel used to attend any County fire or rescue call for which the County will be responsible for those costs, and equally, the Town of St. Paul will be responsible for those costs when used in Town.

The fifty percent share of all operating costs will be to cover all fires and/or rescue calls within the St. Paul Fire District No. Two over a twelve-month period. The fifty percent share will also cover mutual aid calls to St. Paul Fire District No's. One, Three, and Four.

- 7) The Joint Fire Services Committee will review the proposed annual operating budget, and will be approved by both Councils prior to its inception.
- 8) The Town will invoice the County in two installments. One being June 30, which represents fifty percent of the approved budget, and the other being December 31, which represents fifty percent of the actual final expenditures.
- 9) Funds that have been recovered by attending motor vehicle accidents by the St. Paul, Mallaig and Ashmont Fire Units, will be placed in a reserve account for future rescue equipment or Rescue Unit replacement costs. All paperwork to be completed and submitted to Alberta Transportation by the St. Paul Fire Chief. The Town will issue a payment upon receipt of an invoice from the County for the amount that makes up Mallaig and Ashmont's annual share in the first quarter of the following year. The Town Fire Chief will submit quarterly reports to the County and Joint Fire Service's Committee documenting the figures from Alberta Transportation.
- 10) Either municipality may use each other's fire equipment if the incident requires the additional resource. The Town and County of St. Paul will each be responsible to recover the costs where applicable of such use, and submit this amount to the respective municipality.
- 11) The St. Paul Fire Chief will provide administrative support to the Mallaig and Ashmont Fire Chiefs as requested for items such as but not limited to the development of Standard Operating Guidelines, fire inspections and investigations, submitting required fire reports to the Office of the Fire Commissioner, equipment maintenance records and updates. In addition, the St. Paul Fire Chief will submit fire reports on County fires to the County Administration within sixty days of the fire, whenever possible.
- 12) Either party may terminate this Agreement by providing a minimum of one years' notice to the other Party.

#### NOTICES

Any notice to be given by one Party to this Agreement to another shall be in writing, e-mail, delivered personally, or mailed by pre-paid registered mail to the other Party at the address shown below. Notice given by mail shall be deemed to have been received by the Party on the day of delivery or upon the seventh (7<sup>th</sup>) day after the date of mailing provided that normal postal service is in existence at the time of mailing and for seven (7) days thereafter.

Notice shall be given to the Town at:

Town of St. Paul (c/o CAO)  
5101 – 50 Street, Box 1480  
St. Paul, AB.  
T0A 3A0  
Email: [hhabiak@town.stpaul.ab.ca](mailto:hhabiak@town.stpaul.ab.ca)

Notice shall be given to the County at:

County of St. Paul No. 19 (c/o CAO)  
5015 – 49 Avenue  
St. Paul, AB.  
T0A 3A4  
Email: [skitz@county.stpaul.ab.ca](mailto:skitz@county.stpaul.ab.ca)

**LENGTH OF AGREEMENT/RENEWAL**

This agreement shall be for a period of four years, concluding on December 31, 2021.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

**Town of St. Paul**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Administrator

**County of St. Paul**

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
County Administrator

DRAFT

**ST. PAUL TOWN AND COUNTY JOINT FIRE SERVICES AGREEMENT**

**APPENDIX “A”**

**County of St. Paul Firefighting Units:**

Pump 3	Fire Pumper
Tanker 1	Water Tender
Pump 4	Quick Response Unit
Rescue 2	Rescue/Mini-Pumper
UTV 1	Polaris Ranger Side by Side
Utility Trailer	

**Town of St. Paul Firefighting Units:**

Pump 1	Fire Pumper
Pump 2	Fire Pumper
Pump 5	Fire Pumper-Reserve Unit
Rescue 1	Heavy Rescue Unit

DRAFT



*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. Town of Elk Point and County Joint Fire Services Agreement #20171005009

**Meeting :** October 10, 2017

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

**Meeting Type :** Council Meeting

#### Background

---

The Town of Elk Point and County Joint Fire Services Agreement is being presented to Council for approval.  
The proposed changes are in red and have been approved at the committee level.

#### Recommendation

---

Administration is recommending to approve the Joint Fire Services Agreement with the Town of Elk Point.

#### Additional Information

---

**Originated By :** pcorbiere

## **FIRE SERVICES AGREEMENT**

### **BETWEEN**

#### **The County of St. Paul No. 19**

A Municipal Corporation in the Province of Alberta  
Hereinafter Called “The County”

### **OF THE FIRST PART**

### **AND**

#### **The Town of Elk Point**

A Municipal Corporation in the Province of Alberta  
Hereinafter Called “The Town”

### **OF THE SECOND PART**

### **AND**

#### **~~The Elk Point Fire Fighters Association~~**

### **~~OF THE THIRD PART~~**

**WHEREAS**, the County is desirous of using the services of the Volunteer Fire Department of the Town of Elk Point, in the event of a fire which would warrant assistance being given by the Town when requested by residents of the County;

**AND WHEREAS**, the Councils of “the Town” and “the County” have caused this joint agreement to be formed, to provide fire protection for persons and property within the Town of Elk Point and Divisions 1 and 2 of the County of St. Paul No. 19, and other areas which may be agreed upon by the said municipal authorities;

**AND WHEREAS**, the Parties hereto have agreed upon the manner in which revenues and costs are to be derived, levied and borne, and upon the joint management and operation of the said equipment within the area, and with other municipal authorities between which a formal agreement has been endorsed by the authorities concerned;

## Appendix 1 for 8.13.: Elk Point Fire Services Agreement

Elk Point Fire Services Agreement

Page 2

**NOW THEREFORE**, the Parties mentioned above hereby agree as follows:

### **I. DEFINITIONS**

1. “Chief” shall be the Chief of the Elk Point Volunteer Fire Department.
2. “Department” shall be the Elk Point Volunteer Fire Department.

### **II. COMMITTEE**

1. The Operation and Management of the Fire Services Agreement shall be vested solely and absolutely in the Town of Elk Point Fire Protection Committee which shall be known as the “Committee” and shall be appointed in a manner hereinafter set out, and shall be continuing body, notwithstanding changes in personnel from time to time, throughout the term of this agreement. When the respective Councils appoint the Committee members, they will be authorized to spend those dollars approved in the budget. The respective Councils shall authorize any expenditure over and above the approved budget.
2. Committee members will include:
  - Two (2) Town Council Members appointed by the Town
  - Two (2) County Council Members appointed by the County
  - Two (2) ~~Administrators~~ Chief Administrative Officer's without voting rights
  - Two (2) Elk Point ~~Volunteer~~ Fire Fighter ~~Association Members~~ without voting rights
  - 1 Fire Guardian from County of St. Paul without voting rights.
3. The Committee, following its appointment, shall elect a Chairman from the appointed members.
4. The Committee, following its appointment, and periodically thereafter at intervals determined by the Committee, shall elect a Vice-Chairman.
5. The Committee, at any meeting at which all members of the Committee are present, may decide to hold regular meetings of the Committee and the resolution shall state the day, hour and place of every regular meeting and no notice of such meeting is necessary.

## Appendix 1 for 8.13.: Elk Point Fire Services Agreement

### Elk Point Fire Services Agreement

Page 3

6. The Chairman may call special meetings of the Committee whenever he considers it expedient to do so, and he shall do so when requested ~~in writing~~ by a majority of the Committee.
7. ~~Written~~ Notice of special meetings stating the time and place at which it is to be held, and stating the nature of business to be transacted, shall be given to each Committee member;
  - a) By delivering notice to the Committee members or an adult person at place of business or residence not less than 24 hours prior to the meeting.
  - b) The Chairman may call a special meeting of the Committee on shorter notice, either written or oral, than the afore stated, but the special meeting may not be held unless the notice states the time and place at which the meeting is to be held and the general nature of the business to be conducted, and majority of the Committee members given written ~~consent~~ to the holding of the meeting.
8. The Fire Chief or designate will attend Committee meetings to report on activities ~~and present the cash statement as provided by the Town Manager of the Fire Department.~~
9. ~~The Town of Elk Point Chief Administrative Officer will provide Fire Department financial statements.~~

### III. FINANCE

1. Administration
  - a) The County shall pay the Town an administration fee of \$ 500.00 per month.
  - b) The Town will submit to the County, on or before the last day of February each year, a statement of all revenues and expenditures for the preceding year.
2. Revenues
  - a) Each year, on or before the 1<sup>st</sup> day of December, the Committee shall prepare a budget setting out estimates of revenues and expenditures for the operation and replacement of fire equipment within the area, and present same to the municipal authorities for consideration and approval.



## Appendix 1 for 8.13.: Elk Point Fire Services Agreement

### Elk Point Fire Services Agreement

Page 4

- b) A rate will be charged for each unit to which the Fire Department responds on a Provincial Highway as per Alberta Transportation fee schedule as amended from time to time.

~~The following schedule for fees shall be charged for each call to which the fire department responds on a highway as per Alberta Transportation:~~

- ~~i) County Pumper Truck \$ 400.00 per hour~~
- ~~ii) County Tank Truck \$ 400.00 per hour~~
- ~~iii) Town Pumper Truck \$ 400.00 per hour~~
- ~~iv) Rescue Unit \$ 400.00 per hour~~
- ~~v) Rapid Attack \$ 400.00 per hour~~

~~\$400.00/hour fees collected from the Rescue Unit for highway calls will be transferred to the Rescue Reserve Fund.~~

The Town Administration will be responsible for collecting any fees from the Provincial Government for calls relating to highways.

- c) The extra fees collected ~~from Alberta Transportation~~ over the firemen wages from the County Pumper Truck, Rapid Attack Truck and Tank Truck shall be paid to the County of St. Paul, less a \$200.00 administration fee.
- d) The Town and County ~~fire calls~~ will be charged a \$ 300.00 per call out plus \$ 1.00/km for use of the Rescue ~~Van~~ Unit. ~~The fees charged out for the Rescue Unit shall be invested in a Reserve Fund and the proceeds from the sale of existing unit will be used to purchase a replacement unit(s).~~
- ~~e) The fees charged out for the Rescue Van shall be invested in a Reserve Fund and the proceeds from the sale of the existing unit will be used to purchase a replacement unit(s).~~
- e) ~~f)~~ A flat fee of \$ 200.00 will charged out for the Jaws of Life used at a call out. The \$ 200.00 charged out for the Jaws of Life shall be invested at year end in a Reserve Fund for future replacement.
- f) ~~g)~~ The fees collected from the County's pumper truck, tank truck and rescue van, shall be prorated between the fire vehicles responding to a call, to reimburse the members of the Elk Point Volunteer Fire Department, a minimum of two (2) hours per call out. For responding to a highway call, reimbursement of a minimum of two (2) hours per call out at a rate of \$ 20.00 per hour. There shall be no compensation for the loss of wages. This hourly rate will be subject to a review once every three years.

## Appendix 1 for 8.13.: Elk Point Fire Services Agreement

### Elk Point Fire Services Agreement

Page 5

#### 3. Cost Sharing

- a) The County will pay ~~fifty~~ **seventy five** percent ~~(50%)~~ **(75%)** of the Town of Elk Point Fire Department annual general operating expenses to the Town which will include among others, but not exclusive to:
  - housing of the fire equipment and related utilities
  - supply and maintain the necessary communications system
  - costs associated with staff training
- b) The Town is to provide Workers Compensation, Public Liability and Group Insurance under the Town Policy for the firemen.
- c) The County and the Town will share all the other capital costs for the **building and property acquisition of equipment** required to effectively carry out the mutual firefighting agreement on a 50/50 cost share basis, under the following conditions:
  - (i) the proposed capital expenditures are submitted to the respective Council and approved by them prior to the equipment being purchased
- d) **The County will enroll the Elk Point Volunteer Fire Fighters under the EFAP benefit program on 75/25 cost share basis.**

#### IV. FIRE EQUIPMENT

1. The County will supply its own firefighting units ~~and related equipment and will properly license, insure and maintain the same~~ as listed in Appendix “A” of this agreement, and will be responsible for the purchase, licensing, insurance, maintenance and upkeep of the said units, with the exception of the Rescue Unit.
2. The Town will supply its own firefighting units ~~and related equipment and will properly license, insure and maintain the same~~ as listed in Appendix “B” of this agreement, and will be responsible for the purchase, licensing, insurance, maintenance and upkeep of the said units, with the exception of the Rescue Unit.
3. The County will pay seventy five (75) percent of the Town of Elk Point Fire Department’s annual general operating costs associated with the Rescue Unit and their equipment, except for fuel used to attend any County fire or rescue call for which the County will be responsible for those costs, and equally, the Town of Elk Point will be responsible for those costs when used in Town.

## Appendix 1 for 8.13.: Elk Point Fire Services Agreement

Elk Point Fire Services Agreement

Page 6

### V. OPERATION AND MANAGEMENT OF FIRE EQUIPMENT

1. The operation and management of the fire trucks and equipment shall be vested solely and completely in the Fire Chief, or in his absence, the Deputy Fire Chief, or in the absence of these officers, a member of the Fire Department, appointed by the Fire Chief, with the necessary training and qualifications to act in this capacity, and he will ensure that any person in charge of operating the fire trucks has a qualifying and valid driver's license **and training**.
2. That at rural fire calls where conditions necessitate a stand-by crew to prevent the reoccurrence of fire, after the initial blaze has been brought under control, that members from the rural area will undertake the stand-by duties.
3. That records of all fire calls and fire losses will be kept by the Fire Chief, or a member of the Fire Department appointed by the Fire Chief. A copy of these records shall be forwarded to the Town.
4. It is understood and agreed that in the event of simultaneous fires, one pumper truck will respond to the rural fire and one pumper truck will respond to the urban fire.
5. **The Elk Point Fire Department shall provide the Town and County with an updated S.O.P to address operations up to including not being able to respond to a fire call.**

### VI. OWNERSHIP OF EQUIPMENT

1. The County pumper truck, rapid attack truck, tank truck and equipment for the control of rural fires shall remain the sole property of the County.
2. The Town pumper truck and equipment for the control of urban fires shall remain the sole property of the Town.
3. The rescue van and equipment shall remain joint property of the Town, County and Elk Point Firefighters Association.
4. The equipment purchased by the Town for connecting to fire hydrants and for use within the Town only, shall remain the sole property of the Town.

### VII. RESPONSE AREA

1. The Town of Elk Point Volunteer Fire Department will answer calls to the County in Division 1 and 2 as per **~~attached maps~~ fire districts and mutual aid agreements**.

## Appendix 1 for 8.13.: Elk Point Fire Services Agreement

Elk Point Fire Services Agreement

Page 7

### VIII. TERMS OF AGREEMENT

1. This agreement shall remain in full force from the effective date until amended or terminated by either party, provided that the party wishing to amend or terminate this agreement shall give to the other party one (1) year notice in writing of its intention to amend or to terminate.
2. In the event of a disagreement arising between the Parties regarding the compliance or non-compliance thereof, such disagreement shall be referred to Joint Council. The decision of the Joint Council shall be final and binding on the Parties hereto.
3. If either part wishes to amend this agreement notice may be given to the party within 30 days.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

TOWN OF ELK POINT

PER \_\_\_\_\_ Mayor

PER \_\_\_\_\_ Town Manager

COUNTY OF ST. PAUL NO. 19

PER \_\_\_\_\_ Reeve

PER \_\_\_\_\_ Administrator

## Appendix 1 for 8.13.: Elk Point Fire Services Agreement

Elk Point Fire Services Agreement

Page 8

~~ELK POINT FIRE FIGHTERS ASSOCIATION~~

~~PER \_\_\_\_\_~~

~~Chief~~

~~PER \_\_\_\_\_~~

~~Deputy Chief~~

DRAFT

## Appendix 1 for 8.13.: Elk Point Fire Services Agreement

Elk Point Fire Services Agreement

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APPENDIX "A"  
Fire Services Agreement  
Serial Number List  
County of St. Paul No. 19

<u>UNIT #</u>	<u>EQUIPMENT</u>	<u>SERIAL NO.</u>
UNIT # 2	2003 Freightliner Pumper	S/N 1FVABXAK83DL690984
UNIT # 3	2009 Freightliner Tanker	S/N 1FVHC5CV79HAL8913
UNIT # 5	2004 Ford F350 Rapid Attack	S/N 1FTSX31D94EB69489
N/A	2013 Polaris ATV	S/N 4XAHR76A2D4727471

DRAFT

## Appendix 1 for 8.13.: Elk Point Fire Services Agreement

Elk Point Fire Services Agreement

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APPENDIX "B"  
Fire Services Agreement  
Serial Number List  
Town of Elk Point

<u>UNIT #</u>	<u>EQUIPMENT</u>	<u>SERIAL NO.</u>
UNIT # 1	2006 Freightliner Rescue Van	S/N 1FVACYCS23HL78211
UNIT # 4	2003 Freightliner Pumper	S/N 1FVACYDI768W91233

DRAFT



*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. Service and Maintenance Agreement with North East Muni Corr #20171005007 for Mallaig Siding

**Meeting :** October 10, 2017

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

**Meeting Type :** Council Meeting

#### Background

---

Further to the discussions at the September 20 Public Works Meeting, a Service and Maintenance Agreement with North East Muni-Corr for the Mallaig Siding is being presented for Council's approval. The conditions of the agreement are as follows:

1. The County shall continue to maintain the road right-of-way, as per Schedule "C".
2. If Muni-Corr's current access to their staging area located at Lot 1, Plan 9721067 as shown in Schedule "D" is ever blocked, removed or becomes otherwise impassable, the County shall construct an alternate access to the staging area at a location to be approved by Muni-Corr.

The agreement was approved by Muni Corr at their October 5th meeting.

#### Recommendation

---

Administration is recommending to approve the Service and Maintenance Agreement with Muni-Corr for the Mallaig Siding.

#### Additional Information

---

**Originated By :** pcorbiere



# Appendix 1 for 8.14.: Service & Maintenance Agreement with Muni Corr

## SERVICE AND MAINTENANCE AGREEMENT

THIS AGREEMENT made effective the \_\_\_\_\_ day of October, 2017,

BETWEEN:

THE COUNTY OF ST. PAUL NO. 19

Hereinafter referred to as the "County"

AND:

NORTH EAST MUNI-CORR LTD.

Hereinafter referred to as "Muni-corr"

WHEREAS the County has acquired the lands as set out in the Land Purchase Agreement provided in Schedule A and as pictured in the drawing featured in Schedule B to survey and/or register a road plan; and

WHEREAS the purchased lands are located in close proximity to Muni-corr's lands; and

WHEREAS the County as owner is desirous of granting in favour of Muni-corr the privileges as hereinafter provided.

NOW THEREFORE, in consideration of the conditions and covenants herein contained, the County and Muni-corr hereby agree as follows:

- 1) The County shall continue to maintain the road right-of-way shown in Schedule C.
- 2) If Muni-corr's current access to their staging area located at Lot 1 Plan 9721067 as shown in Schedule D is ever blocked, removed, or becomes otherwise impassable, the County shall construct an alternate access to the staging area at a location to be approved by Muni-corr.

IN WITNESS WHEREOF the parties hereto have set their hands and seals by their proper officers in that behalf on the day and year first above written.

COUNTY OF ST. PAUL NO. 19

NORTH EAST MUNI-CORR LTD.

Per: \_\_\_\_\_

Per: \_\_\_\_\_

Per: \_\_\_\_\_

Per: \_\_\_\_\_

Witness: \_\_\_\_\_

# Appendix 1 for 8.14.: Service & Maintenance Agreement with Muni Corr



SCHEDULE A

## AGREEMENT FOR LAND PURCHASE/REGISTERING ROAD PLAN

COUNTY OF ST. PAUL NO. 19

THIS AGREEMENT confirms that NORTH EAST MUNI-CORR LTD.

of 5015-49 AVENUE, ST. PAUL, ALBERTA T0A 3A4

COPY

in Province of Alberta, as LANDOWNERS for the consideration hereinafter mentioned do hereby, for myself, my heirs, executors, administrators and assigns, agree to the acquisition of land by the County of St. Paul No. 19 as set out in this Agreement, and grant and assign unto the County of St. Paul No. 19, (the "County") the right to enter by their surveyors, workmen or agents upon the following lands for the purpose of surveying and/or registering a road plan, namely:

PLAN 1085EO, RLY 60 - PSE 25-60-10-4

In consideration of the foregoing grant and transfer, I am to receive as the following compensation for the land acquired and for access to said land as may be required for the construction of such a roadway:

- a) Compensation for land equal to \$1.00 per acre for that portion of the said land acquired by registration of the road plan.

Area Required in Hectares	X Acre conversion	Total Acres Required	Payment per Acre	Compensation to be paid for land
2.430	2.471	6.00	\$1.00	\$6.00

- b) If applicable, once the new road is constructed if there is any portion of extra land from the existing road plan that is no longer required, Council of the County will be asked to consider approving the closure of that portion of the existing road plan. Such closure requires passage of a resolution &/or bylaw and approval of the Minister of Transportation. If the resolution &/or bylaw approving closure of the existing road plan is passed, the land within the closed road will be transferred to the owner of the title that it was originally exempted from.

I, the landowner, have no objection to such road closure due to the registration of a new surveyed road plan.

- c) The County of St. Paul will be registering a caveat on title claiming all rights, estates, and interests in respect of the lands including within this land purchase agreement until such a time that the road construction is completed and the road plan registered. Once the County is satisfied that they no longer require this caveat, the County will discharge the caveat.

- d) The County of St. Paul Shall cover all surveying costs incurred with registering the road plan.

This is the total compensation payable by the County of St. Paul No. 19 for such portion of said land as

required to register the road and no further compensation will be forthcoming.

IN WITNESS WHEREOF I have hereunto subscribed my name this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signed by the Said landowner(s)

(Signature)

(Signature)

in the presence of

(Witness)

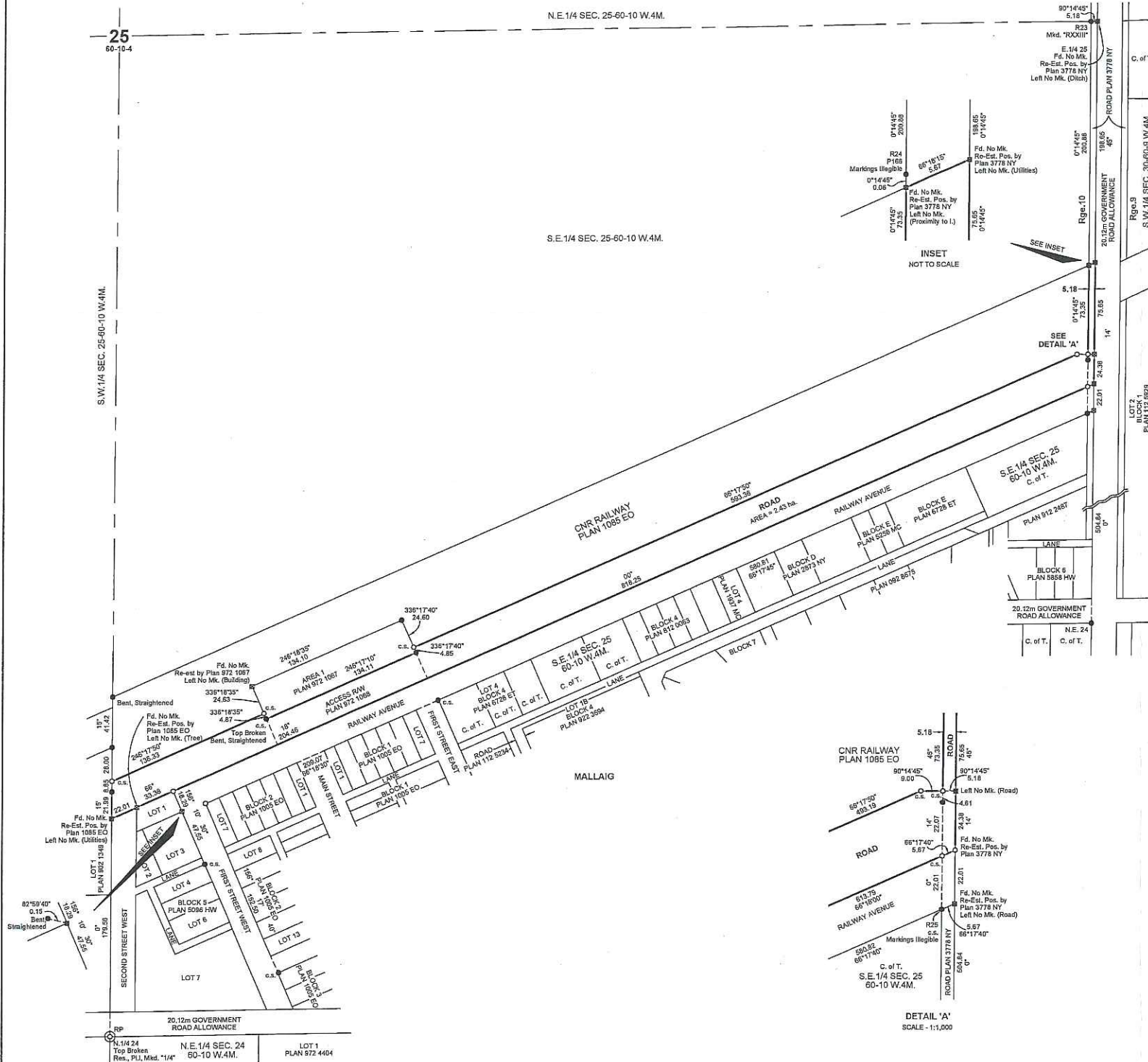
**NOTE:** This agreement, though of advantage in effecting settlement, is not binding upon the County until accepted by the Chief Administrative Officer or designate.

\_\_\_\_\_  
Chief Administrative Officer or Designate

Approved the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

1531369/October 2, 2017

**SCHEDULE "B"**



LAND TITLES OFFICE

PLAN No.

ENTERED AND REGISTERED

ON

INSTRUMENT No:

A.D. REGISTRAR

### LEGEND

TEMPORARY POSITIONS SHOWN THUS: ..... ☒   
 STATUTORY IRON POSTS 'FOUND' SHOWN THUS: ..... ☐   
 STATUTORY IRON POSTS 'PLACED' SHOWN THUS: ..... ☐   
 GEO-REFERENCED POINT SHOWN THUS: ..... ☐   
 ALL IRON POSTS PLACED ARE MARKED : P242   
 AREAS TO BE REGISTERED ARE SHOWN THUS: ... \_\_\_\_\_   
 AND CONTAINS 2.43 ha

## ABBREVIATIONS

C. of T.	Certificate of Title
ea.	eastern
E.	East
Fd.	found
GNS	Global Navigation Satellite System
ha	head
L.	long
M.	midpoint or meridian
Mk.	mark
Mid.	marked
N.	North
NA	North American Datum
Pl.	placed
Pos.	position
Re-est.	re-established
Res.	restored
Rng.	range
RP	Geo-Reference Point
R/W	right-of-way
S.	South
Sec.	section
Twp.	township
UTM	Universal Transverse Mercator
W.	West

## NOTES

- The Geo-Referenced Point is the N.1/4 Sec. 24-60-10 W.4M, and has UTM Coordinates (Zone 12 / NAD83 / GROUND / GNS5 Observed) : Northing 6065884.03 m, Easting 4761444.52 m
- Bearings are UTM NAD83; derived from GNSS observations at the N.1/4 Sec. 24-60-10 W.4M, and are referred to 111° West Longitude.
- Distances have been scaled to ground and are displayed in metres & decimals thereof unless otherwise indicated.
- Ground to Grid Combined Scale Factor = 0.999512

**SURVEYOR**

KATIE HUNTER

SURVEYED BETWEEN THE DATES OF JULY 20, 2017 AND \_\_\_\_\_, 2017  
IN ACCORDANCE WITH THE PROVISIONS OF THE SURVEYS ACT.



## COUNTY OF ST. PAUL NO. 19

PLAN SHOWING SURVEY OF  
ROAD  
WITHIN  
CNR RAILWAY PLAN 1085 EO  
WITHIN  
S.E.1/4 Sec.25 Twp.60 Rge.10 W.4M.

COUNTY OF ST. PAUL NO. 19  
ALBERTA



SCALE: 1:2,000

KATIE HUNTER, ALBERTA LAND SURVEYOR

EXPLORE SURVEYS INC. 2017 DRAYTON VALLEY ALBERTA

FILE No. X071317





AREA TO BE MAINTAINED BY THE COUNTY

SCHEDULE "C"







*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. Request to Purchase NW 24-58-7-W4

#20171003001

**Meeting :** October 10, 2017

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

**Meeting Type :** Council Meeting

#### Background

---

We have received a request from a resident to purchase the NW 24-58-7-W4 adjacent to Kehewin Lake.

This land is currently being leased to the Elk Point Elks and they have been leasing it since 1988 and they have a building on the property. They have a ten year lease which is up for renewal in 2018. We contacted the Elk Point Elks and they are interested in continuing to lease it for another 10 years.

#### Recommendation

---

Administration is recommending to deny the request to purchase the NW 24-58-7-W4, as the Elk Point Elks are interested in continuing to lease it.

#### Additional Information

---

**Originated By :** pcorbiere

## Appendix 1 for 8.15.: Request to Purchase NW 24-58-7-W4

Dear County of St. Paul Council,

I am writing to inquire about the possibility of purchasing land from the county of St. Paul. This land is located beside Kehewin Lake: Land location NW24-58-7 W4. I have included a picture of the described land according to the 2016 fall ownership maps- County of St. Paul.

I live in between St. Paul and Elk point on range road 81, an area commonly known as dogrun creek valley. I have a young family and would love to own land bordering a lake. We would greatly enjoy this property for many years.

Our intention would be to leave the property mostly treed with only a road leading to the lakefront and small area for our camper. We would eventually install services such as power, water and holding tank to our site.

Your consideration and time is immensely appreciated by myself and my family.

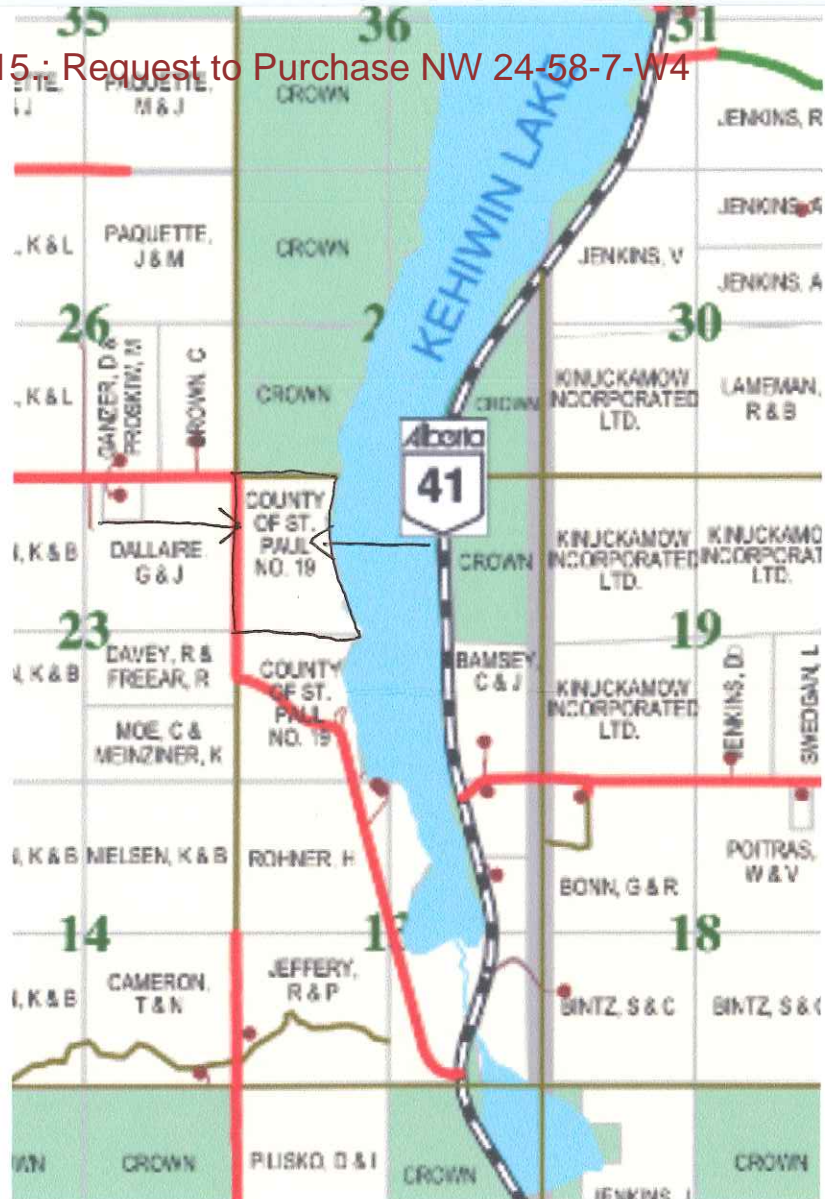
Sincerely,

Sabrina Robinson

(780)227-0315











*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. Request to Connect to Water Line - Bayview Beach

#20171006002

**Meeting :** October 10, 2017

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

**Meeting Type :** Council Meeting

#### Background

---

At the September 26 Public Works Meeting, Council was presented with a request from the owners of Lots 7 & 8, Block 1, Plan 3063MC at Bayview Beach to have the water line which will be directionally drilled to his neighbour's property (Lot 3) extended to his property. Following the Public Works Meeting, letters were sent to the adjacent landowner to see if there was any other interest in connecting to the water distribution line. We have not heard from any of the residents in that area.

#### Alternatives

---

#### Recommendation

---

Administration is recommending to extend the line through the County Right-of-Way from the cc valve which will be installed by Lot 3, providing the opportunity for other residents to connect to the line in the future, at the expense of the owner of lots 7 & 8.

#### Additional Information

---

**Originated By :** pcorbiere

## Appendix 1 for 8.16.: Request to Connect to Water Line

August 22, 2017

County of St. Paul  
5015 49 Av  
St. Paul, AB

To Whom It May Concern:

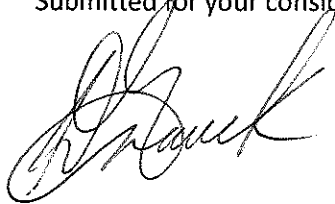
My neighbor on lot #3 is doing new construction and plans on bringing the water line to his lot. As I am on lot #8, I am looking at the feasibility on having that line extended to my house. The distance from lot #3, where the water line would end, to my house on lot #8, is approximately 90 feet, property line to property line.

I understand the directional drilling involved would be my cost.

I am now inquiring as to what the County of St Paul would charge me to connect to this water line.

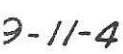
A neighborhood diagram is attached for your reference.

Submitted for your consideration



Daryl Gnauck  
#307, Aspen Av.  
Bayview Beach  
Upper Mann Lake  
County of St. Paul

180-227-0854





*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. St. Paul Ag Society Request for 40 Yard Waste Bin

#20171003004

**Meeting :** October 10, 2017

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

**Meeting Type :** Council Meeting

#### Background

---

The St. Paul Ag Society is requesting the use of a 40 yard bin for a "Chip Handling Facility", at no charge. They expect that the bin will only need to be dumped a couple times a year.

Policy PW-87 states that Applicants must be a County resident or company that is utilizing the bin at a location in the County of St. Paul. Some exceptions shall be made for businesses that are affiliated with the County of St. Paul such as the MD Foundation, or special events in the Towns of St. Paul and Elk Point put on by non-profit groups. Any other exceptions must be requested in writing and approved by resolution of County Council.

The County currently provides the St. Paul Ag Society with a 6 yard bin on a weekly pick up schedule at a reduced rate of \$51.30 (1/2 price).

The County also provides the St. Paul Legion with a 4 yard bin on a monthly pick up schedule at a reduced rate of \$37.80 per month.

#### Alternatives

---

Provide the St. Paul Ag Society with a 30 yard bin for a Chip Handling Facility at a reduced rate of \$67.50 (1/2 price) - \$810 per year - to remain consistent with the other bins provided at a reduced rate - to the Ag Society and the St. Paul Legion.

Provide the St. Paul Ag Society with a 30 yard bin for a Chip Handling Facility free of charge but charge a tipping fee. Administration is estimating that the cost of the tipping fee will be similar to the annual fee at the reduced rate.

#### Recommendation

---

Administration is recommending to provide the St. Paul Ag Society with a 30 yard bin to be used as a Chip Handling Facility, at a reduced rate of \$67.50 per month (1/2 price).

#### Additional Information

---

**Originated By :** pcorbiere



**St. Paul Agricultural Society**

Box 1203 St. Paul, AB T0A 3A0  
Ph: 780-645-4373 Fax: 780-645-2989  
Website: [stpaulagsociety.com](http://stpaulagsociety.com)  
Email: [agsociet@telusplanet.net](mailto:agsociet@telusplanet.net)

October 3, 2017

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

Attention: Sheila Kitz, County Council & Tim Mahdiuk

The St. Paul Ag Society would like to request if possible the use of a 40 yard  
"Chip Handling Facility" - Waste Bin, for the AG Corral use.

Also we were wondering if the County could possibly be able to empty it a couple  
times a year, this would be greatly appreciated.

Thank you for your consideration and looking forward to hearing from you.

Sincerely,

A handwritten signature in black ink that reads 'Andre'.

Mr. Andre Chamberland  
President



## COUNTY OF ST. PAUL NO. 19

### BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

#### **POLICY OBJECTIVE:**

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

#### **POLICY STATEMENT:**

##### **A. WASTE BIN RENTALS**

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

##### **B. ROLL-OFF BIN RENTALS**

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

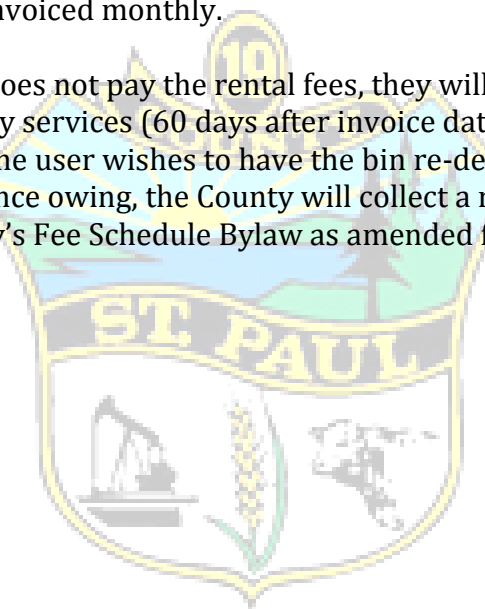


**C. BIN PICK-UP**

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

**D. PAYMENT OF FEES**

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



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



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

## Issue Summary Report

### 8.18. Town & Country Ladies Funspiel

#20171003005

**Meeting :** October 10, 2017

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

**Meeting Type :** Council Meeting

#### Background

---

The Annual Town & Country Ladies Funspiel will be held on November 4, 2017 in St. Paul and the organizing committee is requesting a donation for their event - cash, gifts or gift cards.

For the past six years, Council has donated \$100 towards this event.

#### Recommendation

---

Administration is recommending to donate \$100 to the Town and Country Ladies Funspiel which will be held November 4, 2017 in St. Paul.

#### Additional Information

---

**Originated By :** pcorbiere





*St. Paul Town and Country Ladies  
Funspiel*

*Event Date → November 04, 2017*

September 20, 2017

**Request for Sponsorship or Raffle Prize**

Dear Business Owner,

On November 4, 2017, St. Paul will be hosting women's curling teams from across the Lakeland region. This event is one where fun and camaraderie is at the forefront to promote curling in our community and provide local ladies with a well-deserved day out!

We humbly ask for your support in hosting this event. We are seeking items such as: 4 identical gifts for winning teams, cash donations, gift card donations or a unique gift for one lady. We also encourage your support through registering a team in the Funspiel - no experience required!

We truly appreciate your support and any contribution would be much appreciated. All sponsors will be acknowledged with their names prominently displayed at the Curling Rink during the event and in the St. Paul Journal to show our appreciation.

If you are able to help sponsor this wonderful event or would like to register a team, please contact myself by October 18, 2017. Thank you in advance for your consideration.

My contact information is:

Aundrea Johnson

780-646-0398 text anytime/ call after 3:30 pm

johnaund@sperd.ca

Alternatively, the organizing committee may be contacted at: [ladiesfunspiel@gmail.com](mailto:ladiesfunspiel@gmail.com)

Sincerely,

*Aundrea Johnson*

*And the rest of the 2017 Town and Country Funspiel organizing committee*



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

## Issue Summary Report

### 8.19. 10th Annual Classic Farmer's Spiel

#20171004003

**Meeting :** October 10, 2017

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

**Meeting Type :** Council Meeting

#### Background

---

The 10th Annual Fall Classic Farmer's Spiel will be held November 2 to 4, 2017. They are requesting cash to help cover expenses or items to be used as prizes. Registration for the spiel is \$160.

#### Recommendation

---

Administration is recommending to sponsor one team for \$160 and provide a door prize for the Mallaig Farmer's Spiel.

#### Additional Information

---

**Originated By :** pcorbiere

Sept 24, 2017

**Mallaig 10th Annual Fall Classic Farmer's Spiel**  
Nov.2, 3, and 4, 2017

Dear Sir,

The Mallaig Curling Club would like to ask for your sponsorship at the 9th Annual Fall Classic Farmer's Spiel which will be held at the Mallaig Curling Rink on Nov. 2, 3 and 4, 2017.

We are asking for the support of businesses with cash or products that we can use as prizes or to cover expenses for entertainment or meals to make our spiel the best experience possible. We thank-you for your consideration.

For more information please call Henri Amyotte @ 635-3880 (day)  
or 635-3817 (evening).

Schedule: Thursday, Nov. 2 - 5:00 p.m. to 8:30 p.m. Curling and supper will be sponsored.

Friday, Nov. 3- 2:00 p.m. to 5:00 p.m. Curling and supper at 6:30 , followed by entertainment.

Saturday, Nov. 4- 8:00 a.m. to 7:00 p.m. Curling, lunch and supper will be sponsored.

Thank you for your consideration.

*Henri Amyotte*

Yours truly,





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

## Issue Summary Report

### 8.20. Holmatro Air Bags for St. Paul Fire Department

#20171004005

**Meeting :** October 10, 2017

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

**Meeting Type :** Council Meeting

#### Background

---

Currently the St. Paul Fire Department is using a set of air bags for vehicle rescue that are 25+ years old. At its September 5, 2017 meeting, the Joint Fire Services Committee recommended the purchase of a new set of Holmatro Air Bags. The funds will come from the Joint Fire Services Reserve account that was established to replace or purchase equipment. Funds are recovered from Alberta Transportation when the Fire Department attends incidents along Provincial highways.

#### Recommendation

---

Administration is recommending to approve the purchase of a new set of Holmatro Air Bags with the funds from the Joint Use-Fire Reserve Account, for an amount no greater than \$6,000.

#### Additional Information

---

**Originated By :** pcorbiere



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## Issue Summary Report

### 8.21. Seed Cleaning Plant Construction Project

#20171004006

**Meeting :** October 10, 2017

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

**Meeting Type :** Council Meeting

#### Background

---

Further to the discussions during Strategic Planning, Public Works has requested quotes from local contractors to complete a bin pad extension at the St. Paul Seed Cleaning Plant. The quotes will be presented to Council on Tuesday.

#### Recommendation

---

Council to determine whether or not to hire a contractor to do the work at the Seed Cleaning Plant.

#### Additional Information

---

**Originated By :** pcorbiere



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## Issue Summary Report

### 8.22. Owlseye Road

**#20171005008**

**Meeting :** October 10, 2017

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

**Meeting Type :** Council Meeting

#### Background

---

Administration/Public Works met with Muni Corr on October 5, 2017 to determine if there was any opportunity to change the alignment of the road and adjust the land purchase due to a "pinch point" that was discovered on the west side of the road project where the Muni Corr siding widens. After much discussion, Muni Corr determined that they could not change the approval as it required unanimous agreement to sell the land, and any change would also require unanimous approval which they could not achieve at that meeting. Alternatively, Administration proposed purchasing a small parcel of land to the north of the Muni Corr Right Of Way that would mitigate the "pinch point" and allow for a different alignment of the road that would fall within the approval previously given by Muni Corr. Public Works has determined that the subdivision and purchase approximately .1 of an acre from the owner of SE 4-59-10-W4, who has agreed to the sale to the County, will provide the space needed to change the alignment.

#### Recommendation

---

Enter into an agreement with the owner of SE 4-59-10-W4 to purchase .1 of an acre of land required to construct the Owlseye road.

#### Additional Information

---

**Originated By :** pcorbiere





## Issue Summary Report

### 8.23. Alberta Community Partnership Grant Application 2017/2018 #20171005006

**Meeting :** October 10, 2017

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

**Meeting Type :** Council Meeting

#### Background

---

The Alberta Community Partnership Grants will be announced shortly for the 2017-2018 intake. The Intermunicipal Collaboration (IC) component is the stream where municipalities collaborate to carry out initiatives. IC applications are anticipated to be due in the late fall of 2017.

- IC project ranking criteria have been updated to ensure that projects that directly produce frameworks for regional approaches to service delivery, such as shared service agreements or intermunicipal development plans, under core service categories receive the highest priority for grant funds.
- The IC project maximum is \$200,000.
- Projects related to implementing regional services including facility construction, equipment purchases, pilots, training, and system upgrades are no longer eligible under the IC component.
- The IC application limit is one application per managing partner. Municipalities can participate as a project participant in more than one application.

CAOs from the Town of St. Paul, the County, the Town of Elk Point and Summer Village of Horseshoe Bay have had preliminary discussions regarding potential applications and are recommending the following projects and partnerships:

- Stormwater Management Plan Study (Town of St. Paul lead; with County as a partner)
- Rural ICFs (County lead, MD Bonnyville, Smoky Lake County, Lac La Biche County, County of Vermilion River, and County of Two Hills as partners) \*\* This is subject to approval by these neighbouring municipalities. Administration has contacted CAOs of all five neighbours to gauge interest.
- Urban ICFs (Town of Elk Point lead, County, Summer Village of Horseshoe Bay, and Town of St. Paul as partners)

Administration is currently seeking quotes for the projects listed above. Administration is looking for motions to submit an ACP application for these three projects subject to resolutions being passed by all partnering municipalities.

#### Recommendation

---

Administration is recommending that the County of St. Paul submit applications under the Alberta Community Partnership Grant Program for the following projects:

- Partner with the Town of St. Paul on an Alberta Community Partnership Grant application for the purpose of completing and implementing a Stormwater Management Plan with the Town of St. Paul as the managing partner;
- Partner with the Town of St. Paul, Town of Elk Point and Summer Village of Horseshoe Bay on an Alberta Community Partnership Grant application for the purpose of completing Inter-municipal Collaboration Frameworks with the Summer Village of Horseshoe Bay, the County and Town of St. Paul and between the County and Town of Elk Point, with the Town of Elk Point as the managing partner;

- Partner with the Municipal District of Bonnyville, Lac La Biche County, Smoky Lake County, County of Two Hills and County of Vermilion River for the purpose of completing Intermunicipal Collaboration Frameworks with the County of St. Paul as the managing partner.

## **Additional Information**

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**Originated By :** kattanasio





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

### 8.24. Northern Lights Library Revenue

#20171005001

**Meeting :** October 10, 2017

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

**Meeting Type :** Council Meeting

#### Background

---

The Draft Northern Lights Library System Budget as approved by the Board was forwarded as a separate attachment. The budget is based on the 2018 levy remaining the same.

#### Recommendation

---

Administration is recommending to approve the budget as presented.

#### Additional Information

---

**Originated By :** pcorbiere



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[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 8.25. Dates for November Council/Public Works Meetings

#20171005003

**Meeting :** October 10, 2017

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

**Meeting Type :** Council Meeting

#### Background

---

The regular date for the November Council Meeting - November 14th - conflicts with the AAMD&C Fall Convention.

The regular date for the November Public Works Meeting - November 28th - conflicts with the New Councillor Orientation in Vermilion.

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

#### Recommendation

---

Administration is recommending to reschedule the November Council Meeting to Tuesday, November 7th at 10:00 a.m.

Administration is recommending to reschedule the November Public Works Meeting to Thursday, November 23rd at 10:00 a.m.

#### Additional Information

---

**Originated By :** pcorbiere

## 9. Correspondence

9.1. LETTER - MINISTER OF MUNICIPAL AFFAIRS



*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. Letter - Minister of Municipal Affairs

#20171006001

**Meeting :** October 10, 2017

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

**Meeting Type :** Council Meeting

#### Background

---

Attached is a letter from the Minister of Municipal Affairs in response to our letter regarding the requirement for a municipality to pay requisitions for education property taxes and seniors housing which are not collectable from delinquent industrial properties. Municipal Affairs has assembled a cross-ministry working group exploring ways to address uncollectible property taxes related to delinquent industrial properties - specifically oil and gas properties which do not have easily seized assets. He is awaiting a report from the working group.

#### Recommendation

---

File for information.

#### Additional Information

---

**Originated By :** pcorbiere



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Leduc-Beaumont*

RECEIVED SEP 28 2017

AR91291

September 22, 2017

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

Dear Reeve Upham,

Thank you for your letter of August 11, 2017, regarding the requirement for a municipality to pay requisitions for education property taxes and seniors housing which are not collectable from delinquent industrial properties.

Municipal Affairs recognizes the non-collection of property taxes has become more problematic in the current economic environment. We also recognize this situation will likely continue as the economy recovers. The *Municipal Government Act* has provisions for municipalities to collect such debts; however, I acknowledge these methods can be difficult to implement.

In response to this issue, which was brought forward at the fall 2016 and spring 2017 Alberta Association of Municipal Districts and Counties (AAMDC) conventions, Municipal Affairs assembled a cross-ministry working group with representatives from Municipal Affairs, Treasury Board and Finance, Education, Energy, Environment and Parks, the Alberta Energy Regulator, and AAMDC. The working group is exploring ways to address uncollectable property taxes related to delinquent industrial properties – specifically oil and gas properties which do not have easily seized assets. I am awaiting a report back from the working group and I will have more information to share regarding possible resolutions to this issue once I have examined the group's findings and recommendations.

Thank you again for sharing your concerns on this matter.

Sincerely,

Hon. Shaye Anderson  
Minister of Municipal Affairs

cc: Honourable Rachel Notley, Premier of Alberta  
Honourable David Eggen, Minister of Education  
Honourable Lori Sigurdson, Minister of Seniors and Housing  
Al Kemmere, President, Alberta Association of Municipal Districts and Counties  
Lisa Holmes, President, Alberta Urban Municipalities Association

Hi Shylis  
Please add to  
correspondence  
for Oct mtg  
Thanks  
SJS

# 10. Reports

## 10.1. CAO REPORT



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

## Issue Summary Report

### 10.1. CAO Report

#20170918001

**Meeting :** October 10, 2017

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

**Meeting Type :** Council Meeting

### Additional Information

---

**Originated By :** skitz

# 11. Upcoming Meetings

- 11.1. OCTOBER 23 @ 10:00 A.M. - ORGANIZATIONAL MEETING
- 11.2. OCTOBER 24 @ 10:00 A.M. - PUBLIC WORKS





*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. October 23 @ 10:00 a.m. - Organizational Meeting

#20171005004

**Meeting :** October 10, 2017

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

**Meeting Type :** Council Meeting

#### Additional Information

---

**Originated By :** pcorbiere



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

## Issue Summary Report

**11.2. October 24 @ 10:00 a.m. - Public Works**

**#20171005005**

**Meeting :** October 10, 2017

**Meeting Date :** 2017/10/10 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

#20170918002

**Meeting :** October 10, 2017

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

**Meeting Type :** Council Meeting

#### Background

---

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

#### Recommendation

---

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

#20170918003

**Meeting :** October 10, 2017

**Meeting Date :** 2017/10/10 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

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**Originated By :** pcorbiere



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

## Issue Summary Report

### 12.3. Council Fees

#20170918004

**Meeting :** October 10, 2017

**Meeting Date :** 2017/10/10 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 September, 2017 as circulated.

#### Additional Information

---

**Originated By :** tmahdiuk