



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

July 6, 2018 Council Meeting

Friday, July 06, 2018

Start time 10:00 AM

AGENDA

1. **Call to Order**
2. **Minutes**
 - 2.1 **June 12, 2018 Council Meeting (2018/06/12)**
 - 2.2 **May 24, 2018 Special Council Meeting (2018/05/24)**
3. **Bank Reconciliation**
4. **Additions to Agenda and Acceptance of Agenda**
5. **In Camera**
 - 5.1. **In Camera**
6. **Business Arising from Minutes**
7. **Delegation**
 - 7.1. **11:00 a.m. - Morrey Heathcote**
 - 7.2. **11:30 a.m. - Elk Point Golf & Country Club**
8. **New Business**
 - 8.1. **Council Code of Conduct Bylaw No. 2018-13**
 - 8.2. **Benefits Policy HR-4**
 - 8.3. **Service Awards Policy HR-15**
 - 8.4. **Rodeo Supper Funds Policy - ADM-46**
 - 8.5. **County Grant Funding for Sports Policy ADM-51**
 - 8.6. **Municipal Playground Inspection Policy REC-124**
 - 8.7. **Municipal Parks Inspection Policy REC-125**
 - 8.8. **Take-It-Or-Leave-It Area Policy WM-126**
 - 8.9. **Public Participation Policy ADM-127**
 - 8.10. **18th Annual Alberta CARE Conference**
 - 8.11. **Request - Boscombe Community Centre**
 - 8.12. **17th Annual St. Paul Rodeo Mile - NEAT Club**

- 8.13. **Mallaig and District Museum Letter of Support**
- 8.14. **Request to Name Road - Worobec Road**
- 8.15. **Transfer Unpaid Water/Sewer Accounts to Property Taxes**
- 8.16. **Sale of Sand Screenings to Carillion**
- 8.17. **Enforcement Letters**
- 8.18. **Upgrade of MCSNet Tower/Fiber on County Property**
- 8.19. **Investing in Canada Program**
- 8.20. **2018 Strategic Plan - 2nd Quarter**
- 8.21. **Strategic Plan - Consultant**
- 8.22. **Moosehills Road Repair Funding**
- 8.23. **RFP for Auditors**
- 9. **Correspondence**
- 10. **Reports**
 - 10.1. **CAO Report**
- 11. **Upcoming Meetings**
- 12. **Financial**
 - 12.1. **Budget to Actual**
 - 12.2. **Listing of Accounts Payable**
 - 12.3. **Council Fees**
- 13. **Adjournment**

5. In Camera

5.1. IN CAMERA



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Issue Summary Report

5.1. In Camera

#20180703002

Meeting : July 6, 2018 Council Meeting

Meeting Date : 2018/07/06 10:00

Meeting Type : Council Meeting

Background

In Camera Items to be presented at the meeting.

Recommendation

Motion to go in camera as per Sections 17, 24 and 29, Division 2, Part 1 of the FOIP Act regarding information that will be available to the public.

Additional Information

Originated By : pcorbiere

7. Delegation

- 7.1. 11:00 A.M. - MORREY HEATHCOTE
- 7.2. 11:30 A.M. - ELK POINT GOLF & COUNTRY CLUB



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Issue Summary Report

7.1. 11:00 a.m. - Morrey Heathcote

#20180703013

Meeting : July 6, 2018 Council Meeting

Meeting Date : 2018/07/06 10:00

Meeting Type : Council Meeting

Background

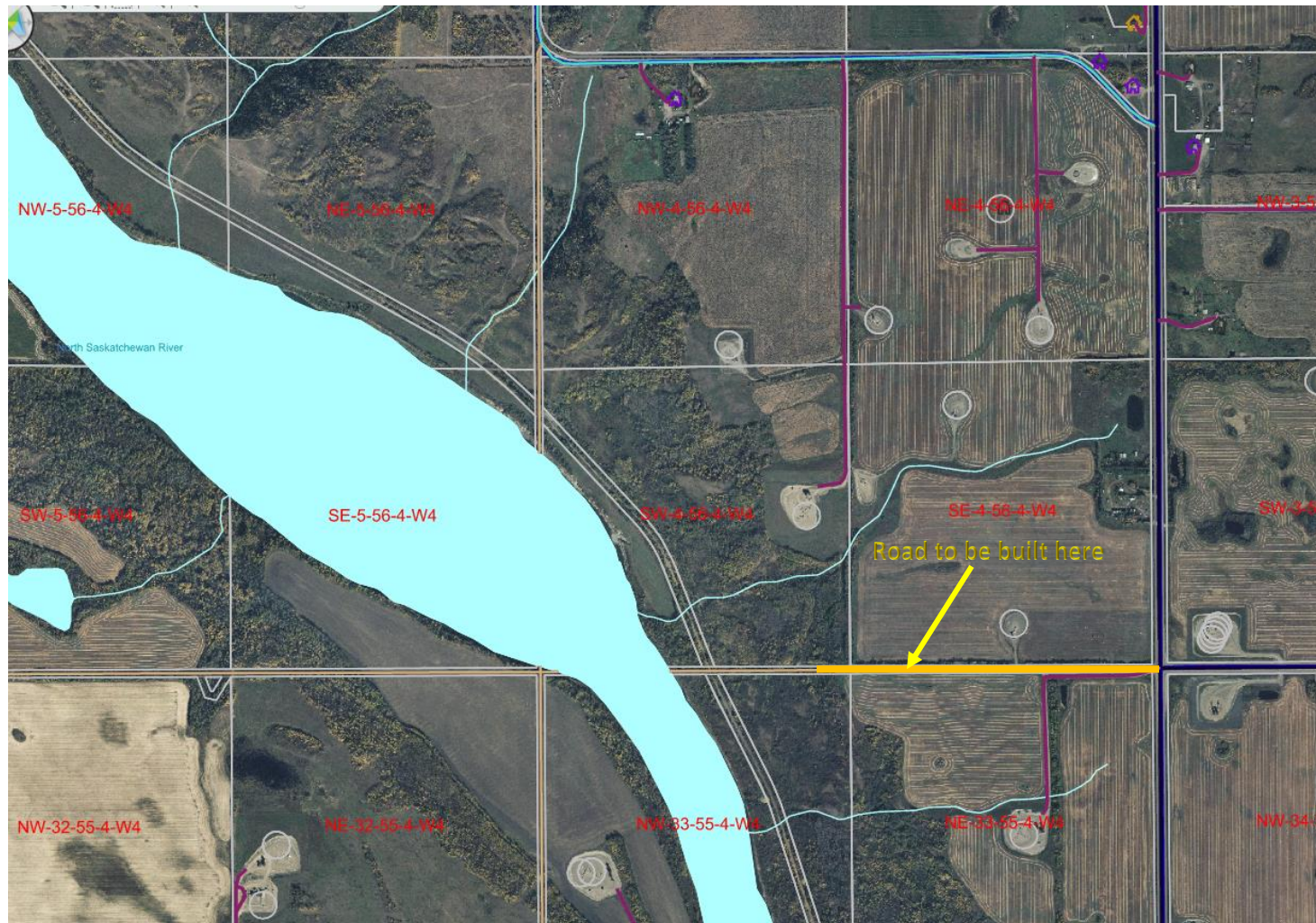
Morrey Heathcote, Division 1 resident, will be in to speak with Council about getting access into their SW quarter at 4-56-4 W4 for a permanent residence. Before purchasing it they had a brief conversation with a county rep about county road access to that quarter and went ahead and purchased it. They would like to get a road into there as soon as possible and wondering what steps are needed. With CNRL'S accesses situated off and on county road allowance and the ATCO line at the highway 646 and Township road 560 intersection it may need to be surveyed and they would like to see the remaining road allowance built for access into their quarter. They would like to see county road reach their quarter and extend another 20-30m.

Recommendation

Administration is recommending to allow the landowner to build the road to Class 4 of the General Municipal Servicing Standards.

Additional Information

Originated By : pcorbiere



Appendix 2 for 7.1.: Atco Map

Phyllis Corbiere

Subject: FW: Atco power line on TWP RD 560

----- Original message -----

From: "Vallee, Crissy" <Crissy.Vallee@atco.com>

Date: 2018-06-28 1:32 PM (GMT-07:00)

To: Mark Chileen <mchileen@county.stpaul.ab.ca>

Subject: FW: Atco power line on TWP RD 560

Hi Mark,

Our powerline running east-west within the S1/2 of Sec.4-56-4-4 was built within the undeveloped Government Road Allowance therefore no easements were required.



Crissy Vallee

Customer Services Representative

Electricity Transmission & Distribution

Electricity Global Business Unit

P. 780 826 6771

Appendix 2 for 7.1.: Atco Map

A. 5402 54 Avenue, Bonnyville AB Canada T9N2K5

From: Mark Chileen [<mailto:mchileen@county.stpaul.ab.ca>]
Sent: Wednesday, June 20, 2018 12:01 PM
To: Vallee, Crissy <Crissy.Vallee@atco.com>
Subject: Atco power line on TWP RD 560

****Caution – This email has been sent from an external source.****

Hi Crissy,

We have been approached by a land owner that wants to upgrade our undeveloped ROW located on the South side of Sec 4 56-4 W4th. Atco has a powerline on that ROW and I was wondering if you have a survey plan of it to see if a road could be built without moving the line?

Regards

Mark Chileen

Director of Public Works

County of St. Paul No. 19

5015 49 Avenue

St. Paul, AB TOA 3A4

Phone: (780) 645-3006

Cell: (780) 646-0741



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Issue Summary Report

7.2. 11:30 a.m. - Elk Point Golf & Country Club

#20180703010

Meeting : July 6, 2018 Council Meeting

Meeting Date : 2018/07/06 10:00

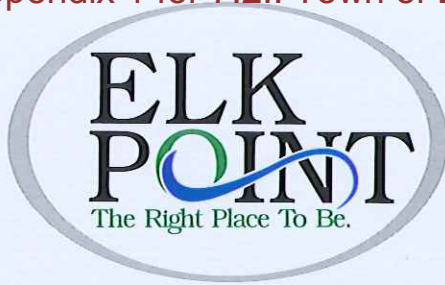
Meeting Type : Council Meeting

Background

Don Schults, with the Elk Point Golf and Country Club Board of Directors will be in to discuss the County testing the Golf Course property for gravel. They have full support of the landowners, the Town of Elk Point and the Golf Club board of directors.

Additional Information

Originated By : pcorbiere



TOWN OF ELK POINT

Phone: (780)724-3810 Fax: (780)724-2762
E-mail: town@elkpoint.ca

P.O. Box 448
Elk Point, Alberta
T0A 1A0

File No. 18-148

July 3, 2018

Elk Point Golf and Country Club
Po Box 1174
Elk Point, Alberta
T0A 1A0

ATTENTION: Don Schultz, President

Dear Don,

RE: Email Request – June 21, 2018
Testing of Gravel NE 35-56-7-W4M
Elk Point Golf & Country Club

Further to your emailed request dated June 21, 2018 attached, this letter confirms the Town of Elk Point Council passed resolution #18-340 approving the Elk Point Golf & Country Club to proceed with testing of the gravel on the Town owned land NE 35-56-7-W4M of the Golf Course at no cost to the Town of Elk Point.

We also requests a copy of the results be provided to the Town.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ken Gwozdz", is written over a blue circular stamp.

Ken Gwozdz
Chief Administrative Officer
Town of Elk Point

KG/by

Encl.

C.c Town Council
C.c County of St. Paul CAO, Sheila Kitz
C.c Superintendent of Public Works & Utilities, Jay Duffee

8. New Business

- 8.1. COUNCIL CODE OF CONDUCT BYLAW NO. 2018-13
- 8.2. BENEFITS POLICY HR-4
- 8.3. SERVICE AWARDS POLICY HR-15
- 8.4. RODEO SUPPER FUNDS POLICY - ADM-46
- 8.5. COUNTY GRANT FUNDING FOR SPORTS POLICY
ADM-51
- 8.6. MUNICIPAL PLAYGROUND INSPECTION POLICY
REC-124
- 8.7. MUNICIPAL PARKS INSPECTION POLICY REC-125
- 8.8. TAKE-IT-OR-LEAVE-IT AREA POLICY WM-126
- 8.9. PUBLIC PARTICIPATION POLICY ADM-127
- 8.10. 18TH ANNUAL ALBERTA CARE CONFERENCE
- 8.11. REQUEST - BOSCOMBE COMMUNITY CENTRE
- 8.12. 17TH ANNUAL ST. PAUL RODEO MILE - NEAT CLUB
- 8.13. MALLAIG AND DISTRICT MUSEUM LETTER OF
SUPPORT
- 8.14. REQUEST TO NAME ROAD - WOROBEK ROAD
- 8.15. TRANSFER UNPAID WATER/SEWER ACCOUNTS TO
PROPERTY TAXES
- 8.16. SALE OF SAND SCREENINGS TO CARILLION
- 8.17. ENFORCEMENT LETTERS
- 8.18. UPGRADE OF MCSNET TOWER/FIBER ON COUNTY
PROPERTY
- 8.19. INVESTING IN CANADA PROGRAM
- 8.20. 2018 STRATEGIC PLAN - 2ND QUARTER
- 8.21. STRATEGIC PLAN - CONSULTANT
- 8.22. MOOSEHILLS ROAD REPAIR FUNDING
- 8.23. RFP FOR AUDITORS



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Issue Summary Report

8.1. Council Code of Conduct Bylaw No. 2018-13

#20180627001

Meeting : July 6, 2018 Council Meeting

Meeting Date : 2018/07/06 10:00

Meeting Type : Council Meeting

Background

Bylaw No. 2018-13, the Council Code of Conduct Bylaw, is being introduced to establish a code of conduct for councillors.

A Council Code of Conduct Bylaw is now a requirement of the new Municipal Government Act.

Recommendation

Motion to give first reading to Bylaw No. 2018-13, the Council Code of Conduct Bylaw.

Motion to give second reading to Bylaw No. 2018-13, the Council Code of Conduct Bylaw.

Motion to present Bylaw No. 2018-13, the Council Code of Conduct Bylaw for third reading.

Motion to give third reading to Bylaw No. 2018-13, the Council Code of Conduct Bylaw.

Additional Information

Originated By : kattanasio

COUNTY OF ST. PAUL NO. 19

BY-LAW NO. 2018-13

A BYLAW TO ESTABLISH A CODE OF CONDUCT FOR COUNCILLORS

WHEREAS pursuant to Section 146.1(1) of the *Municipal Government Act*, R.S.A., 2000, Chapter M-26, as amended from time to time, a Council must, by bylaw, establish a code of conduct governing the conduct of councillors; and

WHEREAS the establishment of a Code of Conduct for members of Council is consistent with the principles of transparent and accountable government; and

WHEREAS a code of conduct ensures that a common basis of understanding for acceptable conduct is established for councillors beyond the statutory provisions governing the conduct of Councillors.

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

1. TITLE

1.1 This Bylaw will be cited as the “Council Code of Conduct Bylaw”.

2. DEFINITIONS

2.1 In this bylaw, words have the meanings set out in the Act, except in the following cases:

- a. “Act” means the *Municipal Government Act*, R.S.A. 2000, c. M-26, and its associated regulations, as amended from time to time;
- b. “Administration” means the administrative and operational staff of the County of St. Paul No. 19;
- c. “Chief Administrative Officer” hereinafter referred to as CAO, means the person appointed by bylaw, or their designee, for the County pursuant to Section 205 of the Act;
- d. “Committee” means a Council Committee, board, commission, or other body established by Council under the Act;
- e. “County” means the municipal corporation of the County of St. Paul No. 19;
- f. “Council” means all members of County Council duly elected and currently holding office;

- g. “Council Investigator” means the person in charge of receiving the complaint and leading the Bylaws process. The Council Investigator is the Reeve, or in the perceived wrong doing of the Reeve, the Deputy Reeve. If the perceived wrongdoing affects both the Reeve and Deputy Reeve, Council will appoint an Investigator from among its members.
- h. “Councillor” means any duly elected member of Council including the Reeve and Deputy Reeve;
- i. “County Property” means the County’s financial and non-financial assets including but not limited to land, vehicles, equipment, electronic devices and documents;
- j. “Confidential” or “Confidential Information” means any aspect of in-camera deliberations; information identified as confidential within the provisions of the Freedom of Information and Protection of Privacy Act (FOIP); and information subject to solicitor-client privilege;
- k. “Deputy Reeve” means the Councillor elected and appointed as Deputy Chief Elected Official by Council pursuant to Section 152 of the Act;
- l. “Director” means an employee of the County that reports directly to the CAO and may carry some delegated or designated duties of the CAO;
- m. “Executive Assistant” means an employee of the County holding the job title of Executive Assistant, reports directly to the CAO, and may carry some delegated or designated duties of the CAO;
- n. “FOIP” means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, any associated regulations, and amendments or successor legislation;
- o. “In-camera” means a portion of a meeting closed to the public in accordance with the Act and FOIP;
- p. “Public” means a customer, ratepayer, resident, or visitor of the County;
- q. “Reeve” means the Councillor elected as Chief Elected Official pursuant to Section 150 of the Act.

3. GENERAL PURPOSE

- 3.1 The purpose of the Code of Conduct is to provide conduct standards to aid Councillors in performing their functions and obligations on Council and to outline a procedure for the investigation and enforcement of those conduct standards.
- 3.2 The Code of Conduct aligns with the County of St. Paul’s Values, which are *Balance; Respect; Fairness; Integrity; Accountability; and Service*. These values shall govern how Councillors conduct themselves when making decisions, and how Councillors interact with each other and the Public.

3.3 The Code of Conduct shall:

- a. Set out clear expectations for the behaviour of Councillors;
- b. Provide information to the Public regarding the behaviour they can expect from County Councillors;
- c. Provide guidance to Councillors regarding the standard of conduct they are expected to exercise in their duties as elected officials; and
- d. Provide a mechanism for responding to alleged breaches of this Code of Conduct.

4. COUNCIL CODE OF CONDUCT

4.1 The Council Code of Conduct will address the following matters:

a. Representing the County

When representing the County, all Councillors shall:

- i. Work for the common good of the Public while promoting the public interest and advancing the mandate and long-term interests of the County;
- ii. Conduct Council business in an open and transparent manner that promotes public confidence and trust, recognizing that an individual Councillor cannot exercise individual authority over County business;
- iii. Exercise their duties with care, diligence and the skill that a reasonably prudent person would exercise in comparable circumstances;
- iv. Exercise their duties by placing the interests of the County ahead of their personal interests; and
- v. Exercise their duties in an impartial manner while making objective decisions rather than subjective decisions based on bias or prejudice.

b. Communicating on Behalf of the County

Regarding communicating on behalf of the County, the following will occur:

- i. The Reeve, or in their absence the Deputy Reeve, is the official spokesperson for the Council;

- ii. Councillors may communicate with the Public, but will not present their opinions and positions on issues as those of the County Council; and
- iii. All Councillors acknowledge that official information related to the decisions of Council will be communicated to the community and the media on behalf of the Council as a whole.

c. Respecting the Decision-making Process

All Councillors shall:

- i. Foster respect for the democratic decision-making process; and
- ii. Work towards the effective and consistent application of Council decisions.

d. Adherence to Policies, Procedures and Bylaws

All Councillors shall:

- i. Respect and adhere to the established policies, procedures, and bylaws of the County thereby showing commitment to performing their duties with diligence and care.

e. Respectful Interaction with Councillors, Staff, the Public and Other Members of Society

All Councillors shall:

- i. Treat fellow Councillors, Administration staff and the Public with respect and courtesy;
- ii. Demonstrate a high standard of personal integrity and honesty;
- iii. Communicate and work with fellow Councillors in an open and honest manner while promoting a spirit of cooperation through listening to and respecting those opinions that may differ;
- iv. Conduct themselves in a manner that reflects the separation of roles and responsibilities between Council and Administration;
- v. Refrain from giving direction to any municipal employee or contracted resource, except through the CAO;
- vi. Convey all concerns or requests for action or information directly to the CAO or as permitted by this Bylaw, communicate with the Executive Assistant or a Director without committing the County to any specific course of action, expenditure, or use of municipal

resources outside of the County's established policies, procedures, or budget. The CAO reserves the right to approve a list of municipal employees that Council has permission to directly communicate with;

- vii. Avoid any situation in which a friendship, social relationship or social interaction with a member of staff may be seen to create undue influence, access to information, conflict of interest, or to undermine the authority of the CAO;
- viii. Not express opinions on the performance of any municipal employee except for the formal CAO performance evaluation, as specifically required by the Act; and
- ix. Not advocate for the promotion, sanction, or termination of any municipal employee.

f. Confidential Information

All Councillors shall:

- i. Hold in strict confidence all information concerning matters deemed confidential and shall not, either directly or indirectly, release, make public or in any way divulge any information which is deemed to be confidential unless expressly authorized by Council or required by law to do so; and
- ii. Swear an Oath of Confidentiality, attached as Appendix "A".

g. Conflict of Interest, Pecuniary Interest and Gifts and Hospitality

No Councillor shall engage in any activity which is incompatible or inconsistent with the ethical conduct of their official duties. These activities include but are not limited to:

- i. The use of any influence from their position for any purpose other than official duties;
- ii. The use of any information gained in the execution of the office that is not available to the public for any purpose other than for official duties;
- iii. The placing of themselves in a position of obligation to any person or organization that might reasonably benefit from special consideration or may seek preferential treatment;
- iv. The influencing of any Council decision or decision-making process affecting a Councillor's family or organization in which a Councillor has a financial interest;

- v. Councillors may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as the result of protocol or social obligation; and
- vi. Gifts received by a Councillor on behalf of the County as a matter of official protocol which have significance or historical value for the County shall be left with the County.

h. Improper Use of Influence

- i. No Councillor shall use the influence of their office for any purpose other than for the exercise of their official duties;
- ii. No Councillor shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a Committee of Council or any other body established by Council;
- iii. Councillors shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the County;
- iv. Councillors shall refrain from using their positions to obtain employment with the County for themselves, family members or close associates. Councillors are ineligible to apply or be considered for any position with the County while they hold their elected position and for one year after leaving office; and
- v. No Councillor shall use any facilities, equipment, supplies, services, municipal logos or other resources of the County for any election campaign or campaign-related activity.

i. Use of Municipal Assets and Services

- i. No Councillor shall use or attempt to use the County's property, funds, services, or information for personal benefit or the benefit of another individual.

j. Orientation and Other Training Attendance

- i. Councillors are strongly encouraged to attend the orientation sessions and training opportunities as provided post election and during their term of office.

5. COMPLAINT PROCESSES

5.1 *Informal Complaint Process:*

Any person, in good faith, who has identified or witnessed conduct by a Councillor that the person reasonably believes is in contravention of this Bylaw may address the prohibited conduct by doing the following:

- a. Advising the Councillor that their conduct violates this Bylaw and to encourage the Councillor to stop; or
- b. Requesting that a Council Investigator assist in holding an informal discussion regarding the alleged complaint with the Councillor to resolve the issue.

5.2 Individuals are encouraged to pursue this informal complaint process as the first means of correcting conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint process prior to pursuing the formal complaint process, as outlined below.

5.3 *Formal Process:*

Any person, in good faith, may report perceived wrongdoing or make a complaint alleging a breach of the Council Code of Conduct by a Councillor by completing the Elected Official Complaint Form, attached as Appendix "B".

5.4 The completed form must be dated, include the Complainant's name, and be signed. An anonymous report or complaint shall be considered invalid. The complaint must set out reasonable and probable grounds for the allegation that the Councillor has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation.

5.5 The form may be mailed, hand-delivered to the County's office, or emailed to the County Investigator. If a physical copy is submitted, the form must be placed in a sealed envelope and marked "Confidential". All reasonable attempts shall be made to keep the reports and complaints confidential until a full investigation is completed to protect both the Complainant and Councillor.

5.6 A Complainant may withdraw the filed complaint at any point after its submission.

5.7 Complaints shall not be received from September 1st to October 31st of an election year.

6. COMPLAINT PROCEDURE

- 6.1** Upon receipt of a complaint under this Bylaw the following procedure will be followed:
- a. The Complainant shall receive a letter from the Council Investigator stating that their complaint has been received and is in the process of being reviewed;
 - b. The Council Investigator shall contact the Councillor accused of conduct breach both verbally and in writing. The Councillor shall receive a copy of the submitted complaint and will be notified of the date set for the Special Meeting scheduled to address the alleged breach of this Bylaw. The Councillor under complaint shall be given a minimum of seven (7) days from the time of notification to prepare a response. The Councillor under investigation shall not contact the complainant for the duration of the investigation period;
 - c. The Council Investigator shall contact the CAO and schedule a Special Meeting to address the alleged breach of this Bylaw;
 - d. The Council Investigator shall notify Council of the Special Meeting and communicate its purpose to address a breach of the Code of Conduct;
 - e. The CAO and Executive Assistant shall be present for the opening of the Special meeting, leave for the in-camera portion, and return for the motion coming out of the in-camera session to administer and take minutes of the meeting;
 - f. During the Special Meeting, Council shall review the complaint received while in-camera. The accused Councillor shall attend the in-camera session addressing the Councillor alleged of the breach as a delegation. The Councillor under complaint shall leave the meeting after presenting their response and may not take part in the deliberations thereafter;
 - g. Council shall review the facts as presented and depending on the nature of the complaint. Should Council come to a decision, they shall choose one of the following actions:
 - i. dismiss the complaint as invalid under the Code of Conduct;
 - ii. dismiss the complaint as frivolous or vexatious; or
 - iii. determine that the complaint is valid and impose sanctions.

- h. Following Council's decision, both the accused Councillor and Complainant shall be notified by the Council Investigator, in writing, of Council's decision within forty-eight (48) hours;
- i. If sanctions are imposed, the written decision shall dictate the imposed sanctions. The Council Investigator shall follow-up to ensure the sanctions were followed;
- j. If Council is unable to come to a decision, they shall choose one of the following actions:
 - i. request legal opinion regarding the complaint; or
 - ii. request the County's legal counsel or another third party to investigate the complaint and report to Council through the Council Investigator.
- k. If the complaint requires a legal opinion, legal investigation, or third-party investigation, Council shall direct the CAO to connect the Council Investigator with the County's legal service providers or the third-party investigator; and
- l. Once Council has obtained the necessary information through legal counsel or a third-party investigator a second special meeting shall be scheduled, and Council shall follow the steps laid out in Section 6.1 d. through 6.1 h., ultimately rendering a decision and if required, imposing and enforcing sanctions.

7. SANCTIONS

7.1 Council may impose the following sanctions on a Councillor who contravenes the Council Code of Conduct:

- a. Issue a letter of reprimand addressed to the Councillor(s);
- b. Issue an order for the Councillor(s) to issue a letter of apology;
- c. Publish a letter of reprimand;
- d. Impel a public apology from the Councillor
- e. Impel the Councillor to attend relevant training;
- f. Suspend or remove the Councillor from the position of Deputy Reeve or acting Reeve under Section 152 of the Act;
- g. Suspend or remove the Chief Elected Official's presiding duties under Section 154 of the Act;

h. Suspend or remove the Councillor from some or all council committees and bodies to which Council has the right to appoint members;

i. Reduce or suspend remuneration as defined in Section 275.1 of the Act to reflect a reduction in duties, excluding allowances for attendance at council meetings.

7.2 In accordance with Section 146.1(4) of the Act, sanctions imposed cannot under any circumstances prevent a Councillor from fulfilling their legislative duties, nor can a Councillor be disqualified or removed from office for a breach of this code.

8. COUNCIL REQUIREMENTS

8.1 Councillors shall swear a statement to uphold the Code of Conduct, attached as Appendix "C".

9. LEGISLATIVE REVIEW

9.1 The Council Code of Conduct Bylaw must be reviewed every four (4) years, following a general municipal election, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Councillors.

10. ENACTMENT

This Bylaw shall come into effect upon the date of the final passage thereof.

Read a first time in Council this 6th day of July, A.D. 2018.

Read a second time in Council this 6th day of July, A.D. 2018.

Read a third time in Council this 6th day of July, A.D. 2018.

REEVE

CHIEF ADMINISTRATIVE OFFICER

APPENDIX A – SAMPLE OATH OF CONFIDENTIALITY



Elected Official - Oath of Confidentiality

Council Code of Conduct

I, _____ of _____ solemnly
swear / affirm to the following during and after my term as an elected official with the County of St. Paul No. 19:

1. I acknowledge that any information that I may obtain from, or through my access to, the County of St. Paul No. 19 facilities is deemed confidential information.
2. I will not use, disclose, communicate or transfer any confidential information, except as required in the performance of my role.
3. I will not allow any unauthorized person(s) to inspect or have access to any record containing confidential information, regardless of media format.
4. I will not discuss confidential information when a member of the public is present.
5. I will not leave confidential information in open view of any member(s) of public.
6. I will report any unauthorized access of confidential information to the County as soon as I become aware that such an incident occurred.
7. I understand that this oath / affirmation survives the conclusion of my term as an elected official and that noncompliance could result in repercussions in accordance with the Council Code of Conduct bylaw, and I may be fined and/or face civil penalties should I breach this agreement even after my term is ended.

I acknowledge that I have read, understood and voluntarily agree to these terms.

Dated at the County of St. Paul Office, Alberta, this _____ of _____, 20____.

Councillor

Chief Administrative Officer

APPENDIX B – SAMPLE COMPLAINT FORM



Elected Official Complaint Form

Section 4 of Bylaw No. XXXX; Council Code of Conduct

Reeve and Council, County of St. Paul No. 19
5015 49th Ave, St. Paul, Alberta, T0A 3A4

PERSON MAKING COMPLAINT	
Name:	
Mailing Address:	
Phone: (Home)	(Other)
Email:	

I would like to make a complaint that an elected official of the County of St. Paul No. 19 has breached Bylaw No. XXXXX, Council Code of Conduct. I make this complaint in accordance with Section 4 of that Bylaw.

COMPLAINT INFORMATION
Name of Councillor:
The situation that gives rise to the complaint occurred on:
Section of Bylaw No. XXXX, Council Code of Conduct that was breached:

Please explain the actions/inactions of the Councillor related to the complaint (additional pages may be attached):



Please note that this form will be provided to the County Investigator, in strict confidence. If submitting a hard copy, please submit the completed form in a sealed envelope clearly marked "Confidential". This complaint will be processed in accordance with the Bylaw XXXX, Council Code of Conduct.

Signature

Date _____

Please return your complete form addressed to the County Investigator to the County Office
5015 49th Ave., St. Paul, AB, T0A 3A4

APPENDIX C – SAMPLE CODE OF CONDUCT STATEMENT



Elected Official – Code of Conduct Statement

Council Code of Conduct

I, _____ of _____ solemnly
swear / affirm to the following during my term as an elected official within the County of St. Paul:

1. I will uphold the County of St. Paul's Code of Conduct at all times.
2. I have read and understand the County of St. Paul's Bylaw 2018-XX, Council Code of Conduct Bylaw, and further agree to all terms and conditions as specified.

I acknowledge that I have read, understood and voluntarily agree to these terms.

Dated at the County of St. Paul Office, Alberta, this _____ of _____, 20_____.

Councillor

Chief Administrative Officer



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

Issue Summary Report

8.2. Benefits Policy HR-4

#20180627003

Meeting : July 6, 2018 Council Meeting

Meeting Date : 2018/07/06 10:00

Meeting Type : Council Meeting

Background

Policy HR-4 is being presented to Council to amend the County's Benefits processes. This Policy was brought before the Policy Committee on June 27th, 2018.

Recommendation

Motion to approve Policy HR-4, as amended, as per the recommendations of the Policy Committee.

Additional Information

Originated By : kattanasio



COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY OBJECTIVE:

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

POLICY STATEMENT:

A) ELIGIBILITY:

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

B) BENEFITS PROVIDED:

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

- 2) The following benefits are optional at the discretion of the employee and employees will pay 100% of the premiums:
 - a) Voluntary Life Insurance
 - b) Voluntary Critical Illness
 - c) Voluntary Accident
- 3) The Health and Wellness Spending Accounts provide reimbursement for eligible medical, dental, and wellness expenses with pre-tax dollars. The Canadian Revenue Agency governs administration of the accounts. The County funds the Health Care Spending Accounts with credits which are not taxable to employees. Alternatively, the Wellness Spending Accounts are considered a taxable benefit to the employee and must be claimed. Eligibility criteria will be determined from time to time by the Chief Administrative Officer or their designee.

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

C) PENSION:

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

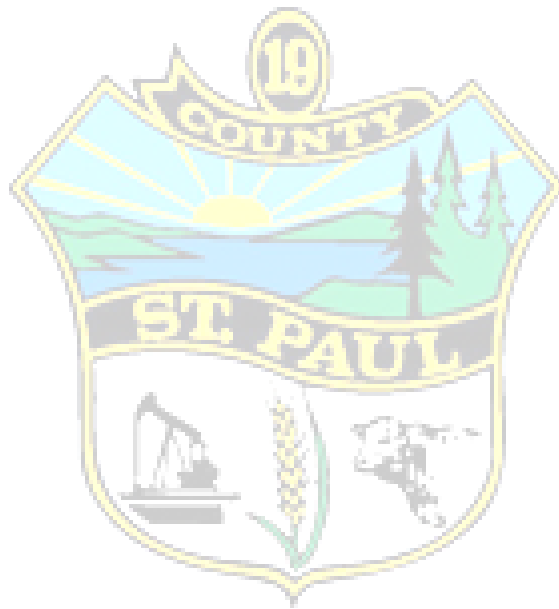
D) WORKERS' COMPENSATION:

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

E) SEASONAL EMPLOYEES:

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

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



COUNTY OF ST. PAUL NO. 19
DEPARTMENT: HUMAN RESOURCES
COUNCIL APPROVAL: SEPTEMBER 14, 2010
AMENDED: DECEMBER 8, 2015
AMENDED: APRIL 12, 2016
AMENDED: JULY 6, 2018



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

Issue Summary Report

8.3. Service Awards Policy HR-15

#20180629005

Meeting : July 6, 2018 Council Meeting

Meeting Date : 2018/07/06 10:00

Meeting Type : Council Meeting

Background

Policy HR-15, the Service Awards Policy, is being presented to Council to amend the County's long service award and retirement gift processes. This Policy was brought before the Policy Committee on June 26th, 2018.

Recommendation

Motion to approve Policy HR-15, the Service Awards Policy , as per the recommendations of the Policy Committee.

Additional Information

Originated By : kattanasio



COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY OBJECTIVE:

The County of St. Paul No. 19 recognizes that its employees are its most valuable resource and wishes to ensure that the contributions and commitment made by employees are acknowledged in ways that reflect the underlying values of public service and that recognition practices are sustained. The intent of this policy is to provide guidelines to determine when awards can be given to employees from the County in appreciation for their service.

POLICY STATEMENT:

A) GENERAL MATTERS:

- 1) The Finance Technician shall be notified annually of all employees receiving service awards or retirement gifts.

B) SERVICE ELIGIBILITY:

- 1) The County of St. Paul No. 19 will present awards to honour employees with five or more years of service. Employees will be honoured at the annual Christmas party held in November or December.
- 2) Service awards will be given to the following categories of employees:
 - Full-time employees
 - Part-time employees
 - Seasonal employees
 - Casual employees
 - Elected officials
- 3) Individuals serving the County on a contract basis do not have employee status and will not be considered for service awards. Those employees' status that moves from employee to contract employee may be eligible for awards under this policy. This determination will be solely at the discretion of the Chief Administrative Officer.

- 4) The commencement date for which service awards will be based shall begin January 1st and end December 31st. An employee will qualify for a service award if their fifth or multiple-of-fifth anniversary date occurs on or before December 31st of that year.
- 5) For the purpose of service awards, any approved leave of absence, with or without pay, will not be considered a break in service provided there is no resignation, but will not be credited as service during the leave of absence.
- 6) No changes shall be made to existing service calculations that have been made prior to this policy being in effect.

C) LONG SERVICE AWARDS:

- 1) Long service awards will be awarded to eligible employees and elected officials at the completion of each five year phase of continuous employment.
- 2) For each five year increment the following items will be awarded:
 - 5 Years – \$50 gift
 - 10 Years – \$100 gift
 - 15 Years – \$150 gift
 - 20 Years – 20 Year pin, \$300 gift
 - 25 Years – \$500 gift
 - 30 Years – \$1000 gift
 - 35 Years – \$1,500 gift
- 3) Employees may be awarded a non-cash long service award valued at \$500.00 or less, tax free. Any amount over \$500.00 is a taxable benefit.
- 4) Employees may be awarded near-cash items that function as cash including but not limited to, gift certificates, gift cards, or an item that can be easily converted into cash. Near-cash awards are a taxable benefit.
- 5) The \$500.00 exemption for long service awards does not affect the \$500.00 exemption for other gifts in the year an award is given.

D) RETIREMENT GIFTS:

- 1) The County of St. Paul No. 19 will present a gift to each full-time or part-time employee who retires at the annual holiday party held in November or December, or at an appropriate time.

- 2) Gift values will be as follows: (part-time employees will receive a prorated gift based on full-time employment)
- 5-9 years - \$200
 - 10-14 years - \$300
 - 15-19 years - \$400
 - 20-24 years - \$500
 - 25-29 years - \$600
 - 30-34 years - \$700
 - 35+ years - \$800
- 3) If an employee receives a retirement award and returns to work within twelve months and becomes eligible for a retirement award thereafter, then the value of the first award will be subtracted from the second award before honouring the employee.
- 4) Notwithstanding the above guidelines, the Chief Administrative Officer will deal with all exceptional situations.
- 5) Employees may be given non-cash retirement gifts with a combined value of \$500.00 or less, tax free. Any amount over \$500.00 is a taxable benefit.
- 6) Employees may be given near-cash gifts that function as cash including but not limited to, gift certificates, gift cards, or an item that can be easily converted into cash. Near-cash awards are a taxable benefit.
- 7) The \$500.00 exemption for retirements gifts does not affect the \$500.00 exemption for long service awards in the year a gift is given.
- E) VOLUNTEER BOARDS:**
- 1) Council may recognize, at its discretion, staff, groups, or individuals for their extra-curricular or other outstanding contributions.

COUNTY OF ST. PAUL NO. 19
DEPARTMENT: HUMAN RESOURCES
COUNCIL APPROVAL: SEPTEMBER 14, 2010
AMENDED: APRIL 8, 2014
AMENDED: DECEMBER 8, 2015
AMENDED: JULY 6, 2018



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

Issue Summary Report

8.4. Rodeo Supper Funds Policy - ADM-46

#20180629001

Meeting : July 6, 2018 Council Meeting

Meeting Date : 2018/07/06 10:00

Meeting Type : Council Meeting

Background

Policy ADM-46, the Rodeo Supper Funds Policy, is being presented to Council, as amended, to alter the County's Rodeo Supper Funding practices. The Policy was brought before the Policy Committee on June 26th, 2018.

Recommendation

Motion to approve Policy ADM-46, the Rodeo Supper Funds Policy, as amended, as per the recommendation of the Policy Committee on June 26th, 2018.

Additional Information

Originated By : kattanasio



COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY OBJECTIVE:

The County of St. Paul desires to assist community groups by providing unique funding opportunities through the St. Paul Rodeo.

POLICY STATEMENT:

- 1) A community group may apply for funding once every three (3) years, **unless only one groups applies in which case they may be awarded funding in consecutive years.**
- 2) Applications will only be considered after January 1st and before August 1st of the year for which the funds will be allocated. The successful group will be determined by Council annually.
- 3) The successful group will be required to clean up after the annual rodeo performances in conjunction with a group selected by the Town of St. Paul and the community groups will be paid at a rate approved by the St. Paul Recreation Board.
- 4) In the following year, the group chosen by the County in Section 2 will hand out plates and collect money at the County's rodeo supper and will receive the proceeds collected at the door. The group will also assist the St. Paul Agricultural Society with cleaning up the eating area after supper, under the Society's direction.

COUNTY OF ST. PAUL NO. 19
DEPARTMENT: ADMINISTRATION
COUNCIL APPROVED: SEPTEMBER 14, 2010
AMENDED: DECEMBER 8, 2015
AMENDED: JULY 6, 2018



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

8.5. County Grant Funding for Sports Policy ADM-51

#20180629002

Meeting : July 6, 2018 Council Meeting

Meeting Date : 2018/07/06 10:00

Meeting Type : Council Meeting

Background

Policy ADM-51, the County Grant Funding for Sports Policy, is being presented to Council, as amended, to update the County's funding practices. The Policy was brought before the Policy Committee on June 26th, 2018.

Recommendation

Motion to approve Policy ADM-51, the County Grant Funding for Sports Policy, as amended, as per the recommendations of the Policy Committee.

Additional Information

Originated By : kattanasio



COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY OBJECTIVE:

The County of St. Paul desires to provide support to sports teams **or individuals competing in Skills Canada Alberta Competition**, group sport teams, and individuals competing in individual sports representing communities within the County under the following circumstances:

- a) Where a team or individual has qualified at the local level to advance to a provincial, national or international level where travel is required; or
- b) Where a team or individual is hosting a provincial, national, or international competition or event within the County of St. Paul.

POLICY STATEMENT:

A) **ELIGIBILITY:**

- 1) Funding will not be distributed for the purpose of school field trips.
- 2) Funding will not be distributed to individuals who have been selected to play on regional teams outside of the County of St. Paul.
- 3) Funding will not be distributed for teams or individuals choosing to compete in a tournament.
- 4) Funding will be provided to youth under the age of twenty-one (21).
- 5) **All funding requests must be received by the County no later than January 31st of the following calendar year.**

B) LEVELS OF FUNDING:

- 1) Teams that have competed at the local level and qualify to advance to a provincial, national, or international level (\$500.00).
- 2) Teams that host provincial, national, or international competitions (\$1000.00).
- 3) Individuals participating in an individual sport that have competed and qualified to advance to a provincial, national, or international competition (\$250.00).
- 4) Organizations hosting a provincial, national, or international event within the County for individual sports or events (\$500.00).
- 5) Funding provided to individuals attending Skills Canada Alberta competitions shall align with the levels of funding for sports teams.

C) REQUESTS:

- 1) Administration is approved to process payment of grants per this policy provided the request meets the criteria above.
- 2) Council will be informed during the CAO's Report at monthly Council meeting of approvals under this Policy.
- 3) Requests from the community for grant funding that does not specifically meet these criteria will be advised that their request does not comply with County policy, but that they can appeal the Administrative decision to County Council.
- 4) Requests exceeding budgeted amounts for the fiscal year that meet the policy criteria will be brought to Council for ratification.
- 5) County Council will not consider any requests outside the scope of this Policy ~~for any other extra-curricular activities~~ or for anyone over the age of twenty-one (21).



County of St Paul No 19
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www.county.stpaul.ab.ca

Issue Summary Report

8.6. Municipal Playground Inspection Policy REC-124

#20180629003

Meeting : July 6, 2018 Council Meeting

Meeting Date : 2018/07/06 10:00

Meeting Type : Council Meeting

Background

Policy REC-124, the Municipal Playground Inspection Policy, is being presented to Council to establish inspections for County-owned playgrounds. This Policy was brought before the Policy Committee on June 26th, 2018.

Recommendation

Motion to approve Policy REC-124, the Municipal Playgrounds Inspection Policy as per the recommendations of the Policy Committee.

Additional Information

Originated By : kattanasio



COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY OBJECTIVE:

The County of St. Paul desires to ensure the safety of play spaces and equipment owned by the County, to protect the health of the public, and to provide a visually appealing playground environment.

POLICY STATEMENT:

A) GENERAL MATTERS

- 1) Monthly inspections shall be conducted on all County-owned playground structures from the months of May to September.
- 2) Inspections will be completed using the Playground Equipment Inspection Report, as periodically amended.
- 3) All inspections will be submitted to the Director of Community Services or their designee within seven (7) days of completion.
- 4) The inspector will date and sign each inspection on the date of completion.
- 5) All required follow-up repairs or maintenance will be noted under “Issues requiring immediate attention” on the inspection form and will be the responsibility of the Director of Community Services or their designee to address.
- 6) Inspections will be reviewed by the Director of Community Services or their designee to identify any trends or areas of concern.
- 7) An annual report will be prepared by the Director of Community Services or their designee, detailing the results of the inspection program. The report will be presented to the Parks Committee annually.
- 8) Inspections will be carried out by individuals experienced in municipal parks operations including but not limited to the Director of Community

Services, Parks Foreman, Park Attendants, Parks Labour Staff and/or a certified Playground Inspector.

POLICY AND STANDARDS
MUNICIPAL PLAYGROUND INSPECTION POLICY
REC-124

COUNTY OF ST. PAUL NO. 19
DEPARTMENT: PARKS AND RECREATION
COUNCIL APPROVED: JULY 6, 2018



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

8.7. Municipal Parks Inspection Policy REC-125

#20180629004

Meeting : July 6, 2018 Council Meeting

Meeting Date : 2018/07/06 10:00

Meeting Type : Council Meeting

Background

Policy REC-125, the Municipal Parks Inspection Policy, is being presented to Council to establish a process for inspecting County-owned parks. This Policy was brought before the Policy Committee on June 26th, 2018.

Recommendation

Motion to approve Policy REC-125, the Municipal Parks Inspection Policy, as per the recommendations of the Policy Committee.

Additional Information

Originated By : kattanasio



COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY OBJECTIVE:

The County of St. Paul desires to ensure the safety of municipal parks and equipment, to protect the health of the public, and to provide a visually appealing park environment.

POLICY STATEMENT:

A) GENERAL MATTERS

- 1) Daily and/or weekly inspections, as indicated on the inspection form, will be completed at Municipal Parks during the camping season which typically runs from mid-May to early September.
- 2) Inspections will be completed using the Parks Inspection Report Form, as periodically amended.
- 3) All inspection forms will be submitted to the Director of Community Services or their designee within seven (7) days of completion.
- 4) The inspector will date and sign each inspection on the date of completion.
- 5) All required follow-up repairs or maintenance will be noted under "Action Items" on the inspection form and will be the responsibility of the Director of Community Services or their designee to address.
- 6) Inspections will be reviewed by the Director of Community Services or their designee to identify any trends or areas of concern.
- 7) An annual report will be prepared by the Director of Community Services or their designee, detailing the results of the inspection program. The report will be presented to the Parks Committee annually.

- 8) Inspections will be carried out by individuals experienced in municipal parks operations including but not limited to the Director of Community Services, Parks Foreman, Park Attendants, and Parks Labour Staff.



County of St Paul No 19
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Issue Summary Report

8.8. Take-It-Or-Leave-It Area Policy WM-126

#20180629006

Meeting : July 6, 2018 Council Meeting

Meeting Date : 2018/07/06 10:00

Meeting Type : Council Meeting

Background

Policy WM-126, the Take-It-Or-Leave-It Area Policy, is being presented to Council to establish processes for the use of a Take-It-Or-Leave-It area at Class III Landfills and Waste Transfer Stations. This Policy was brought before the Policy Committee on June 26th, 2018.

Recommendation

Motion to approve Policy WM-126, the Take-It-Or-Leave-It Area Policy, as per the recommendations of the Policy Committee.

Additional Information

Originated By : kattanasio



COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY OBJECTIVE:

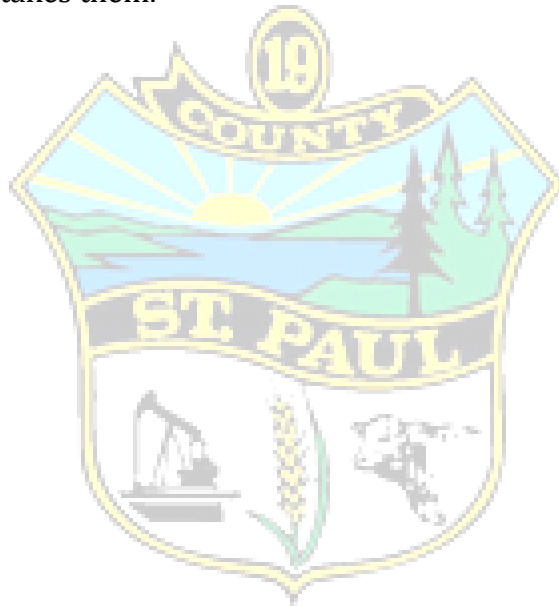
The County of St. Paul desires to offer take-it-or-leave-it areas at its Class III Landfills and Waste Transfer Facilities to extend the life of its facilities while ensuring the safety of the public.

POLICY STATEMENT:

A) GENERAL MATTERS

- 1) No prohibited materials shall be deposited in the Take-It-Or-Leave-It Areas as listed in Section 3.3 of the Evergreen Waste Management Services Commission Operations Plan for the County of St. Paul's Class III Landfills and Waste Transfer Facilities.
- 2) No carpets, linoleum, clothing, shoes, bedding, food items, mattresses, boxsprings, baby walkers, cribs, carseats, refrigerators, freezers, stoves, dishwashers, microwaves, washingmachines, clothes dryers, hot water tanks, humidifiers, de-humidifiers, televisions, any similar appliances, or any type of Personal Protective Equipment including but not limited to helmets, hard hats, safety boots, masks, or life jackets.
- 3) Items must be clean, in reasonably good condition, and may require minor repairs.
- 4) The Site Attendant shall have final discretion regarding which items are acceptable and they may refuse any item for any reason.
- 5) Items that have been left in the Take-It-Or-Leave-It Area for more than thirty (30) days are to be disposed of by any means of recycling or salvaging as a last resort of waste disposal.

- 6) Any material placed in the Municipal Solid Waste bins, inert waste cells, metal site, appliance site, tire marshalling area, or burn pits may not be transferred to the Take-It-Or-Leave-It Area.
- 7) The County cannot guarantee or warranty any items taken from the Take-It-Or-Leave-It Area.
- 8) The County is not liable or responsible for any items taken from the Take-It-Or-Leave-It Area.
- 9) All items obtained from the Take-It-Or-Leave-It Area are the sole responsibility of the person who takes them.





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Issue Summary Report

8.9. Public Participation Policy ADM-127

#20180627002

Meeting : July 6, 2018 Council Meeting

Meeting Date : 2018/07/06 10:00

Meeting Type : Council Meeting

Background

Policy ADM-127, the Public Participation Policy is being presented to Council to formalize public participation processes for the County. This Policy is required by the new Municipal Government Act and was presented to the Policy Committee on June 26th, 2018.

Recommendation

Motion to approve ADM-127, the Public Participation Policy, as per the recommendations of the Policy Committee.

Additional Information

Originated By : kattanasio



COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY OBJECTIVE:

The County of St. Paul desires to establish the foundations for the County's reasons, guidelines and procedures for conducting public participation. This policy applies to both staff and external consultants.

In accordance with Section 216.1 of the Municipal Government Act, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful engagement in decisions that directly impact the Public.

A) DEFINITIONS:

1. "County" means the municipal corporation of the County of St. Paul No. 19;
2. "Public" means anyone, including groups and individuals, who may have an interest in a specific topic or policy issue under discussion. The Public may, or may not, be directly affected by a decision on the issue.
3. "Public Participation" means a variety of techniques where the Public and Stakeholders are engaged through the provision of relevant information and/or are given the opportunity to provide input to the County regarding a topic or policy issue;
4. "Stakeholder" means an individual or group who has a specific interest or is affected by a topic or policy issue. This includes but is not limited to residents, non-residents, groups, organizations, individuals, representatives, municipalities, and/or County staff, depending on the issue.

B) GUIDING PRINCIPLES:

1. Public Participation in the County of St. Paul will be planned, implemented, evaluated and reported using these five guidelines:

- a. Public Participation is **Proactive and Thoughtful**: the process is planned, effectively communicated and implemented early enough to encourage public participation and contribution in an appropriate manner, allowing participants to make informed decisions and impact the outcomes;
- b. Public Participation is **Clear, Relevant, and Focused**: The County and the Public understand their respective roles in a public participation process, including the level of involvement and how input will be used to inform decisions and will have an ongoing focus on relationship building and active listening;
- c. Public Participation is **Inclusive**: It uses a range of methods to engage various audiences to maximize participation and improve the quality of feedback and the Public is provided with a reasonable opportunity to contribute, developing a balanced perspective;
- d. Public Participation increases **Understanding**: Mutual understanding is increased through two-way interaction, where the information presented is easily understood by the intended audience; and
- e. Public Participation **Builds Capacity**: Staff, public and stakeholders are better equipped for future engagement opportunities.

C) RESPONSIBILITIES

- 1) The Public and Stakeholders of the County of St. Paul shall:
 - a) Have the right to be informed, consulted, and engaged in decisions that affect them;
 - b) Be encouraged to meaningfully engage so their voices strengthen decisions and their involvement helps build a stronger community; and
 - c) Be encouraged to increase their understanding and knowledge about local issues as well as their role in the County's decision-making process so they can participate meaningfully.

- 2) The County of St. Paul shall:
 - a) Provide Public Participation opportunities that are open and transparent;
 - b) Give serious consideration to the public's input gathered in public participation processes and will explain how the input collected was utilized in the decision-making process;
 - c) Be committed to working together with the public to continuously improve its Public Participation processes;
 - d) Support County staff in building their skills and knowledge to engage the public in a meaningful way; and
 - e) Involve the public and stakeholders in Public Participation which leads to better, more informed decisions.
- 3) The County shall consider public input obtained through public participation activities when making decisions, however, the County acknowledges that while taking all information available to them, Council, as the elected authority for the County ultimately has final decision-making authority.

D) PUBLIC PARTICIPATION CONDITIONS:

- 1) Public participation is required when:
 - i. Legislation requires it; or
 - ii. Council or Administration requests it
- 2) Public participation may be required when:
 - i. The Public requests it;
 - ii. The Public's quality of life may be affected;
 - iii. The natural environment may be affected;
 - iv. Geographical communities or communities of interest may be affected;
 - v. Strong views are already held on the issue; or
 - vi. Many people are affected.
- 3) Public participation is not required when:
 - i. A decision has already been made;
 - ii. The issue relates to the development of an administrative

- policy that does not require or involve the Public or Stakeholder input;
- iii. Public or Stakeholder input will not be considered.

E) PUBLIC PARTICIPATION APPROACHES:

- 1) The County of St. Paul uses a four (4) level classification system to provide guidance to Council and County Administration when determining the required level of public participation for a particular circumstance.
- 2) The levels represent increasing degrees to which the public can expect to participate in a decision, as determined on a case-by-case basis by Council and County Administration. These levels include:
 - i. Level 1 - The County shall provide the public with objective information to aid the public in understanding a challenge or decision.
 - ii. Level 2 - The County shall obtain input on projects and gather public feedback prior to making a decision.
 - iii. Level 3 - The County shall work directly with the public throughout the decision-making process to ensure that public concerns are consistently heard, considered, and understood while making decisions.
 - iv. Level 4 - The County shall collaborate with the public at critical stages of the decision-making process to develop alternative approaches and identify the public's preferred solution.

E) REVIEW:

- 1) The Public Participation policy must be reviewed at a minimum of every four (4) years, when relevant legislation is amended, and at any time Council considers appropriate to ensure public participation practices are fulfilling the best interests of the County.



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

Issue Summary Report

8.10. 18th Annual Alberta CARE Conference

#20180703003

Meeting : July 6, 2018 Council Meeting

Meeting Date : 2018/07/06 10:00

Meeting Type : Council Meeting

Background

The 18th Annual Alberta CARE Conference will be held September 5-7, 2018 in Fort McMurray. Registration for the Conference is \$425.

Tim Mahdiuk will be attending the conference as per policy HR-8.

Recommendation

Administration is recommending to approve Warren Leister to attend the 18th Annual Alberta CARE Conference from September 5 - 7, 2018 in Fort McMurray.

Additional Information

Originated By : pcorbiere

Wednesday, September 5th

- 10:00 - 5:00 p.m. Registration and Exhibit Set Up
- 11:00 - Noon Light Lunch and Refreshments
- 12:15 p.m. TOUR #1
- Regional Landfill and Composting Site Public Drop off (Collection Site Award of Excellence 2016)
 - Transfer Station - U-Haul Trans Store Container System
 - NEW** • DEMO: Haul-All Electric Refuse Truck
 - DEMO: "Mobile EPS (Styrofoam) Recycling"
- OR
- 12:30 p.m. TOUR #2
- Jet Boat Tour of the Clearwater River by Running Bear Adventures
- OR
- GOLFING *(Bus Provided for Tour)*
- Fort McMurray Golf and Country Club
- 5:00 p.m. COCKTAILS (CASH BAR)
- 6:00 p.m. Welcoming Remarks from the Mayor of Fort McMurray
- 6:30 p.m. **BUFFET BANQUET**
- 8:00 p.m. "Alberta CARE Years"
- 9:00 p.m. Entertainment



Alberta CARE
25th Anniversary

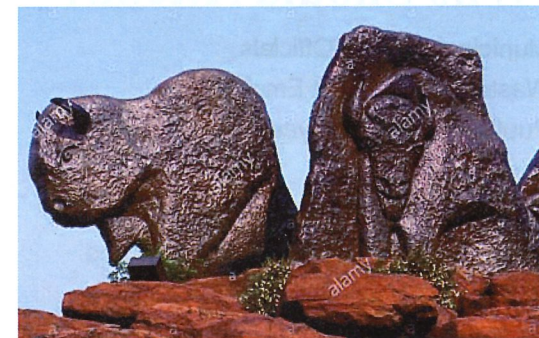
Thursday, September 6th

- 7:30 a.m. Exhibit Viewing & Buffet Breakfast
- 8:15 a.m. Welcome – Tom Moore, Chairman, Alberta CARE
- 8:30 a.m. Professional and Personal Insights of the Fort McMurray Fire
Tracey Boutilier, B.Sc. B.Agr. Sc.,
Environmental Specialist, RM of Wood Buffalo
- 9:30 a.m. Fire Smart Program (Recovery)
Stephen Fudge, RMWB Recovery Team
- 10:15 a.m. COFFEE BREAK
- 10:45 a.m. **NEW** Waste Management
MSW turned to FLUFF
Fogdog Energy - Marlon Leed & Michael Beaudin
- 11:30 a.m. Burnt Out Bio-Reactor- Flow Gas Test
ATCO Pipelines & Liquids
- 12:15 p.m. 2018' Collection Site Awards of Excellence
Presented by Alberta Recycling along with
Buffet Luncheon
- 1:15 p.m. TOUR #3
- Bio-Reactor
 - Oil Sands Discovery Centre (Government of Alberta)
- (Buses Provided)*
- TOUR #4
- JET BOAT TOUR - Clearwater River by Running Bear Adventures
- TOUR #5
- NEW** TITAN Tire Reclamation Tour is "tentative" at this time due to retro-fitting equipment in the plant - further updates to follow to confirm the tour
- 5:00 p.m. COCKTAILS
- 6:30 p.m. **BUFFET BANQUET**
- 9:00 p.m. HOSPITALITY EVENING - Hosted by K&K Recycling



Friday, September 7th

- 7:30 a.m. Exhibit Viewing & Hot Buffet Breakfast
- 8:15 a.m. Future Carbon Policy - Wood Waste Carbon Credit Offset Management Plan
Alastair Handley, President,
Carbon Credit Solutions
- 9:00 a.m. MERF Optimizing - Green Curtian
- 10:30 a.m. "Alberta Recycling - How our Municipal Partnership Works"
Alberta Recycling Joint Presentation by Chair
Caroline McAuley & Brad Schultz
- 11:15 a.m. Legislature Changes and Updates
(tentative upon changes/updates made by September)
Alberta Environment & Parks
- 11:45 a.m. Closing Remarks - Tom Moore, Chairman, Alberta CARE
- Noon Conference Ends
(Coffee Side Board During Morning Sessions)



Bison Stone Sculpture

\$425.00 Registration Per Person
Register 3 or more Delegates
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County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

8.11. Request - Boscombe Community Centre

#20180703004

Meeting : July 6, 2018 Council Meeting

Meeting Date : 2018/07/06 10:00

Meeting Type : Council Meeting

Background

The Boscombe Community Centre Association has applied to connect to the Ashmont/Mallaig Water System and are requesting if the County would consider sharing the cost of the installation. Their cistern has already been installed and is functioning.

The cost to hook up to the property line is \$11,000, which covers the cost from Beretta plus the County connection fee. The cost to get it to the cistern is \$2500 plus approximately \$1,000 in pipe. Total cost - \$14,500.

The Boscombe Community Centre is situated on County land.

Alternatives

Deny the request to cost share the connection.

Pay 1/2 the cost of the total connection including hooking up to the property line which is approximately \$7250.

Recommendation

Administration is recommending to pay half the cost of connecting to the water line - \$7250.

Additional Information

Originated By : pcorbiere

June 25, 2018

St. Paul County Council:

The Boscombe Community Centre Association has applied to connect to the Ashmont/Mallaig water system. As we are located on county owned property we are requesting that Council consider sharing the cost of installation. A cistern is already installed and functioning.

Please contact me at 780 227 2155 if you require further information.

Thank you for considering this matter,

A handwritten signature in black ink, appearing to read 'L Betts'.

Leanne Betts, Treasurer

Boscombe Community Centre Association



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

Issue Summary Report

8.12. 17th Annual St. Paul Rodeo Mile - NEAT Club

#20180703005

Meeting : July 6, 2018 Council Meeting

Meeting Date : 2018/07/06 10:00

Meeting Type : Council Meeting

Background

The Northeast Alberta Track & Field Club (NEAT) is organizing their 17th Annual St. Paul Rodeo Road Race to take place on September 1, 2018. The St. Paul Rodeo Mile race is an Athletics Alberta sanctioned race that draws competitors from across the province. They are requesting sponsorship for their race. All Platinum, Silver and Corporate sponsors will be acknowledged on the race t-shirt and will also be announced at the race finish line and mentioned in various media. They levels of sponsorship are as follows:

- \$1,000 - Platinum Sponsor
- \$500 - Silver Sponsor
- \$400 - Corporate Sponsor
- \$100 - Bronze Sponsor

Alternatives

Deny the request for sponsorship.

Approve a donation for the NEAT Club, at a level as determined by Council, as it would be considered advertising.

Recommendation

Administration is recommending to be a Bronze Sponsor for \$100.

Additional Information

Originated By : pcorbiere



NORTHEAST ALBERTA TRACK & FIELD CLUB

4606 – 46 Ave
St. Paul, AB, T0A 3A3

To whom it may concern;

RE: ST. PAUL RODEO MILE

The Northeast Alberta Track & Field Club (NEAT) was founded in 1988 and is headquartered in St. Paul Alberta but we have had members from all over North Eastern over the years. Our club has fabulous coaches and boasts 30 athletes of all ages that compete at regional, provincial, and even international meets. We train and compete in an indoor and outdoor season from October to August. We are proud of our achievements and the hard work of our athletes that has led to our on-field success. Our club was presented with the “Club of the Year” award for 2011 by Alberta Athletics.

We are currently in the process of planning the 17th annual ***St. Paul Rodeo Mile*** race to be held on September 1, 2018. This event brings awareness to our club, promotes active lifestyles, and is our main club fundraiser. All funds raised assist in paying for uniforms, equipment, meet registrations, and ensure our continued viability. Several thousand spectators line the streets of St. Paul and witness this exciting race that takes place immediately prior to the annual rodeo parade.

The ***St. Paul Rodeo Mile*** race is an Athletics Alberta sanctioned race which draws competitors from across the province. Although it is an official race we encourage people to participate for fun. In the past we’ve had the local TOPS (Take Off Pounds Sensibly) club, mothers with strollers and lots of kids. A local dignitary will be designated as the official race starter. This year we will have more than 100 race participants.

We need your help and support for our club’s continued success. We are looking for Platinum sponsors of \$1000+, Silver of \$500+, Corporate Teams for \$400, and Bronze sponsors of \$100. All Platinum, Silver and Corporate sponsors will be acknowledged on the official race t-shirt (this year or in 2019) as well as announced at the race finish line and mentioned in various media.

For more information please contact any of our NEAT organizing members (Doug & Janna Zarowny, Rob Foote, Karen Cole, Tanya Hebert, Reg Green, Dr. Albert Harmse, Tom Starosielski, Rhonda Yaskow, Gord Delisle, Jeff Aart, Kim and Rob Hurtubise, Kathleen Gerlinsky, Jennifer Leroux, Wendell & Tannis Baerg).

Your support in this effort would be greatly appreciated.

Sincerely,

NEAT Organizing Committee



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

Issue Summary Report

8.13. Mallaig and District Museum Letter of Support

#20180703006

Meeting : July 6, 2018 Council Meeting

Meeting Date : 2018/07/06 10:00

Meeting Type : Council Meeting

Background

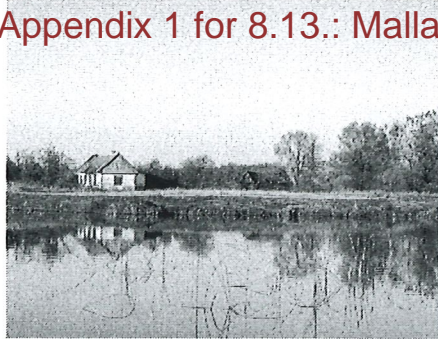
The Mallaig and District Museum will be applying for a CFEP Grant to paint and repair the outside of the Church building and to purchase rubberized matts to put under their large artifacts on the north side of their facility so they don't have to move them to cut the grass. The Mallaig Museum is requesting a letter of support to accompany their grant application. They do not require financial assistance for this project.

Recommendation

Administration is recommending to provide the Mallaig Museum with a letter of support to accompany their CFEP grant application for funding to paint and repair the outside of the church and purchase rubberized mats to display their artifacts.

Additional Information

Originated By : pcorbiere



Mallaig & District Museum

PO Box 211
Mallaig, Alberta
780-635-3757

June 26, 2018

County of St. Paul No.19
5015-49 Ave
St.Paul, Alberta T0A 3A2

Dear: County Councilors:

The Mallaig and District Museum is in great need of painting the outer structure of our Church building. We have obtained quotes to repair this building from a local contractor and a material supplier. We would like to apply for funding via the CFEP Grant.

The Church at present is housing several artifacts thus keeping their condition preserved. We are also pricing out rubberize mats to be used to show case our large artifacts on the north side of our facility without needing to move during grass cutting season.

It is recognized that the County of St. Paul holds the titles to this parcel of land and in order to proceed we would need a letter of support.

Sincerely,

Raymond Amyotte, President
Mallaig and District Museum



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

Issue Summary Report

8.14. Request to Name Road - Worobec Road

#20180703007

Meeting : July 6, 2018 Council Meeting

Meeting Date : 2018/07/06 10:00

Meeting Type : Council Meeting

Background

We have received a request from Lee Worobec to name TWP Road 590 off of Secondary Highway 881 as Worobec Road, which has been approved by three residents living along that road. Attached is a letter from an area resident supporting the request to name the road Worobec Road.

We have also recieved a letter from Kyle and Natasha and Len and Christine Krankowsky in opposition to naming TWP RD 560 as Worobec Road.

Section B3 of Policy ADM-99 states that the applicant is responsible for acquiring all the necessary easements from the adjacent landowners residing along the particular stretch of road in question.

Recommendation

As the landowner did not recieve consent from all adjacent landowners, adminstration is recommending to deny the request as per Section B3 of Policy ADM-99.

Additional Information

Originated By : pcorbiere

Appendix 1 for 8.14.: Application to Name Road



Application to Name Road

Date: June 25 2018

I hereby request to name TWP 560 road as Worobec ~~560~~ road.
(Location of Township or Range Road)

I request that the road signs be posted along TWP 560 SEC HWY 881
(Hwy/Sec. Hwy/County Road)

I understand that I am responsible to pay the cost of the signs.

Submitted by:

Name: Lee Worobec

Legal Description: NW 18 569 W4

Phone No: 780-614-0826

E-Mail: rosco744c@yahoo.com

As a resident living along TWP 560 Sec Hwy 881 I agree to naming this road
(Location of Township or Range Road)

Worobec road, as per the above request.

Name (Print):

Kevin & Brenda Pattinson
Kevin Phillips Angie
Tyson Bergheim

Legal Description

9204 Twp Rd 560
9307 Twp Rd 560
9329 Twp 560

July 2018

To whom it may concern,

I Lee Worobec am asking that
Twp RD 560 off of SEC HWY 881
be named Worobec RD. Four
generations of Worobec's have called
land in this area home for many
years. I believe that naming this
road after my ancestors will allow
them to be honoured and recognized.
as they have homesteaded there
generations before me. I'd appreciate
if my family name were to be
kept alive. Naming this road after
the Worobec named would do that.

Sincerely,

Lee Worobec

Lee Worobec

Box 561,
St. Paul, AB
T0A 3A0
June 28, 2018

Division 2 Councillor,
Attn. Mr. Cliff Martin.

Leave At Large: Mr. J. Upham

During our cemetery gathering last week I heard some (to me) rather disturbing news regarding the naming of some roads specifically the one in question is the road going west toward the Lac Bellevue Lake and Ag. Society grounds.

Lee Worobec has approached you and was told he needed signatures of people living along that road before approval would be given .

People come and people go never knowing or caring who pioneered in this community and who the descendents are of these courageous pioneers. Pete Worobec, Bill Worobec, John Worobec were school friends of my father, Harry Petruk (born in 1914) at Henley School and later socialized as families of the Lac Bellevue Community.

Along that road were the families of Harry Zacharuk, Andrew Gadowski, John Pankiw, Dan Sikorski, and Pete Worobec. Their children were my school friends. St. Michael's cemetery is proof of these fine people whom we honor and who have left a legacy `their grandchildren like myself and Lee Worobec who still proudly live here in the Lac Bellevue Community.

If someone is in disagreement in signing a piece of paper (which I find ridiculous), is because they have no morals or scruples and take satisfaction in being miserable, as is in this case.

Hopefully Council will make the right decision and honor a deserving name and little bit of recognition and gratitude.

Sincerely,

Lillian Filipchuk

Tuesday, June 26, 2018

Attention: Phyllis Corbiere & Cliff Martin

Good afternoon,

The Worobic's family approached us Thursday evening on June 21, 2018. They'd like to have township road 560 changed to Worobic rd. We are apposed to this change, due to many reasons as listed below.

- They do not live on township road 560
- They haven't been living on township road 560 for quite some time
- Their family was not community minded people

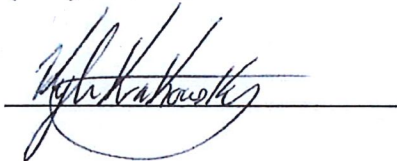
We, Natasha & Kyle Krankowsky who live on SE-4-56-9-W4 Lot 1 Block 1

Our Parent, Len & Christine Krankowsky who owns the properties
NE-34-55-9-W4 / NE-33-55-9-W4 / SE-4-56-9-W4 / NW-34-55-9-W4

We all appose to the name change and have signed, if you have any questions please feel free to contact us. We'd like for Township Road 560 to stay as is or if the need to change it, it should be changed to Lac Bellevue Rd.

Thank you for taking you time and reading our letter.

Kyle Krankowsky
(780) 645-8483



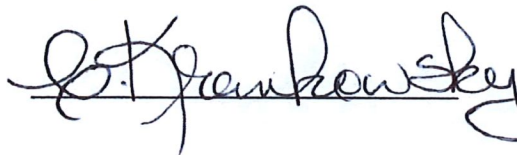
Natasha Krankowsky
(780) 210-7278



Len Krankowsky
(780) 645-1933



Christine Krankowsky
(780) 645-1933





COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY OBJECTIVE:

The County of St. Paul No. 19 recognizes the desire of residents to select and apply names or designations to roads, parks, trails, and municipal facilities. These names and designations promote a distinctive and unique identity, based on local history, culture and heritage. The primary function of naming roads, parks, major trails and municipal facilities is to recognize and commemorate noteworthy persons associated with the County of St. Paul, reflect the County's heritage, and to recognize flora, fauna, and the natural features of the community.

The establishment of a Names Reserve List, Naming Policy, and Naming Procedures will maintain and promote this identity, while ensuring expediency for the Administration, proponents, and the community to move ahead with named areas or facilities. Associated fees and charges will reflect staff time and related costs for processing and signage, and discourage frivolous applications.

POLICY STATEMENT:

A) Names Reserve List:

- 1) The Council Naming Policy applies to:
 - Roads and streets
 - Parks
 - Major Trails
 - Municipal Facilities
- 2) The Taxation and Assessment Technician will maintain a Names Reserve List for the County.
- 3) Upon request, proposed names being put forward for consideration will be added to the Names Reserve List. Administration will review all submissions for compliance with the criteria detailed below and prepare a report that will be

submitted to Council for consideration. Council will consider submitted requests on a biannual basis.

- 4) The name of the person must meet at least one of the following criteria:
- a) An original inhabitant, pioneer, or settler of the local County of St. Paul area
 - b) A person who demonstrates excellence, courage, or exceptional dedication to service in ways that bring special credit to the County of St. Paul, Province of Alberta, or Canada.
 - c) A person who volunteers and gives extraordinary help or care to individuals, families or groups, or supports community services or humanitarian causes;
 - d) A person who risks his or her life to save or protect others; or
 - e) A person who achieves a deed or activity performed in an outstanding professional manner or uncommonly high standard that brings considerable benefit or great honour to the County of St. Paul, Province of Alberta, of Canada.
- 5) Names, other than a person, may reflect a historical event significant to the County of St. Paul.
- 6) Notwithstanding the above, the name of the person or a name other than a person, not identified on the Names Reserve List may be assigned to a park, road, municipal facility or major trail when unique or extenuating circumstances warrant.
- 7) Names of living persons should be reserved for only the most extenuating circumstances.
- 8) Names to be avoided include cumbersome, corrupted or modified names, discriminatory or derogatory names, from the point of view of race, sex, colour, creed, political affiliation, or other sensitive social factors shall be avoided.

B) Road Naming or Renaming:

- 1) Where Administration considers a name change, the name shall be drawn from the Names Reserve List.
- 2) Incidents for naming or renaming not dealt with in this policy shall be at the discretion of Administration.
- 3) Applicant will be responsible for acquiring all the necessary easements from all adjacent landowners residing along the particular stretch of road in question.
- 4) All numbered and township roads will remain numbered. They will not be legally renamed under any conditions . On rare occasions, Council will permit alternate signage to be displayed for symbolic purposes.
- 5) Roads may be renamed if the name reflects a historical or geographical connection to the particular neighbourhood.
- 6) Names must come from the Names Reserve List, and be consistent with the criteria of this list.
- 7) If a road is named, Administration shall be responsible for the appropriate designation (Road, Street, Way, etc.) while considering suggestions from the proponent.
- 8) Only a person's last name shall be used for a road name.
- 9) Land developers will retain the right to register roads under names of their choosing.
- 10) Names to be avoided include:
 - a) Road names that duplicate an existing street in the County of St. Paul in neighbouring municipalities.
 - b) Similar sounding names should be avoided such as Beach Avenue and Peach Avenue.

- c) Names for public streets that could be construed as advertising a particular business.
- d) The preference in all cases is for numbered roads according to the grid system. This provides clarity and ease of use to residents, visitors and emergency services.

C) Park and Major Trail Naming or Renaming:

- 1) Names must come from the Names Reserve List, or be consistent with the criteria of the Names Reserve List.
- 2) In the event of a proposed renaming, Administration will review the request for statutory compliance and compliance with the naming procedure. If compliant, a report will be submitted to Council. Council will then hear the request and determine approval.
- 3) County parks and major trails shall be named after a person, a historical event significant to the County of St. Paul, or flora and fauna of the local area or the geographical or topographical features of the local area.
- 4) The descriptive word “park” shall be assigned to the name of the park.
- 5) The descriptive word “trail” or “path” shall be assigned to the name of the trail.
- 6) All applicants must complete a Park, Trail or Facility Naming Application.

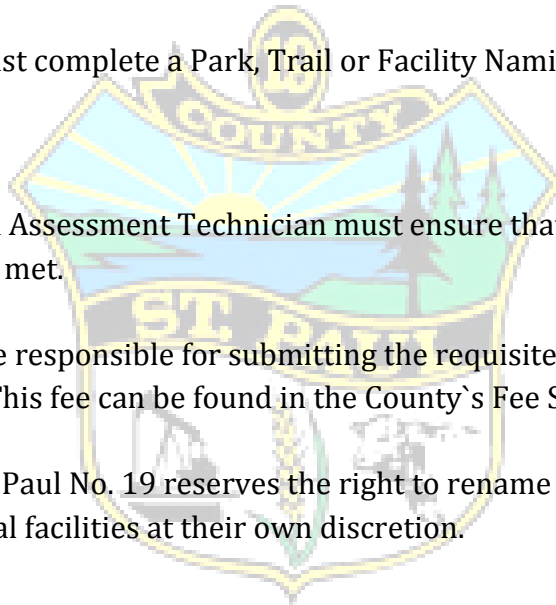
D) Municipal Facilities Naming or Renaming:

- 1) Names must come from the Names Reserve List, or be consistent with the criteria of the Names Reserve List.
- 2) General municipal facilities shall be named according to the facility’s function (County Office, for example).

- 3) Municipal recreation and cultural facilities may be named after the neighbourhood in which they are located, the name of a person, a geographical designation, an organization, an historical event, or sponsor.
- 4) In the event of a proposed naming or renaming, Administration will review the request for statutory compliance and compliance with the naming procedure. If compliant, a report will be submitted to Council. Council will then hear the request and determine approval.
- 5) The naming of halls, rooms or other facilities within a municipal facility are excluded from this policy.
- 6) All applicants must complete a Park, Trail or Facility Naming Application.

E) **Implementation:**

- 1) The Taxation and Assessment Technician must ensure that the requirements of this Policy are met.
- 2) Applicants will be responsible for submitting the requisite fee for signage and administration. This fee can be found in the County's Fee Schedule Bylaw.
- 3) The County of St. Paul No. 19 reserves the right to rename roads, parks, major trails or municipal facilities at their own discretion.





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

Issue Summary Report

8.15. Transfer Unpaid Water/Sewer Accounts to Property Taxes

#20180703008

Meeting : July 6, 2018 Council Meeting

Meeting Date : 2018/07/06 10:00

Meeting Type : Council Meeting

Background

The Utilities Department is continually dealing with accounts that are 3 months in arrears, many of which are the same customers over and over again. The customers receive their second invoice which is stamped "Past Due". The third month their invoice is hand delivered to their door along with a disconnection letter stating that if they do not pay their bill in full, their water will be disconnected. In some instances the water bill is paid, however in other circumstances the bill is not paid but we are unable to disconnect their water because the cc valves are difficult to get at or cannot be turned off as they are seized and do not work.

We have contacted legal Counsel regarding this situation and have been advised that Council can pass a resolution delegating administration to transfer the outstanding balance of any utility arrears over ninety (90) days, to the tax roll, as per section 553(1)(b) of the MGA.

The process will remain much the same - we will continue to send the customer their bill for the second month which will be stamped "Past Due". The third month they will receive a disconnection letter with their bill. However the disconnection letter will state that they have **two weeks** to pay any amount 90 days in arrears or that amount will be added to the tax roll. Disconnection letters will no longer be hand delivered - they will be mailed.

In the case of renters, the landowner will receive the same notification as the renters.

Recommendation

Administration is recommending to pass a resolution authorizing administration to transfer the outstanding balance of utility arrears over 90 days, to the tax roll as per section 553(1)(b) of the Municipal Government Act.

Additional Information

Originated By : pcorbiere



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

Issue Summary Report

8.16. Sale of Sand Screenings to Carillion

#20180703009

Meeting : July 6, 2018 Council Meeting

Meeting Date : 2018/07/06 10:00

Meeting Type : Council Meeting

Background

Public Works is requesting to sell 10,100 tonne of sand screening from the CN pit to Carillion. Public Works has negotiated a price of \$4.50 per tonne and Carillion will load and haul the screenings.

We currently have 30,000 tonnes of this sand that was produced when crushing gravel last year.

We have enough sand for the winter already stored in the County yard.

Recommendation

Administration is recommending to approve the sale of 10,100 tonnes of sand screenings from the CN pit to Carillion, at a rate of \$4.50 per tonne and Carillion will load and haul the product.

Additional Information

Originated By : mchileen



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

Issue Summary Report

8.17. Enforcement Letters

#20180703011

Meeting : July 6, 2018 Council Meeting

Meeting Date : 2018/07/06 10:00

Meeting Type : Council Meeting

Background

With the adoption of Land Use Bylaw 2013-50, the regulations regarding accessory buildings changed. Prior to adoption of this bylaw, accessory buildings were permitted to be constructed in absence of a dwelling. Now that the bylaw has changed, the structures built prior to 2014 must comply with the current bylaw.

The fee schedule has also changed. Prior to 2014, a development permit for an accessory building in absence of a dwelling was \$100. Under the current bylaw and fee schedule, that development permit fee for an accessory building in absence of a dwelling is \$200.

With the enforcement letters sent to residents we have approximately 50 structures that this change has affected.

Recommendation

Administration is recommending to revert to the old fee schedule only for accessory buildings constructed prior to 2014 in the absence of a dwelling.

Additional Information

Originated By : kfedoretz



Issue Summary Report

8.18. Upgrade of MCSNet Tower/Fiber on County Property

#20180703012

Meeting : July 6, 2018 Council Meeting

Meeting Date : 2018/07/06 10:00

Meeting Type : Council Meeting

Background

MCSNet is in the process of doing major upgrades to its existing infrastructure network to provide the best possible Internet service. As part of the Federal Connect to Innovate Grant, the tower on County property, Lot 1U, Block 6, Plan 7920741, has been selected as part of the project to be connected by fiber. The infrastructure upgrade requires new equipment to be installed on the tower. Therefore, MCSNet would like to upgrade the existing 100' tower to a new 150' tower in order to handle the replacement of equipment - the 100' tower is a 5 foot triangle, 150' tower is a 6 foot triangle.

MCSNet would need to erect a new tower adjacent to the existing tower and remove the old tower once all customers have been switched over to the new equipment. MCSNet currently has a 10 year lease for this property, which was signed in January, 2017.

MCSNet is proposing the following changes to the existing lease:

3.1 area of land to include - add "and/or fiber optic cable"

3.2 In lieu of monthly rent - high speed internet services valued up to ~~\$80 per month~~ \$150 per month

8.1 Remove ~~Any utility easements that are required by MCSNet~~ and replace with "Electrical utility and/or fiber optics is required by MCSNet."

In order for MCSNet to apply for a Development permit, they require prior authorization from the County.

Recommendation

Administration is recommending to approve the addendum with Lemalu Holdings Ltd. to allow MCSNet to erect a new tower site adjacent to the existing tower on Lot 1U, Block 6, Plan 7920741 and remove the old tower once all customers have been switched over to the new equipment.

Additional Information

Originated By : pcorbiere



P.O. Box 98, 4810 – 50 Ave., St. Paul, AB T0A 3A0

TEL: (780) 645-4417 FAX: (780) 645-5745

Toll Free: 866-390-3928

www.mcsnet.ca

June 11, 2018

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

RE: Upgrade of MCSNet tower/Fiber on your property (SP-LL-RP)

MCSNet is in the process of proceeding with major upgrades to its existing infrastructure network in order to provide the best possible Internet services for the ever increasing demand for higher bandwidth limits and performance speeds. As part of the Federal Connect to Innovate Grant, the tower on your property has been selected as part of our project to be connected by fiber.

This infrastructure upgrade requires new equipment to be installed on the tower. Due to the vulnerability of the existing tower from high winds, MCSNet would like to upgrade the tower to a heavier duty tower thereby making it considerably more solid.

We would therefore like to upgrade the existing 100' tower to a new 150' tower in order to handle the replacement equipment. The footprint of the 150' tower is not much larger than the 100' tower. (100' tower is a 5 foot triangle, 150 foot tower is a 6 foot triangle)

MCSNet would therefore need to erect the new tower just adjacent to the existing tower and remove the old tower once all customers have been switched over to the new equipment. We propose the following changes (IN BOLD) to the existing Lease Agreement which would provide more benefit to you as landowner:

Section 3.1- MCSNet shall pay to the Lessor a rent of \$60.00 per month. This rent shall include the area of land where the tower and enclosure will be erected, underground power line **and/or fiber optic cable** to the tower with physical access for tower climbers, maintenance personnel, staff designated by MCSNet to the tower and enclosure.

Section 3.2 - In lieu of the monthly rent, the lessor can opt for high speed internet services **valued up to \$150.00 per month**. MCSNet is to provide this service free of charge along with a one time free setup and installation.

Section 8.1 - **Electrical utility and/or fiber optic cable is required by MCSNet and will be deemed part of this lease and may not be removed by the Lessor prior to termination of the lease.**

This addendum would therefore provide you with well over twice the amount of Internet credit, the \$150.00 credit would provide you with our new "Extreme Package". (20 Mbps service with 500GB/month traffic)

I am enclosing the following for your review and signatures if all is in order:

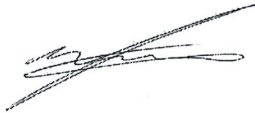
1. Authorization form required by **St Paul County** in order for MCSNet to apply for a Development permit.
2. Lease Addendum form stipulating revisions to Sections 3.1, 3.2 and 8.1.

Please note that all of the noted forms would need to be signed and returned to us at your earliest convenience in order for MCSNet to initiate the project. Upon receipt of your signatures, we will return 1 copy of the Lease Addendum to you, duly signed by an acting agent on behalf of MCSNet.

Should you have any questions, concerns or would like to discuss the matter in more detail, please do not hesitate to contact our tower administration department at 780-645-4417 ext: 232 or toweradmin@mcsnet.ca.

Looking forward to working with you in completing this much anticipated fiber project, I remain

Yours truly,



Jerico VanBrabant
Chief Technology Officer

encls.

Addendum

It is hereby understood and agreed that the following addendum hereby forms part of the tower site lease agreement transfer between the landowner (s) "County of St. Paul No. 90" and the Lessee "LEMALU HOLDINGS LTD. O/A MCSNET" dated the 1st day of January, 2017.

The following sections of the Lease Agreement are hereby amended to read as follows:

- 3.1 MCSNet shall pay to the Lessor a rent of \$60.00 per month. This rent shall include the area of land where the tower and enclosure will be erected, underground power line **and/or fiber optic cable** to the tower with physical access for tower climbers, maintenance personnel, staff designated by MCSNet to the tower and enclosure.
- 3.2 In lieu of the monthly rent, the Lessor can opt for high speed Internet services valued up to **\$150.00 per month**. MCSNet is to provide this service in kind, free of charge along with a one time free setup and installation.
- 8.1 **Electrical utility and/or fiber optics is required by MCSNet and will be deemed part of this lease and may not be removed by the Lessor prior to termination of the lease.**

This addendum shall take effect on the _____ day of _____, 2018.

Signed and dated this _____ day of _____, 2018

COUNTY OF ST. PAUL NO 19

LEMALU HOLDINGS LTD.

Per: _____

Per: _____
Leo VanBrabant (CEO)

Per: _____

This lease made this 1st day of JANUARY, 2017.

Between:

“COUNTY OF ST.PAUL NO. 19”
5015-49 Avenue, St.Paul, Alberta T0A 3A4
(hereinafter referred to from time to time as “the Lessor”)

And

“LEMALU HOLDINGS LTD.”, Box 98, St. Paul, Alberta T0A 3A0
(hereinafter referred to from time to time as “MCSNet”)

Of the second part

Whereas MCSNet is desirous of renting from the lessor a certain parcel of land being a 10 foot by 10 foot square within the property being described as Lot 1U, Block 6, Plan 7920741 being Pt. of NE 33 - 58 - 11 W4 in the province of Alberta.

And whereas the lessor has agreed to rent to MCSNet the aforesaid portion of the property for the purpose of permitting MCSNet to erect a communications tower:

Now therefore the parties hereto agree as follows:

1.0 Premises

- 1.1 The Lessor does hereby lease and demise unto MCSNet upon the terms and condition hereinafter set out those premises owned by the Lessor being more particularly described as follows: “Lot 1U, Block 6, Plan 7920741 being Pt. of NE 33 - 58 - 11 W4” which plot of land is more particularly shown outlined in red on appendix “A” hereto.

2.0 Term

- 2.1 The term of this lease shall be for ten (10) years subject to earlier Termination as may be provided for herein, which term shall commence on

the 1st day of JANUARY, 2017 and, subject to earlier termination, shall be completed on the 1st day of JANUARY, A.D. 2027.

- 2.2 This lease shall be renewable for additional consecutive terms of ten (10) years according to the same terms and conditions. Upon renewal of each term the monthly rent shall be adjusted to reflect the core inflation rates published by the Bank of Canada.

3.0 Rental

- 3.1 MCSNet shall pay to the Lessor a rent of \$60.00 per month. This rent shall include the area of land where the tower and enclosure will be erected, access for underground power line and access for MCSNet staff to the tower and enclosure. Such payments are to be made by the first day of each month and in accordance with the directions of the Lessor.
- 3.2 In lieu of the monthly rent, the Lessor can opt for high speed Internet services valued up to \$80.00 per month. MCSNet is to provide this service in kind, free of charge along with one (1) free setup and installation.

4.0 Cost of power

- 4.1 In consideration of the remuneration indicated above in Section 3.0, the Lessor agrees to include MCSNet's use of electrical power to a maximum of 200 Watts continuous.
- 4.2 If MCSNet's electrical power requirements change from indicated in section 4.1 above MCSNet shall reimburse the Lessor for its cost of power above that limit.

5.0 Lessee Covenants

- 5.1 MCSNet covenants with the Lessor as follows:
- (a) MCSNet shall indemnify and save harmless the Lessor from and against all actions, causes of action, proceedings, claims and demands brought against the Lessor, and from and against all losses, costs, damages or expenses suffered or incurred by the Lessor, by reason of any damage to property, including property of the Lessor, or injury, or injury resulting in death, to persons, including the employees, servants, agents, licensees, and invitees of the Lessor, caused by, resulting from or attributable to the negligent act or omission of MCSNet or any of its employees, servants, agents, licensees or invitees in the performance of this agreement.

- (b) Ensure that the tower structure is sound and secure.
 - (c) Ensure that the Tower is located in accordance with guidelines set forth by local municipal authority.
 - (d) Pay all costs of installation.
 - (e) Maintain the leased property in a clean and orderly condition and keep it free of noxious weeds or other deleterious items.
 - (f) MCSNet is responsible for any environmental conditions.
 - (g) MCSNet is responsible for any increase in property tax assessment as a result of the Tower being on the property.
- 5.2 The leased premises shall be used and occupied by MCSNet for the sole and only purpose of erecting and maintaining a communications Tower. If MCSNet no longer needs the property for that purpose, the property shall immediately revert to the Lessor and if the Lessor wishes, MCSNet, at its own cost, may remove the Tower and any other things erected by MCSNet and return the property to a reasonable condition.
- 5.3 MCSNet will not sublet the property without the prior written approval of the Lessor.

6.0 Termination by the Lessor or Lessee

- 6.1 The Lessor may terminate this Lease without damages or penalty upon twelve (12) months prior written notice to the Lessee. The Lessee may terminate this lease by providing the Lessor 60 day's written notice and the Lessee shall at its own expense remove the tower from the property. The Lessee shall continue to pay rent for the tower till such time the tower is removed.

7.0 Registration of Lease/Caveat

- 7.1 This lease may be registered against the title either as a lease or by way of caveat and shall be deemed to an interest running with the land and so shall bind any successive owner. The cost of such registration shall be payable by MCSNet.

8.0 Utility Easement

- 8.1 Any utility easements that are required by MCSNet will be deemed part of this lease and may not be removed by the lessor prior to termination of the

lease. A map outlining these easements will be added to the lease upon completion of all utility installations.

Signed and sealed by the Lessor and Lessee this 12 day of January, 2017.

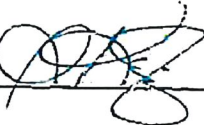
LESSOR

COUNTY OF ST. PAUL NO. 19

Per: _____



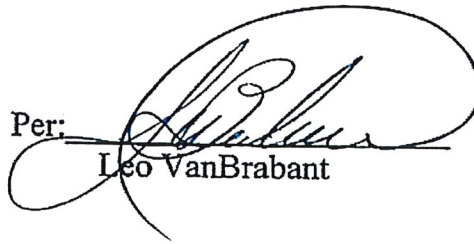
Per: _____



LESSEE

LEMALU HOLDINGS LTD.

Per: _____


Leo VanBrabant

APPENDIX "A"

Site Plan

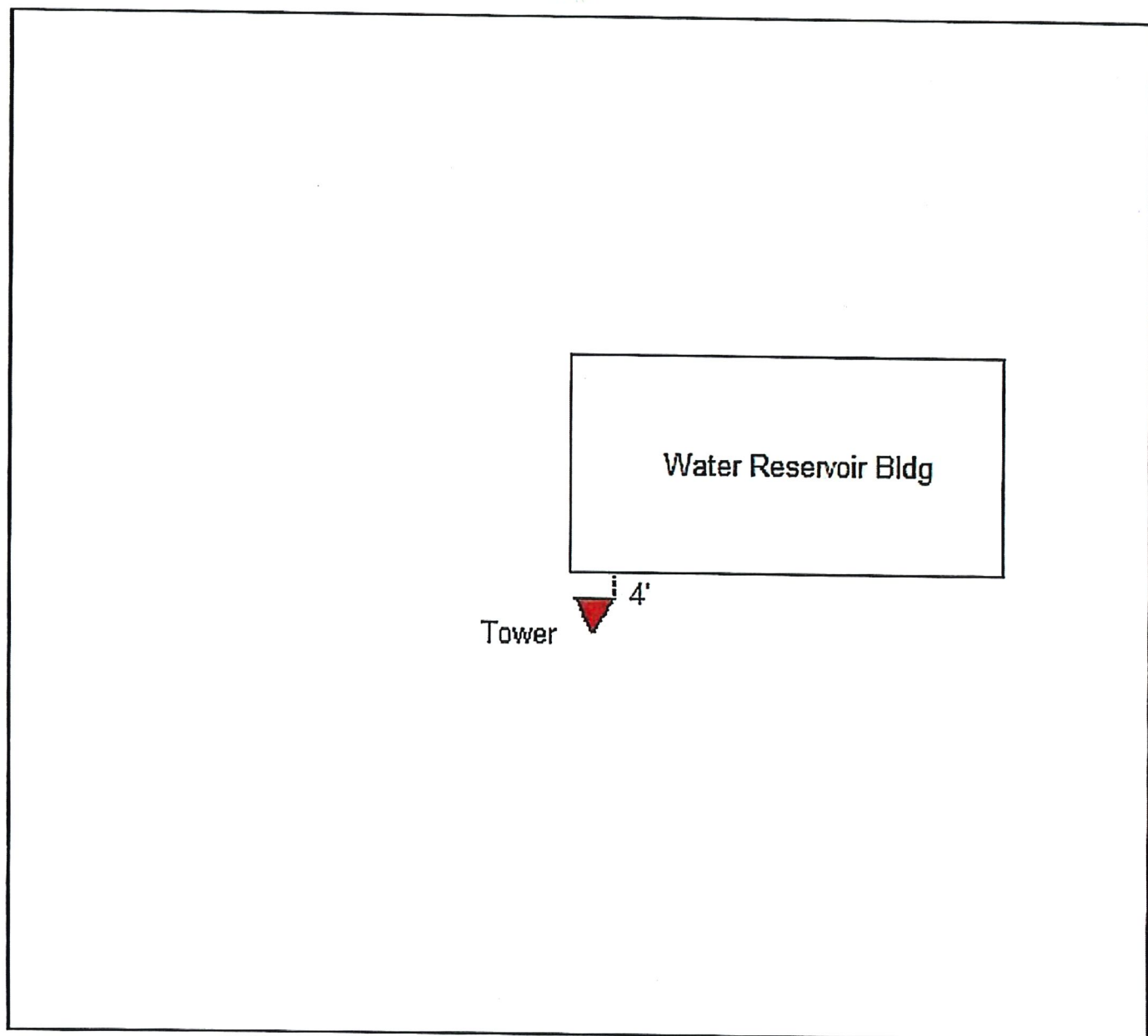
COUNTY OF ST. PAUL NO. 19

Lottie Lake Water Reservoir Site

Lot 1U, Blk. 6, Plan 7920741

Being Pt. of NE 33 - 58 - 11 W4

Road



F
L

NOTE:

Not to Scale

Property Line



Issue Summary Report

8.19. Investing in Canada Program

#20180704001

Meeting : July 6, 2018 Council Meeting

Meeting Date : 2018/07/06 10:00

Meeting Type : Council Meeting

Background

Some information regarding the Federal Government's Investing in Canada Program was released in late June.

While the full guidelines of the Program are not yet released, RMA held a webinar on June 27th and provided some information on the Program, which if accurate, would preclude the County from making an application in 2018.

Communications with the Federal Government indicate that any application from an Albertan municipality requires that 33.3% of the project is funded through provincial government grants. It is also unclear at this time if the Federal Government would accept Municipal Sustainability Funding (MSF) to reach the 33.3% threshold. Early indications are that the Federal Government will not accept MSF for the purpose of applying to the Investing in Canada Program

At this time, many of the County's possible projects do not have corresponding provincial government grants that can be obtained to meet the Federal Government's 33.3% threshold. For example, there are currently no provincial grants for recreational facilities. Thus, it is unclear how many Albertan municipalities will be able to apply for the Investing in Canada Program for projects related to recreation, waste management, broadband internet, and other project areas eligible for Investing in Canada funding.

At this time, it is unclear why the Government of Alberta structured their Bilateral Agreement with the Government of Canada in this way. The Investing in Canada Program is being facilitated through the Ministry of Infrastructure.

RMA is currently drafting a letter to be sent to various ministers in the Government of Alberta.

Recommendation

Motion to write and send a letter to the Government of Alberta indicating the County's concerns with the reported structure and eligibility criteria for the Investing in Canada Program.

Additional Information

Originated By : kattanasio



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

Issue Summary Report

8.20. 2018 Strategic Plan - 2nd Quarter

#20180704003

Meeting : July 6, 2018 Council Meeting

Meeting Date : 2018/07/06 10:00

Meeting Type : Council Meeting

Background

The 2018 Strategic Plan which has been updated for the 2nd quarter and will be forwarded under separate cover.

Recommendation

Administration is recommending that Council accept the 2nd Quarter of the 2018 Strategic Plan as information.

Additional Information

Originated By : pcorbiere



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

Issue Summary Report

8.21. Strategic Plan - Consultant

#20180627004

Meeting : July 6, 2018 Council Meeting

Meeting Date : 2018/07/06 10:00

Meeting Type : Council Meeting

Background

The County has been using the same Strategic Planning Document for 8 years. The last time a consultant assisted Council with the plan was in 2012. We also have not revisited the County's Mission, Vision, and Value statements in those years. Since we have a new council, Administration is proposing that we utilize a consultant to assist us with the development of a new Strategic Planning Document that is more high level. The estimated cost of this plan is \$9,800. We have budget dollars for this expense in Administration's consulting fees. We plan to keep the more detailed document format as our operational plan that will continue to be reported on quarterly at the Administrative level.

Haily Gish has been researching many municipalities plans and companies they are working with. We feel that eSolutions will provide the County with the quality product we are looking for. We have money allocated in the budget to cover the cost of this consultant. Other municipalities they have been working with in the province include: Parkland, Lloydminster, and various others.

Administration would like to work with the Management team and Council in August to set the Strategic direction and plan so that departments can begin work on their operational plans and budgets in September/October.

Recommendation

That Council approve the hiring of a consultant (eSolutions) for approximately \$9,800 to assist the County with the development of a new Strategic Plan, as well as Mission, Vision and Values statements.

Additional Information

Originated By : pcorbiere



Issue Summary Report

8.22. Moosehills Road Repair Funding

#20180704002

Meeting : July 6, 2018 Council Meeting

Meeting Date : 2018/07/06 10:00

Meeting Type : Council Meeting

Background

The County was recently notified that we were successful in obtaining Strategic Transportation Infrastructure Program funds for the Moosehills road repair project. As such the estimated \$2,050,700 project is funded 50% by the province, 25% by our Industry partners (Pengrowth & CNRL). The County now has to fund it's portion (25%) of the Moosehills Road repair estimated at \$512,675. The 2018 budget contemplates a short term debenture as the method to fund this obligation. However, we also received notice with the provincial budget that they would provide an increase in MSI funding which could be used towards this road. Keep in mind that we planned to defer that revenue until 2019 as we anticipate less MSI funding then.

Alternatives

1. Pass a short term borrowing bylaw to allow for borrowing to fund the County's obligation of \$512,675 for Moosehills Road. This can be done through local banks or through Alberta Capital Finance Authority (ACFA). If we borrow through local banks we pay a higher interest rate, however there is no penalty to pay the loan off early. Borrowing through ACFA has a lower interest rate, but cannot be paid off early.
 - ACFA Borrowing rate (estimated) is 2.44%. Borrowing over a 5 year period would result in interest expense of \$34,400.48. It is more difficult to pay this loan early and there is a penalty for doing so. Additionally Council cannot provide all three readings of a borrowing bylaw at this meeting, as the ACFA requirements are that the bylaw be advertised and an opportunity for residents to comment be provided.
 - Local Bank borrowing rate (estimated) is 2.70% renewed annually or 3.15% locked in for 5 years. Estimated interest expense would be between \$36,000 - \$42,151. This type of loan can be paid off at time of renewal. Additionally, Council could provide all three readings for the bylaw at this meeting.
2. Pass a resolution to use MSI funding (that was slated to be deferred to 2019) to fund the county's portion for Moosehills Road. This will result in no interest expense. However it will reduce the MSI for grant funding in 2019 that we can use for road projects.

Recommendation

Motion to use MSI funding for the County's contribution to the Moosehills Road repair.

Additional Information

Originated By : skitz



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

Issue Summary Report

8.23. RFP for Auditors

#20180704004

Meeting : July 6, 2018 Council Meeting

Meeting Date : 2018/07/06 10:00

Meeting Type : Council Meeting

Background

With the County's four year term with Synergy Chartered Professional Accountants coming to a close, Administration sent out an RFP with a deadline of June 22nd, 2018. Administration sent the RFP to three firms: JMD Group LLP, Synergy Chartered Professional Accountants, and Wilde and Company Chartered Accountants. JMD Group indicated in correspondence that they could not bid due to a lack of staffing capacity.

Administration received only one reply from Synergy Chartered Professional Accountants. Administration confirms that the proposal is compliant with the County's requirements.

Synergy Chartered Professional Accountants' maximum audit fees for the term of the contract are as follows:

2018 -19 - \$36,025.00

2019 -20 - \$37,775.00

2020 - 21 - \$39,600.00

2021 - 22 - \$41,550.00

Total Cost - \$154,950.00 excluding GST

Alternatives

- Accept Synergy's bid. We have established a good working relationship with them over the past three years. Staff are aware of the expectations required for audit purposes - there will be no requirement to do start up work required for a new firm to take over the audit.

- Offer the RFP to other firms in order to have more than one to choose from

Recommendation

Administration is recommending to award the project and enter into a contract for the County of St. Paul, FCSS, Library Board, and LAPP, to Synergy Chartered Accountants for a four year term commencing August 1st, 2018 and expiring on July 31st, 2022.

Additional Information

Originated By : kattanasio

10. Reports

10.1. CAO REPORT



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

Issue Summary Report

10.1. CAO Report

#20180626001

Meeting : July 6, 2018 Council Meeting

Meeting Date : 2018/07/06 10:00

Meeting Type : Council Meeting

Additional Information

Originated By : skitz

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

Issue Summary Report

12.1. Budget to Actual

#20180626002

Meeting : July 6, 2018 Council Meeting

Meeting Date : 2018/07/06 10:00

Meeting Type : Council Meeting

Background

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

Recommendation

Motion to approve the budget to actual as of June 30, 2018.

Additional Information

Originated By : skitz



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

Issue Summary Report

12.2. Listing of Accounts Payable

#20180626003

Meeting : July 6, 2018 Council Meeting

Meeting Date : 2018/07/06 10:00

Meeting Type : Council Meeting

Background

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

Recommendation

Motion to file the listing of Accounts Payable as circulated:

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

Originated By : pcorbiere



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

Issue Summary Report

12.3. Council Fees

#20180626004

Meeting : July 6, 2018 Council Meeting

Meeting Date : 2018/07/06 10:00

Meeting Type : Council Meeting

Background

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

Recommendation

Motion to approve the Council Fees for the Month of June, 2018 as circulated.

Additional Information

Originated By : tmahdiuk