



County of St. Paul No 19
Council Meeting
AGENDA

Tuesday, April 9, 2019
10:00 AM

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1. Call to Order	
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3. Bank Reconciliation	
4. Additions to Agenda and Acceptance of Agenda	
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	CAO Report to be presented at the meeting.	
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12. Financial

12.1 Budget to Actual

12.2 Listing of Accounts Payable

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

12.3 Council Fees

Council fees for the month of March will be circulated for review.

13. Adjournment



County of St. Paul No 19
Council Meeting
Minutes

Tuesday, March 12, 2019
10:00 AM

Present	Councillor Darrell Younghans, Division 1 Councillor Kevin Wirsta, Division 2 Councillor Cliff Martin, Division 3 Councillor Maxine Fodness, Division 4 Councillor Dale Hedrick, Division 5 Councillor Laurent Amyotte, Division 6
Absent	Reeve Steve Upham, Reeve
Staff Present	Shelia Kitz, CAO Tim Mahdiuk, Director of Community Services Kyle Attanasio, Director of Corporate Services Phyllis Corbiere, Executive Assistant Mark Chileen, Director of Public Works

1. Call to Order

The regular meeting of the Council of the County of St. Paul No. 19 was called to order by Deputy Reeve Maxine Fodness at 10:10 a.m.

Meredith Kerr, St. Paul Journal, informed Council that she will be recording the meeting.

2. Minutes

Resolution CM20190312.1001

Moved By: Councillor Laurent Amyotte

to approve the minutes of the February 12, 2019 Council Meeting Minutes as presented.

Carried

3. Bank Reconciliation

Resolution CM20190312.1002

Moved By: Councillor Cliff Martin

to adopt the Bank Reconciliation for the month ending February 28, 2019.

Carried

4. Additions to Agenda and Acceptance of Agenda

Resolution CM20190312.1003

Moved By: Councillor Cliff Martin

to adopt the agenda for the Regular Meeting of Council for March 12, 2019 with the following additions:

8.16 2019 Canadian Payroll Association's Annual Conference

8.17 Procurement

8.18 First Nations - Municipal Community Economic Development Initiative (CEDI) Program

8.19 High School Rodeo

8.20 Alberta Seniors Communities and Housing Association Conference

8.21 CAPP Meeting

Carried

5. Closed Session

5.1 Closed Session

Meredith Kerr, St. Paul Journal, left the meeting at 10:15 a.m.

Staff Sheila Kitz, Mark Chileen, Tim Mahdiuk, Kyle Attanasio and Phyllis Corbiere remained in the meeting during the closed session to provide Council with information if required.

Resolution CM20190312.1004

Moved By: Councillor Darrell Younghans

that pursuant to Section 197(2) of the MGA, County Council move into closed session and close the meeting to the public as per Sections 17(4), 27 and 29, Division 2, Part 1 of the FOIP Act. Time: 10:15 a.m.

Carried

Meredith Kerr, St. Paul Journal, entered the meeting at 10:22 a.m.

Resolution CM20190312.1005

Moved By: Councillor Dale Hedrick

to revert to an open meeting at 10:22 a.m.

Carried

Resolution CM20190312.1006

Moved By: Councillor Darrell Younghans

that Council approved two additional sick days for CAO Sheila Kitz, as per prior practice.

Carried

8. New Business

8.1 Alberta Library Conference - April 25 - 28

Resolution CM20190312.1007

Moved By: Councillor Darrell Younghans

to approve Councillor Amyotte, Councillor Fodness and Councillor Wirsta to attend the Alberta Library Conference from April 26 - 28, 2019 in Jasper, as it relates to the Library Committees they sit on.

Carried

8.2 Alberta Capital Finance Authority AGM

Resolution CM20190312.1008

Moved By: Councillor Cliff Martin

that Ed Kaemingh, or designee, be appointed to represent and vote the shares of the County of St. Paul at the Annual General Meeting of the Alberta Capital Finance Authority to be held on May 1, 2019 in Edmonton.

Carried

8.3 Funding Request - St. Paul and District Arts Foundation

Resolution CM20190312.1009

Moved By: Councillor Kevin Wirsta

to table the request from the St. Paul and District Arts Foundation for a grant in the amount of \$2000 and request that they make a presentation to Council.

Carried

8.4 Funding Request for Elk Point Canada Day

Resolution CM20190312.1010

Moved By: Councillor Dale Hedrick

to approve a \$2,000 grant to assist with the cost of fireworks for the Elk Point Canada Day Celebration.

Councillor Hedrick accepted Councillor Martin's friendly amendment to increase the grant to \$2400

Carried

8.5 Bylaw 2019-08 - Appoint Ag Fieldman as Designated Officer

Resolution CM20190312.1011

Moved By: Councillor Cliff Martin

to give first reading to Bylaw 2019-08 to appoint Keith Kornelsen, Ag Fieldman, as a Designated Officer.

Carried

Resolution CM20190312.1012

Moved By: Councillor Laurent Amyotte

to give second reading to Bylaw 2019-08.

Carried

Resolution CM20190312.1013

Moved By: Councillor Dale Hedrick

to present Bylaw 2019-08 at this meeting for third reading.

Carried Unanimously

Resolution CM20190312.1014

Moved By: Councillor Darrell Younghans

to give third reading to Bylaw 2019-08.

Carried

8.6 Waste Transfer and Recycling Station Joint Capital and Operating Agreement

Resolution CM20190312.10015

Moved By: Councillor Kevin Wirsta

to approve the five-year Waste Transfer and Recycling Station Joint Capital and Operating Agreement with the Town of St. Paul, effective April 1, 2019.

Carried

8.7 County of St. Paul Facilities Operating Agreement and Lease Agreement with ERWMSC

Resolution CM20190312.1016

Moved By: Councillor Cliff Martin

to approve the Facilities Operating Agreement between the County of St. Paul and the Evergreen Regional Waste Management Services Commission to operate facilities at the following locations for a ten-year term:

- Ashmont Class III Landfill & Waste Transfer Facility; NE 34-59-11-W4
- Mallaig Class III Landfill & Waste Transfer Facility; NE 24-60-10-W4
- Edouard Waste Transfer Facility; NW 27-57-8-W4
- Lina Waste Transfer Facility; SE 29-61-10-W4
- Vincent Lake Waste Transfer Facility; NW 8-59-9-W4
- Whitney Lake Waste Transfer Facility; NE 8-56-4-W4

Carried

Resolution CM20190312.1017

Moved By: Councillor Laurent Amyotte

to approve the Lease Agreement with the Evergreen Regional Waste Management Services Commission to lease the following lands for the operation and maintenance of the waste management facilities:

- NE 34-59-11-W4th
- NE 24-60-10-W4th
- NW 27-57-8-W4th
- SE 29-61-10-W4th
- NW 8-59-9-W4th
- NE 8-56-4-W4th

Carried

8.8 County and Town of Elk Point Facilities Operating Agreement and Lease Agreement with ERWMSC

Resolution CM20190312.1018

Moved By: Councillor Kevin Wirsta

to approve the Facilities Operating Agreement between the County of St. Paul and Town of Elk Point and the Evergreen Regional Waste Management Services Commission to operate a facility at the following location for a ten-year term:

- Elk Point Class III Landfill and Waste Transfer Facility; SW 36-57-7-W4

Carried

Resolution CM20190312.1019

Moved By: Councillor Darrell Younghans

to approve the Lease Agreement between the County of St. Paul and Town of Elk Point and the Evergreen Regional Waste Management Services Commission to lease the following lands for the operation and maintenance of a waste management facility:

- SW 36-57-7-W4

Carried

8.9 County and Town of St. Paul Facilities Operating Agreement and Lease Agreement with ERWMS

Resolution CM20190312.1020

Moved By: Councillor Dale Hedrick

to approve the Facilities Operating Agreement between the County and Town of St. Paul and the Evergreen Regional Waste Management Services Commission to operate a facility at the following location for a ten-year term:

- St. Paul Waste Transfer Facility; PSE 16-58-9-W4th/10259772 2A Parcel B

Carried

Resolution CM20190312.1021

Moved By: Councillor Cliff Martin

to approve the Lease Agreement between the County and Town of St. Paul and the Evergreen Regional Waste Management Services Commission to lease the following lands for the operation and maintenance of a waste management facility:

- PSE 16-58-9-W4th/10259772 2A Parcel B

Carried

8.10 Regional Deputy Fire Chief Joint Servicing Agreement

Councillor Dale Hedrick left the meeting at 10:46 am.

Resolution CM20190312.1022

Moved By: Councillor Darrell Younghans

to approve the Deputy Fire Chief Joint Servicing Agreement, with the term commencing August 13, 2018.

Carried

8.11 Request for Letter of Support - St. Paul Firefighter's Association

Resolution CM20190312.1023

Moved By: Councillor Laurent Amyotte

to provide the St. Paul Fire Fighter's Association with a letter of support for their CIP grant application for a Rapid Response Unit and a funding commitment of \$25,000 if they are successful with their grant application.

Carried

8.12 Funding Request - St. Paul Firefighter's Association

Councillor Dale Hedrick joined the meeting at 10:48 am.

Resolution CM20190312.1024

Moved By: Councillor Cliff Martin

to provide the St. Paul Firefighter's Association with \$1,000 to be used for stairs and metal railings at the Training Facility in the County Public Works Yard.

Carried

8.13 Upcoming Policies for March 26 Policy Meeting

Resolution CM20190312.1025

Moved By: Councillor Darrell Younghans

to file for information.

Carried

8.20 Alberta Seniors Communities and Housing Association Convention (ASCHA)

Resolution CM20190312.1032

Moved By: Councillor Darrell Younghans

to approve Councillor Laurent Amyotte, Councillor Dale Hedrick and Councillor Kevin Wirsta to attend the Alberta Seniors Communities and Housing Association Convention from April 15-17, 2019, as it relates to the MD Foundation Committee.

Carried

8.14 Request for Letter of Support to Reduce Speed Limit on SH 646

Resolution CM20190312.1026

Moved By: Councillor Darrell Younghans

to provide the Town of Elk Point with a letter of support to reduce the speed limit from 100 km/hr to 70 km/hr along SH 646 from the intersection of Highway 41 and Secondary Highway 646 to south of the recreation grounds past the curve, due to safety concerns.

Carried

7. Delegation

7.1 11:00 a.m. - St. Paul Gymnastics Club

Andrea Paul and Denise Jean with the St. Paul Gymnastics Club entered the meeting at 11:02 a.m.

The delegation talked about the Gymnastics Program which started in 2012 and is currently operating out of the ACFA building. Their equipment is being stored in a seacan and is set up and dismantled weekly. They run 2-3 sessions per year for children between the ages of 18 months to 12 years old. Approximately 200 children go through their program in a year.

The delegation informed Council that over the new few years they want to move into a permanent facility. This will allow them to purchase better equipment and then offer a better program for the more experienced kids.

Following their presentation, the delegation left the meeting at 11:24 a.m.

8. New Business

8.15 Town of Elk Point Economic Development Committee

Resolution CM20190312.1027

Moved By: Councillor Cliff Martin

to file for information.

Carried

8.16 2019 Canadian Payroll Association's Annual Conference

Resolution CM20190312.1028

Moved By: Councillor Dale Hedrick

to approve Carol Reeves, Finance Technician, to attend the Canadian Payroll Association Annual Conference from June 12-14, 2019 in Edmonton.

Carried

8.17 Procurement

Resolution CM20190312.1029

Moved By: Councillor Cliff Martin

tabled discussion on Procurement to the March 26 Public Works Meeting.

Carried

8.18 First Nations - Municipal Community Economic Development Initiative (CEDI) Program

Resolution CM20190312.1030

Moved By: Councillor Kevin Wirsta

that administration contact the Saddle Lake Band and express the County's interest in partnering in the First Nations - Municipal Community Economic Development Initiative (CEDI) program 2019-2021, providing Saddle Lake agrees to be the managing partner.

Carried

8.19 High School Rodeo

Resolution CM20190312.1031

Moved By: Councillor Cliff Martin

that Council inform administration if they are able to assist with the meal at the High School Rodeo on April 13th.

Carried

7. Delegation

7.2 11:30 a.m. - St. Paul Municipal Library

Eunhye Cho, Manager of the St. Paul Municipal Library entered the Council meeting at 11:38 a.m. to provide an overview of the program and activities that ran over the past year, with the funding provided by the County of St. Paul.

Membership increased when the free memberships were offered in 2017, in conjunction with Canada 150. Traffic has been stable over the years, however foot traffic is decreasing and web traffic is increasing. Some of

the programs they run include the summer reading program, Outreach services - pop-up story time services as well as delivering and picking up books at Sunnyside Manor.

Their goals for 2019 include bringing in more diverse technology, continuing to provide free membership, continuing to build french and indigenous collections and increasing the number of active patrons.

The delegation left the meeting at 11:48 a.m.

8. New Business

8.21 CAPP Information Session

Resolution CM20190312.1033

Moved By: Councillor Cliff Martin

to approve any Councillor or staff to attend the Canadian Association of Petroleum Producers (CAPP) information session on March 20 in Bonnyville, hosted by the Bonnyville and District Chamber of Commerce.

Carried

10. Reports

10.1 CAO Report

Resolution CM20190312.1034

Moved By: Councillor Cliff Martin

to accept the CAO Report as presented.

Carried

Resolution CM20190312.1035

Moved By: Councillor Darrell Younghans

to send a letter to Alberta Transportation requesting to install a flashing stop sign at the intersection of Highway 646 and Murphy Road and include information on the number of incidents that occurred at that intersection as well as the intersection of Range Road 560 and Murphy Road as a comparison.

Carried

Resolution CM20190312.1036

Moved By: Councillor Laurent Amyotte

that administration set up a meeting with the residents who have been offered to purchase property along railway avenue in the Hamlet of Mallaig.

Carried

Resolution CM20190312.1037

Moved By: Councillor Darrell Younghans

to approve Councillor Dale Hedrick to attend the trade shows in Sherwood Park from April 12-14 and Fort McMurray from April 26-28.

Carried

12. Financial

12.1 Budget to Actual

Nothing to report

12.3 Council Fees

Resolution CM20190312.1039

Moved By: Councillor Darrell Younghans

to approve the Council Fees for the Month of February with the following correction to time sheets -

- remove LARA Meeting in Flat Lake

Carried

12.2 Listing of Accounts Payable

Resolution CM20190312.1038

Moved By: Councillor Kevin Wirsta

to file the listing of Accounts Payable as circulated.

<u>Batch</u>	<u>Cheque Date</u>	<u>Cheque Nos.</u>	<u>Batch Amount</u>
22241	Feb. 10, 2019	33104 - 33201	\$569,418.36
22242	Feb. 12, 2019	Direct Deposit	\$147,009.81
22246	Feb. 11, 2019	Direct Deposit	\$ 35,354.44
22252	Feb. 12, 2019	Direct Deposit	\$ 84,154.53
22273	Feb. 19, 2019	Direct Deposit	\$ 69,167.56
22274	Feb. 18, 2019	33202 - 33240	\$249,535.35
22286	Feb. 25, 2019	Direct Deposit	\$ 13,108.64
22294	Feb. 28, 2019	Direct Deposit	\$ 25,653.88

13. Adjournment

Business on the agenda being concluded, Chairman M. Fodness adjourned the meeting at 12:31 p.m.

Reeve

Chief Administrative Officer



Request for Decision

Council Meeting: April 9, 2019

7.1 - 11:00 a.m. – Northern Lights Library System

Request

Northern Lights Library System, Board Chair, Larry Tiedemann and Executive Director, Julie Walker will be making a presentation regarding their Statement of Services and Value of Library Service in our region.

Alternatives

Recommendation

Submitted by: Phyllis Corbiere, Executive Assistant



Value of Your Investment, 2018

County of St Paul

Ashmont Public Library, Mallaig Public Library

(St Paul Municipal Library, Elk Point Municipal Library)

This report shows the value of services provided annually by the Northern Lights Library System. County of St Paul benefits directly through the pooling of revenues so that all the Northern Lights residents have access to all library system resources.

Levy Payments

(based on 2016 Municipal Affairs population of 6,468)

	Per capita levy	Population	Contribution
County:	\$5.07	6,468	\$32,792.76
County Library Board:	\$5.07	6,468	\$32,792.76
Total levy payments			\$65,585.52

Total value of services provided by Northern Lights as itemized below:

Site Visits

Cost Association: \$50 Hr X 68 Hours (7 site visits) **TOTAL: \$3,400.00**

Shared TRAC Services

Being a partner with three other system opens access to over 3.6 million items on TRACpac. Cost is shared for the Polaris Integrated Library System, TRAC Online public access catalogue and shared Databases such as Overdrive, Cloud Library and Novelist.

Polaris licence for 2 sites (Ashmont & Mallaig) **TOTAL: \$1,800.00**

Overdrive and Cloud Library 6,468 @ \$4.40 per capita **TOTAL: \$28,459.20**



Resource Sharing Services

Van Delivery has recently changed from once a week to twice a week delivery for our busiest libraries. Van delivery supports resource sharing and connects your library with Northern Lights headquarters and to libraries throughout the system, the province, inside and outside of Canada. Interlibrary loans, supplies, new materials, outside purchased materials, correspondence, kits and games, floating collections, promotional material and book recycling are all transported through the Northern Lights van delivery.

Associated cost of van delivery Ashmont & Mallaig:

155km x .505km x 50

TOTAL: \$3,913.75

Bibliographic Services

A portion of the municipal levy goes back to the libraries for the purchase of new materials through a book allotment purchase account held in acquisitions at headquarters. Bulk purchases provides discounts up to 40%

Cost association: \$2.15 per capita (Ashmont & Mallaig only)

TOTAL: \$13,906.20

Centralized work flow at headquarters ensures that quick distribution of materials to our member libraries. Professional cataloging makes it possible for patrons to find and access print and digital titles in the online catalogue. Physical materials are processed with barcoding, labels, mactak and laminated book covers, and Av materials are repackaged into durable cases.

Cost association: \$3.70 per capita

TOTAL: \$23,931.60

Public Services

Northern Lights provides in-person, video-conferencing, email, and telephone consultation and training to member libraries by professional librarians. Visits include: preparation; travel, go-to-assist, assist in weeding and inventory. Orientation set up and follow ups, access to headquarters collection of materials and programming kits designed through consultation of the libraries. Training sessions and workshops designed for library needs with consultation of the marketing department. Organizing the summer and winter program, author talks and entertainers. Organize and implement the Northern Lights Conference.

Cost association: \$2.40 per capita

TOTAL: \$15,523.20

IT and Network Support

Helpdesk Support, troubleshooting, installations, upgrades and maintenance of servers, Dlinks, fortigates and Zinder. IT support includes Supernet/Internet connectivity, email, file sharing and centralized backup. Wireless hardware, software licenses, and toll free telephone system are provided. Unlimited site visits for trouble shooting and maintenance. Polaris library software enables customer service, reporting, ordering, circulation of library materials and the online catalogue. Computer purchasing program allows for libraries to bulk purchase computer equipment at a discounted price.



IT HelpDesk, Troubleshooting,	TOTAL: \$17,953.26
IT Equipment, software &licensing purchases, wireless and maintenance	TOTAL: \$6,085.94
Internet	TOTAL: \$1,000.00

Administration

Facility maintenance, budgeting, auditors, insurance, office supplies purchasing program, postage, telephones, vehicle expenses, service charges GST expense, memberships and utilities are all part of administration costs, food for board and LMC meeting, council and library board presentations. Marketing and communications provides professional quality publications, displays and marketing software to promote resources, events and services available at the library and to communicate news to library staff and boards.

Cost association: \$2.70 per capita	TOTAL: \$17,463.60
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Board

Board member reimbursement to fulfill their duties	TOTAL: \$1,768.94
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LMC

Library manager's reimbursement for attendance to LMC meetings	TOTAL: \$308.76
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TOTAL value of services provided by Northern Lights Library System:	\$135,513.67
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TOTAL levy payments from the County of St Paul and the County Library Board	\$65,585.52
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Fun Facts

- IT equipment, software, licensing, wireless, Zinder, Fortigates: **\$150,000 +**
The Northern Lights Library system owns IT Equipment provided to the library such as the packet shaper Zinder box and the fortigates, they also pay for and provide licensing such as office 365, firewall software, virus protection and the internet.
- Northern Lights Library System pays for Polaris, the integrated library system, at a cost of **\$101,000.00** year.
- To date Northern Lights Library System has invested over **\$840,000.00** into Overdrive and Cloud Library.
- Northern Lights provided all the libraries with an Ipad with Polaris LEAP installed for use within the library and outside.
- Northern Lights Library System offers over 35 database subscriptions for a price of approximately **\$110,000 +** a year, excluding Hoopla.
- A 3D printer is loanable to all the libraries for programming.
- 2 Computer labs are available for training large and small groups
- 2 Virtual Reality machines can be sent out for a week of fun in a different world
- First in Alberta, an Ai Robot for programming is new to NLLS in 2018
- Over 50 programming kits are available from systems HQ.
- Through Administration, County of St Paul Libraries (excluding St Paul and Elk Point) have ordered office supplies such as paper, bar-codes and labels worth **\$77.47**
- In 2018, Libraries in the County of St Paul checked out **7,534** Overdrive items. Average cost for an item is \$45.00 for a total savings of: **\$339,030.00**
- In 2018, patrons in the County of St Paul borrowed approximately **21,454** items from other Libraries in TRAC, average cost of an item \$25,00 for a savings of **\$536,350.00**
- County of St Paul patrons are registered at the following libraries:
 1. Ashmont Public Library
 2. Elk Point Municipal Library
 3. Mallaig Public Library
 4. Marwayne Public Library
 5. Northern Lights Library System
 6. St Paul Municipal Library



Request for Decision

Council Meeting: April 9, 2019

7.2 - 11:30 a.m. - St. Paul Skatepark

Request

At the March 26 Public Works Meeting, Council was presented with a request from the St. Paul Skatepark for additional in-kind donations. The request was tabled for more information. Dan Reid met with Public Works to discuss their project and will be in to discuss the request further with Council.

Based on discussions with Public Works, they will be requesting the following:

- All gravel required for the project which equals 910 yards of 3 inch plus and 260 yards of 3/4inch base gravel.
 - @\$15/yard our cost is \$17,550. Actual value @\$25/yard is \$29,250.
- Excavation including –
 - stripping, stock piling and removal of 250 cubic metres which involves track hoe for approx 100 hrs
 - @\$130/hr value is \$13,000
 - and an end dump for 8 hrs
 - @\$135/hr value is \$1080
 - D3 for 40 hrs to help with shaping the berm and spreading gravel etc.
 - @\$82/hr value is \$3,280
- 2 manual plate tampers 1.1 weeks or 45hrs
 - value \$1,000

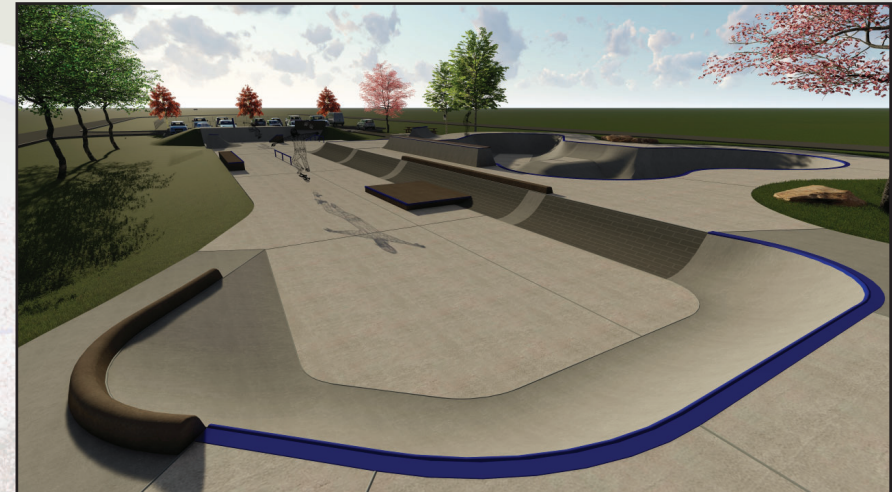
Total cost to county = \$35,910 actual value is \$47,610

Council allocated \$30,000 in the budget for this project. The County Surveyor also did survey work for the St. Paul BMX & Skatepark Society (approx. value - \$450).

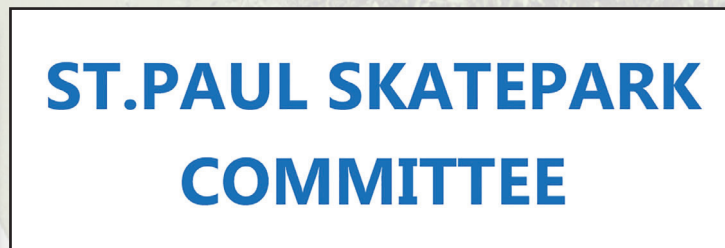
Alternatives

Recommendation

Submitted by: Phyllis Corbiere, Executive Assistant



PROJECT FUNDRAISING INFORMATION PACKAGE ST. PAUL SKATEPARK



ST. PAUL SKATEPARK

PROJECT FUNDRAISING INFORMATION PACKAGE



ABOUT US

ST. PAUL SKATEPARK COMMITTEE

The St. Paul Skatepark Committee is a group of skateboarders, community leaders and parents who are driven by a mission to improve the community of St. Paul through the development of a safe and inviting modern concrete skatepark for all ability levels and backgrounds of children, youth and the young at heart.

WHY A NEW SKATEPARK?

The size and skill level of our skateboarding/BMX community has outgrown our existing facility (which is also not reflective of modern design and construction standards). Not having a suitable facility forces a large population of our children and youth, who desire to participate in these activities, to seek unsanctioned and often dangerous terrain in public spaces throughout the Town (ie. downtown streets, parking lots, business fronts, etc) or travel to other towns/cities who have chosen to create modern skateparks. Learning from our neighbours throughout Alberta and across North America, we know that properly developed concrete skateparks make families with children, youth and adults that participate in skateboarding, BMX, and other action sports feel valued, appreciated and more connected to their communities. This ultimately leads to healthier families who remain invested in their region!



DID YOU KNOW:

- There are ~10 Million Skateboarders in North America and only ~4,000 skateparks. In the last handful of years, the communities of Banff, Carstairs, Blackfalds, and Enoch have all developed new custom concrete skateparks. The communities of Fort Saskatchewan and Bruderheim are also in the midst of skatepark planning for 2019.
- Skateparks encourage youth to become stewards of their community by giving them a place to explore and call their own. This sense of community pride and ownership is enhanced when youth are intimately involved in the skatepark planning, design, and construction process.
- Skateparks create increased tourism and economic activity by attracting a growing population of youth and families who travel specifically to experience the emerging network of unique skateparks across Alberta.
- Skateparks may help reduce youth inactivity, crime, drug use and nuisance behaviour by providing ‘at risk youth’ with an appealing, visible, environment that encourages athletic, psychological and social improvement.

ST. PAUL SKATEPARK

PROJECT FUNDRAISING INFORMATION PACKAGE



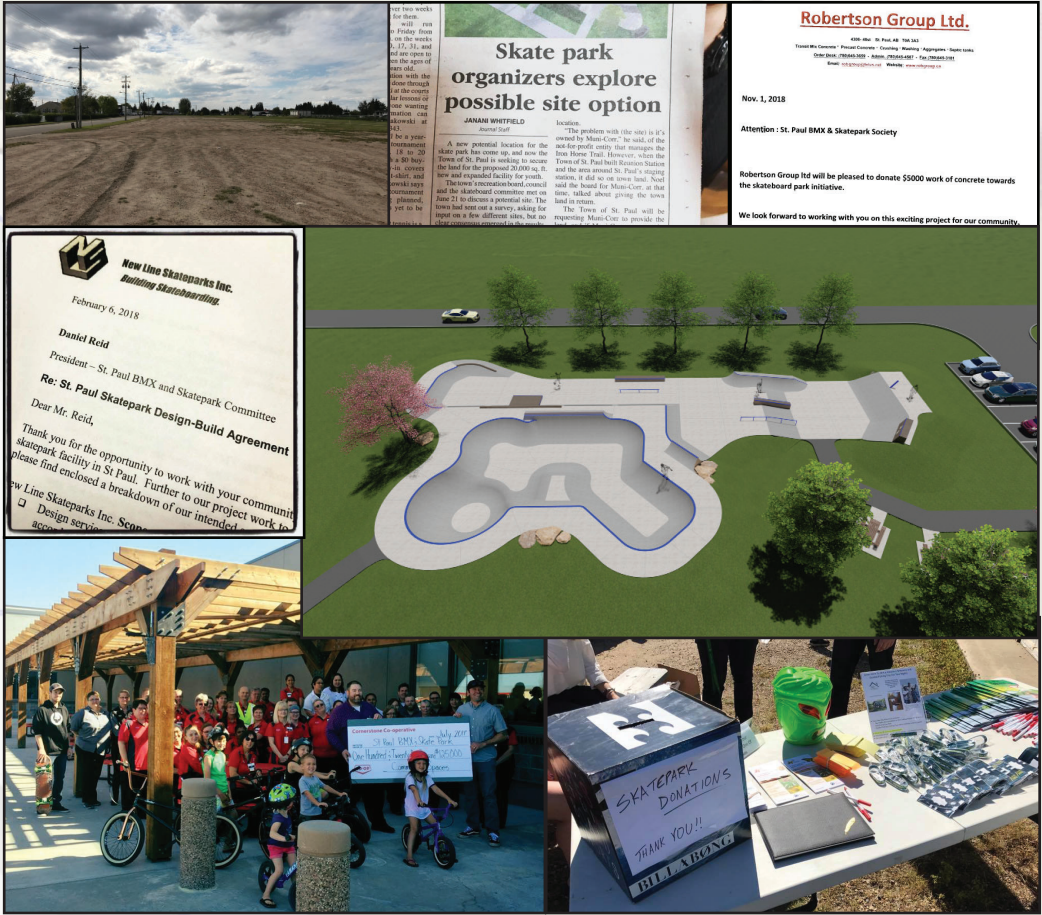
WHAT WE'VE ACCOMPLISHED TO DATE

Over the last few years we have come a long way towards realizing our goal of a professionally developed concrete skatepark in St. Paul. Through ongoing advocacy, planning, fundraising initiatives and cooperation with the Town of St. Paul Council and Staff, we have managed to:

- Obtain support for the project from the local community and Town of St. Paul
- Secure an approved site location between Iron Horse Trail and 53rd Avenue at 49th Street
- Through tireless fundraising, grants and donations from the local community and Town of St. Paul secure over \$300,000 to go towards the project.
- Research top skatepark developers and retain an internationally renowned professional skatepark design-build company with vast experience in the region (New Line Skateparks)
- Work with New Line Skateparks and the community to devise the overall project development plan and complete digital site survey, concept design, and cost estimation exercises to prepare the project for construction (target construction: 2019)
- Prepare and execute our facility fundraising strategy of grant writing, community-based efforts (ie. community BBQs, fundraising events etc), corporate donation and sponsorship solicitation, and in-kind donation solicitation.

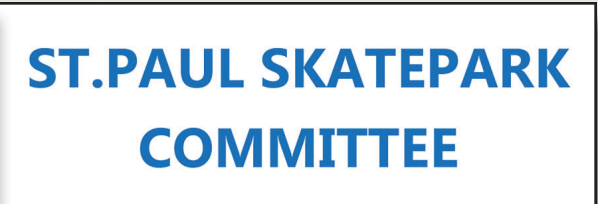
WE NEED YOUR HELP

The St. Paul Skatepark Committee is seeking funding partners to help raise the remaining money required to construct this world-class community facility. Contributions of cash and in-kind services of any amount are appreciated (see following pages for design and budget info), which will be bolstered by our ongoing grant applications and grassroots fundraising efforts. We do not require ongoing funding beyond this initial capital goal. Aside from regular maintenance such as lawn mowing and debris cleanup, professionally designed and constructed concrete skateparks have proven to be almost maintenance free and can last well over 40 years!



ST. PAUL SKATEPARK

PROJECT FUNDRAISING INFORMATION PACKAGE



CONCEPT DESIGN



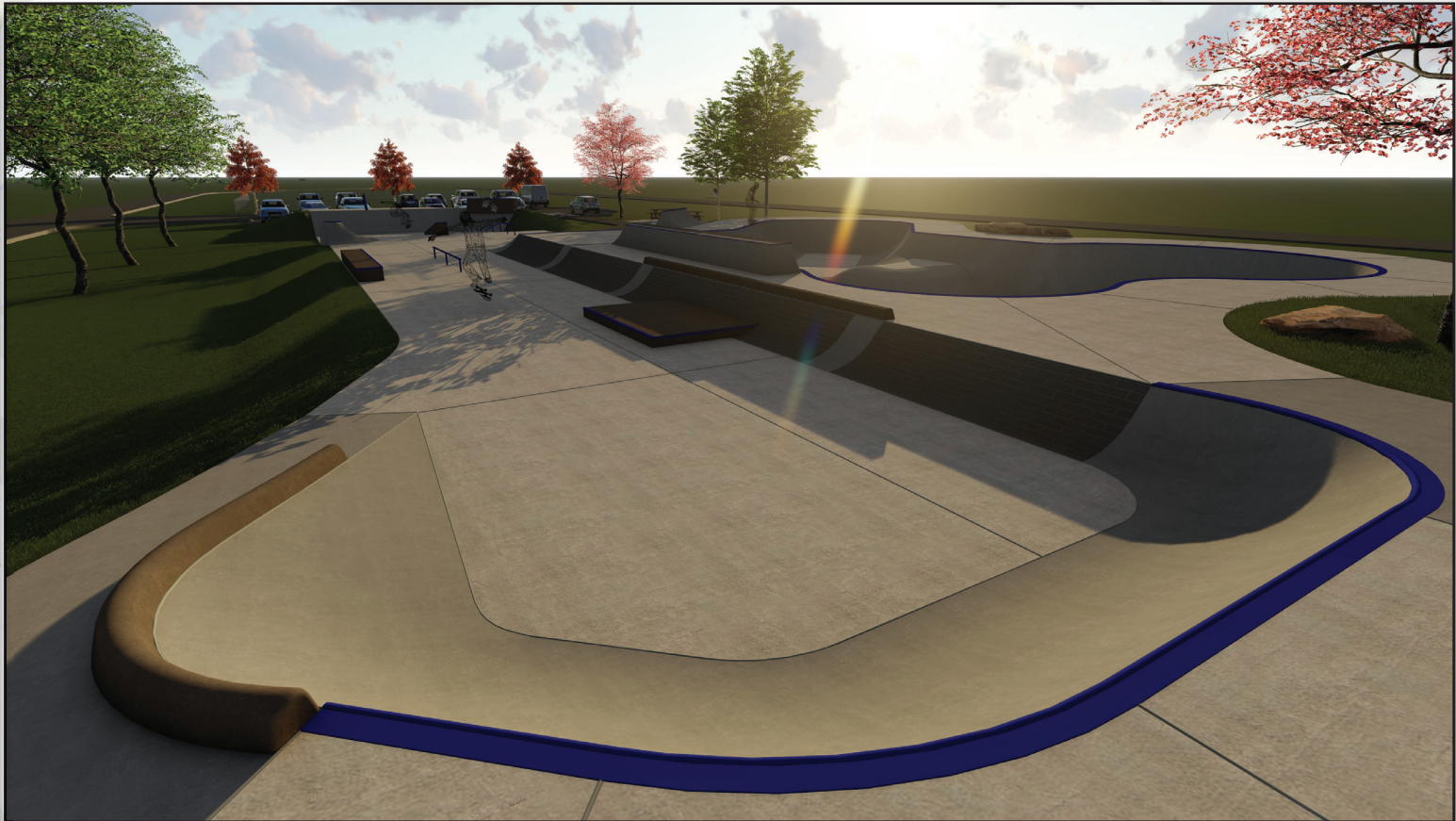
Our vision for the St. Paul Skatepark is to create a space that is not only a beloved destination for local youth, but a truly celebrated space for the entire community to enjoy! The design includes a spacious flow bowl feature complimented by a long linear street plaza that caters to a broad range of skill levels and terrain preferences and provides user with a diverse range of challenges and opportunities. This one of a kind skatepark truly reflects the spirit of our community and will be celebrated by all visitors to the area.

ST. PAUL SKATEPARK

PROJECT FUNDRAISING INFORMATION PACKAGE



CONCEPT DESIGN



ST. PAUL SKATEPARK

PROJECT FUNDRAISING INFORMATION PACKAGE



PROJECT BUDGET:

The estimated upset project budget for the development (including: all professional design and engineering; project management; civil works; concrete forming, placing, and finishing and metal works is **\$796,750.00**. Through detailed design, we will continue to explore cost saving measures and work collaboratively with the community to incorporate in-kind donations wherever possible. The adjacent listing provides an outline of some of the key potential in-kind donation opportunities as well as the estimated credit value. Note that providers of in-kind donors will also be eligible for our donor recognition program outlined on the following page.

FUNDRAISING APPROACH:

Based on our research of similar sized communities who have developed comparable skateparks throughout British Columbia, we are pursuing the following funding sources for the project:

- Town of St. Paul: In-kind and cash
- Community Fundraisers: (garage sales, BBQ's etc.)
- Provincial, Federal, NGO Grants
- Services Groups (ie. Rotary, Lions, Kinsmen)
- Corporate Sponsorship and Donations
- In-Kind Donations
- Other Grants

To bolster the meaningfulness and appeal of our fundraising program, we are working with our Designer to tactfully recognize project donors within the facility's concrete architecture. Please see the following page below for examples of our donor/sponsor recognition options.

IN-KIND DONATION OPPORTUNITIES

Potential In-kind Donation Opportunities	Approx. Qty	Approx. Value Range
32mpa Concrete (wall/ledge mix)	21 Cu M	\$6,050.00 - \$6,690.00
32mpa Concrete (flatwork mix)	87 Cu M	\$24,490.00 - \$27,070.00
35mpa Shotcrete	72 Cu M	\$21,140.00 - \$23,370.00
Concrete Color Pigment	11 Cu M	\$1,360.00 - \$1,510.00
10mm Rebar	5402 Lin M	\$6,410.00 - \$7,090.00
19mm (¾") Road Base Gravel	182 Cu M	\$7,960.00 - \$8,800.00
Structural Pit Run Gravel	685 Cu M	\$29,270.00 - \$32,360.00
6ft Temporary Construction Fencing	300 Lin M	\$2,650.00 - \$2,940.00
Track hoe (200+ size)	100 Hrs	\$16,180.00 - \$17,890.00
Mini hoe	77 Hrs	\$7,330.00 - \$8,110.00
Skid steer rental	3.1 Months	\$8,210.00 - \$9,080.00
Compactor Rental (Smooth drum ride c	5 Days	\$3,050.00 - \$3,380.00
Compactor Rental (1000 lbs plate)	1.1 Weeks	\$710.00 - \$790.00
Portable Washroom	13 Weeks	\$440.00 - \$490.00
Accommodation (ranges from 2-8 employees)	13 Weeks	\$34,730.00 - \$38,390.00

Process for In-kind Donation Redemption

- Quantities are dependent on specific procedural assumptions and are subject to change based on NLS site management discretion and/or project specifications.
- An assessment by both the client and NLS will determine which providers meet both monetary and logistical project requirements.
- Values for in-kind donated materials must be assessed to market value at the time of implementation and must meet project specification criteria. Both the client and NLS must agree on the acceptance of a donation before it is confirmed.
- In-kind offerings for labor will not be considered unless under specific exemption due to the problematic nature of implementation and valuation.
- In-kind offerings must be timely, and represent no additional project delays or stoppages. Offerings that delay the project may be discounted.
- Offerings must be in line with quotes received by NLS for similar work, and be comparable in all respects.

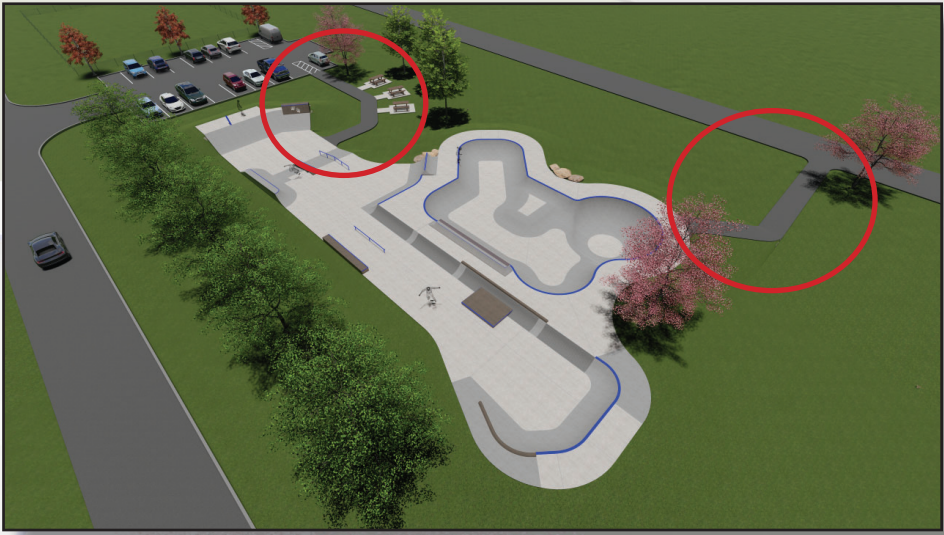
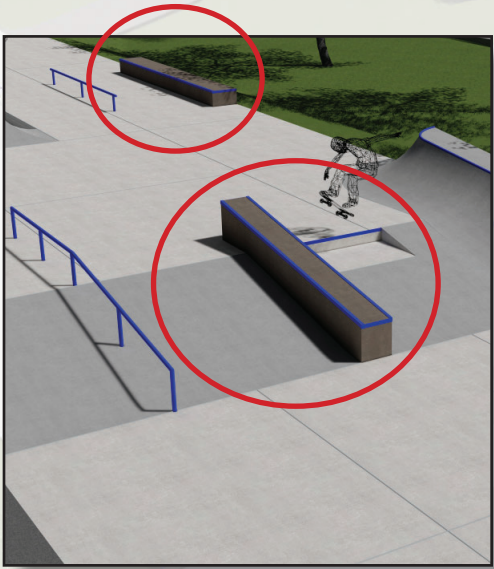


ST. PAUL SKATEPARK

PROJECT FUNDRAISING INFORMATION PACKAGE



DONOR/SPONSOR RECOGNITION OPPORTUNITIES & EXAMPLES:



GOLD Level (\$100,000 +) 'Park Naming Sponsor'
(1 opportunity - have the park entry signage permanently inscribed with your family or business name ie. 'Donor/Sponsor X Community Skatepark')



SILVER Level (\$5,000-\$10,000 +) 'Feature Sponsorship'
Have a skatepark feature permanently inscribed with your family or business name



BRONZE Level (\$250-500) 'Pathway to Success'
Have a brick custom inscribed with your family or business name placed in the skatepark entry pathway permanently!



Request for Decision

Council Meeting: April 9, 2019

7.3 - 1:00 p.m. – Synergy Chartered Accountants

Request

Shawn Warrington, Auditor with Synergy Chartered Accountants, will present the County's Audited Financial Statements for the period ending December 31, 2018.

Alternatives

Recommendation

To approve the 2018 Audited Financial Statements for the County of St. Paul.

Submitted by: Phyllis Corbiere, Executive Assistant



Request for Decision

Council Meeting: April 9, 2019

7.4 - 2:00 p.m. – RMA Member Visit

Request

RMA executive schedules visits with all the members on a three-year rotation. The purpose of these visits is to learn about our municipality, any specific issues of importance and to make one-on-one connections, as our representatives at the Association.

President Al Kemmere, District Director Soren Odegard and Executive Director Gerald Rhodes will attend the meeting.

Alternatives

Recommendation

Submitted by: Phyllis Corbiere, Executive Assistant



Request for Decision

Council Meeting: April 9, 2019

8.1 - Use of County Spaces Policy ADM-32

Request

Policy ADM-32, the Use of County Spaces Policy, is being presented to Council, as amended, to implement additional guidelines for the use of County spaces. This Policy was brought before the Policy Committee on March 26th, 2019.

Alternatives

Recommendation

Motion to approve Policy ADM-32, the Use of County Spaces Policy, as amended, as per the recommendations of the Policy Committee.

Submitted by: Kyle Attanasio, Director of Corporate Services



COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY OBJECTIVE:

The County of St. Paul wishes to support community organizations by providing a public space available for the convening of meetings and other group activities.

POLICY STATEMENT:

- 1) County-affiliated organizations, non-profits and any other voluntary-based groups at the discretion of the County Chief Administrative Officer or their designate will not be charged to use the Lower Level Board Room.
- 2) The rental fee for all other organizations will be established annually in the Fee Schedule Bylaw. set as follows:
 - a) ~~\$50.00 per half day~~
 - b) ~~\$75.00 per full day~~
- 3) ~~No long term rentals will be permitted at the discretion of the Chief Administrative Officer or their designee.~~
- 4) The doors on the main floor are to be kept locked after office hours to limit access to the work stations and office facilities.
- 5) The Board Room must be left in a clean and organized state.
- 6) The Chief Administrative Officer or their designee shall have discretion to approve the use of County spaces for circumstances outside Section 1 of this Policy.



Request for Decision

Council Meeting: April 9, 2019

8.2 - Credit Cards Policy ADM-77

Request

Policy ADM-32, the Credit Cards Policy, is being presented to Council, as amended, to implement additional guidelines for the use of County credit cards. This Policy was brought before the Policy Committee on March 26th, 2019.

Alternatives

Recommendation

Motion to approve Policy ADM-77, the Credit Cards Policy, as amended, as per the recommendations of the Policy Committee.

Submitted by: Kyle Attanasio, Director of Corporate Services



COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY OBJECTIVE:

The County of St. Paul desires to streamline processes and improve efficiency in relation to the receipt of goods and services, payment to suppliers and to support staff who travel on behalf of the County. In addition, to establish conditions of use for those individuals in the County who have been authorized by Council to carry a County of St. Paul Credit Card.

POLICY STATEMENT:

A) ELIGIBILITY

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

B) LIMITS

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

C) CONDITIONS OF USE

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

D) USAGE GUIDELINES

- 1) The Cardholder may place an order with a supplier:
 - a. in person;
 - b. by phone or fax;

- c. by mail; or
- d. via an internet site.
 - ~~i. The most common security symbol is the presence of a padlock usually located at the bottom of the screen.~~
 - ~~ii. A valid security certificate showing a current end date can usually be accessed by double clicking on the padlock symbol.~~
 - ~~iii. Another example may be the web address that commences with https. In this case the "s" suggests it is a secure site.~~
 - ~~iv. If the site cannot be confirmed as secure the order/purchase must not proceed.~~

- 2) Corporate Credit Cards should only be used for business expenditures. Examples of appropriate uses for Corporate Credit Card would include:

- a. payment for goods/services
- b. deposits
- c. subscriptions for the County
- d. conference fees
- e. travel expenses where the staff member does not receive reimbursement of expenses
- f. general consumables
- g. official entertainment.

- 3) Inappropriate uses for credit card would include:

- a. private expenses;
- b. travel costs where the staff member has elected to receive reimbursement for actual costs or has elected to receive a per diem or specified travel advance;
- c. withdrawal of cash /cash advances;
- d. fuel purchases with the exception of County vehicles where the use of fuel cards is not available.

E) AUDIT

- 1) Audits of the cardholder purchases will occur on a monthly basis by Accounts Payable personnel to ensure all documentation and

conditions of use are complied with. These cards will also be subject to external audit annually.

F) TERMINATION OF EMPLOYMENT

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



Request for Decision

Council Meeting: April 9, 2019

8.3 - Named Roads and Landmarks Policy ADM-99

Request

Policy ADM-99, the Named Roads and Landmarks Policy, is being presented to Council, as amended, to implement additional guidelines for the naming of County roads and landmarks. This Policy was brought before the Policy Committee on March 26th, 2019.

Alternatives

Recommendation

Motion to approve Policy ADM-99, Named Roads and Landmarks, as amended, as per the recommendations of the Policy Committee.

Submitted by: Kyle Attanasio, Director of Corporate Services



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.

This Policy shall maintain and promote **community** 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:

1.0 ROAD NAMING AND RENAMING

- 1.1 Administration will review all submissions for compliance with the criteria detailed below **prior to submitting the request to Council for consideration.**
- 1.2 Incidents for naming or renaming not dealt with in this policy shall be at the discretion of Administration.
- 1.3 All **range** and township roads will remain numbered. They will not be legally renamed under any conditions . ~~On rare occasions,~~ Council **may** permit alternate signage to be displayed for symbolic purposes.
- 1.4 Roads may be named if the name reflects a historical or geographical connection to the particular neighbourhood.

1.5 If a road is named, Administration shall be responsible for the appropriate designation (Road, Street, Way, etc.) while considering suggestions from the proponent.

1.6 Land developers will retain the right to register roads under names of their choosing.

1.7 Names to be avoided include:

- a) Road names that duplicate an existing **road** in the County of St. Paul or 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.

2.0 PARK OR TRAIL NAMING AND RENAMING

2.1 In the event of a proposed renaming, Administration will review the request for statutory compliance and compliance with the naming procedure. If compliant, **the request** will be submitted to Council. Council will then **review** the request and determine approval.

2.2 County parks and 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.

2.3 The descriptive word “park” shall be assigned to the name of the park.

2.4 The descriptive word “trail” or “path” shall be assigned to the name of the trail.

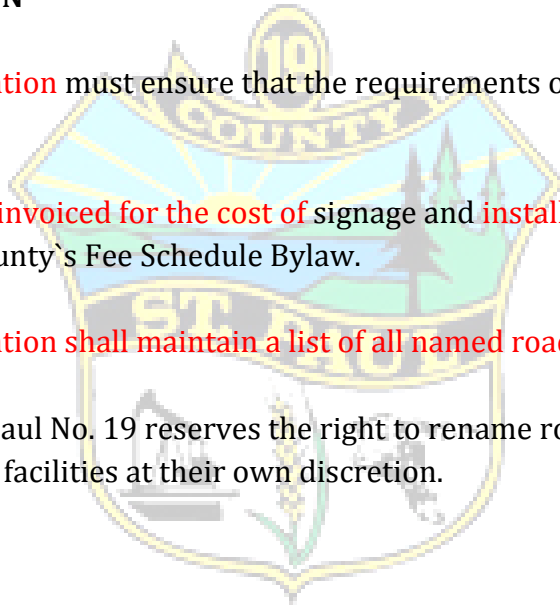
3.0 MUNICIPAL FACILITIES NAMING AND RENAMING

3.1 General municipal facilities shall be named according to the facility’s function (County Office, for example).

- 3.2 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.
- 3.3 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 **request** will be submitted to Council. Council will then **review** the request and determine approval.
- 3.4 The naming of halls, rooms or other facilities within a municipal facility are excluded from this policy.

4.0 IMPLEMENTATION

- 4.1 **County Administration** must ensure that the requirements of this Policy are met.
- 4.2 Applicants will be **invoiced for the cost of** signage and **installation**. This fee can be found in the County's Fee Schedule Bylaw.
- 4.3 **County Administration shall maintain a list of all named roads and parks.**
- 4.4 The County of St. Paul No. 19 reserves the right to rename roads, parks, major trails or municipal facilities at their own discretion.





Request for Decision

Council Meeting: April 9, 2019

8.4 - Clubroot Policy ASB-114

Request

Policy ASB-114, the Clubroot Policy, is being presented to Council, as amended, to address the management of Clubroot within the County. This Policy was brought before the Policy Committee on March 26th, 2019.

Alternatives

Recommendation

Motion to approve Clubroot Policy ASB-114, as amended, as per the recommendations of the Policy Committee.

Submitted by: Kyle Attanasio, Director of Corporate Services



COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY OBJECTIVE:

To ~~prevent the establishment of and to~~ limit ~~and prevent~~ the spread of clubroot on lands within the County of St. Paul and to enforce the Agricultural Pest Act thus fulfilling the duties of the legislation enacted on lands in the County.

The County is committed to fulfilling its duties and providing enforcement under the Agricultural Pest Act Section 10(1), which states, "The local authority of a municipality shall appoint a sufficient number of inspectors to carry out this Act and the regulations within the municipality."

DEFINITIONS:

"Clubroot of Canola or *Plasamodiophora brassicae*" means a pathogen that infects the roots of canola and causes galls to form, that then restrict the flow of water and nutrients to the plant.

POLICY STATEMENT:

- 1) Random inspections shall be conducted within the County of St. Paul by County-appointed inspectors. Fields will be inspected with practices to avoid the spread of clubroot. The County's 'Clubroot Code of Practice' will be followed when conducting field inspections.
- 2) If inspectors suspect clubroot is present in a field, findings shall be confirmed by an approved laboratory test.
- 3) If a laboratory test comes back positive, an "Incidence Test" shall be completed on the field to determine what rotation restrictions will be applied to the field. The field shall receive a one-in-three year rotation restriction if found to have a low incidence of Clubroot and a one-in-four restriction if found to have a high incidence of Clubroot. The County's 'Clubroot Code of Practice' will be followed when handling field tests.

- 4) If a field is verified to have Clubroot by a laboratory test the landowner shall be notified in person or by telephone by an Agricultural Service Board employee. A Clubroot Pest Notice (Form 2 – Section 6(1) Agricultural Pests Act – Pest and Nuisance Control Regulation) shall be issued to the landowner of that field.
- 5) The Clubroot Pest Notice will include the following directions:
 - No seeding of canola or other cruciferous crops including but not limited to mustard, cabbage, kale, cauliflower, broccoli, Brussel sprouts, turnips, or radishes for the next **two (2) or** three (3) years, and only a Clubroot resistant variety of canola may be seeded in the **third or** fourth year.
 - Control all volunteer canola
 - Clean dirt off of tillage equipment when exiting each land location
 - Property owners **must share this information with renters, custom applicators, or anyone else who may need to access their land.**
- 6) If these directions are not followed and a cruciferous crop is seeded, it may be destroyed at the owner's expense pursuant to the Agricultural Pest Act.
- 7) ~~All landowners and/or occupants adjacent to the affected land will be notified in writing that clubroot has been found.~~ **All positive fields shall be listed on the County of St. Paul's website.**
- 8) Landowners and occupants of Clubroot positive land shall be responsible for following the best practices set out in the Alberta Clubroot Management Plan (ACMP).
- 9) Private landowners and industry are responsible for negotiating their own access and sanitation agreements with each other and the municipality will not involve itself in private negotiations unless it is an enforcement issue regarding a positive clubroot location.
- 10) The County of St. Paul shall thoroughly pressure-wash all rental equipment before renting it out to the next landowner or occupant.



Request for Decision

Council Meeting: April 9, 2019

8.5 - Authorization for Use of Firearms Policy ASB-131

Request

Policy ASB-131, Authorization for Use of Firearms Policy, is being presented to Council to reduce the risk posed by wildlife and enhance the safety of County employees and personnel while carrying out pest control activities. This Policy was brought before the Policy Committee on March 26, 2019.

Alternatives

Recommendation

Motion to approve Policy ASB-131, Authorization for the Use of Firearms, as per the recommendations of the Policy Committee.

Submitted by: Kyle Attanasio, Director of Corporate Services



COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY OBJECTIVE:

To reduce the risks posed by wildlife and enhance the safety of County employees and personnel while carrying out pest control activities.

1.0 DEFINITIONS:

- 1.1 "Firearm(s)" shall mean a non-restricted, long barrelled weapon, designed to be held with two hands, from which any shot, bullet, or other projectile can be discharged.

2.0 GUIDELINES

- 2.1 The County shall not own or provide Firearms to employees or contractors.
- 2.2 Employees working for the Agricultural Service Board Department and individuals contracted to carry out pest control activities shall be authorized to handle, possess, discharge, transport, and store personally-owned, licensed Firearms on lands located within the County of St. Paul No. 19.
- 2.3 All authorized personnel shall comply with this Policy and hold all required federal, provincial, and municipal licensing pertaining to the handling, discharging, possession, transportation, and storage of Firearms.
- 2.4 The Chief Administrative Officer or their designee shall have the discretion to rescind the authorization to use firearms to carry out pest control activities.



Request for Decision

Council Meeting: April 9, 2019

8.6 - Coyote and Wolf Reduction Incentive Program Policy ASB-132

Request

Policy ASB-132, the Coyote and Wolf Reduction Incentive Program Policy, is being presented to Council to address the management of the Coyote and Wolf Reduction Incentive Program. This Policy was brought before the Policy Committee on March 26th, 2019.

Alternatives

Recommendation

Motion to approve Policy ASB-132, the Coyote and Wolf Reduction Incentive Program Policy, as per the recommendations of the Policy Committee.

Submitted by: Kyle Attanasio, Director of Corporate Services



COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY OBJECTIVE:

In an effort to support coyote and wolf population control efforts, the County shall implement the Coyote and Wolf Reduction Incentive Program, which will provide a monetary sum for the carcass of a lawfully harvested coyote or wolf, for the primary purpose of protecting livestock against predation.

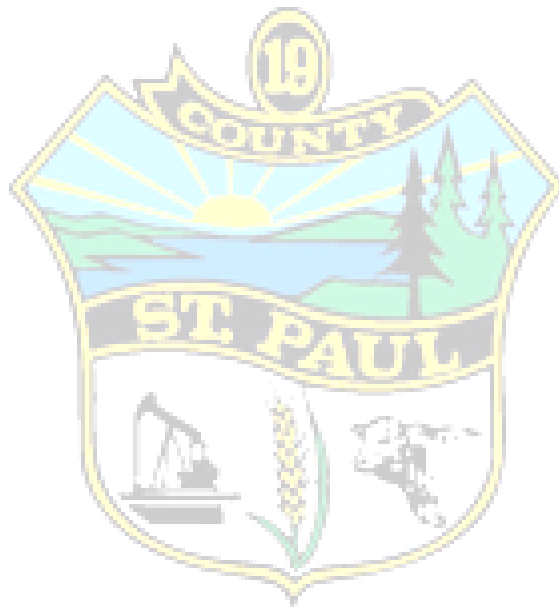
1.0 IMPLEMENTATION

- 1.1 Council shall annually, by resolution, activate the the Coyote and Wolf Reduction Incentive Program, set the eligibility period, and establish a budget for the Program.
- 1.2 Council shall pay a set amount for coyotes and wolves, which shall be enumerated annually in the County's Fee Schedule Bylaw.
- 1.3 The County reserves the right to modify the Program from time to time without notice to the participants.

2.0 CONDITONS OF PARTICIPATION

- 2.1 The County's Coyote and Wolf Reduction Incentive Program shall be in effect for coyotes and wolves destroyed within the corporate boundaries of the County of St. Paul.
- 2.2 Eligible participants shall:
 - 2.2.1 Be a resident of the County of St. Paul No. 19;
 - 2.2.2 Adhere to all Program rules, as amended from time to time;
 - 2.2.3 Complete an application form;

- 2.2.4 Complete a disbursement form.
- 2.3 Participants taking part in the Coyote and Wolf Reduction Incentive Program are expected to adhere to all Federal and Provincial legislation and regulations, including but not limited to the *Wildlife Act*, *Firearms Act*, *Petty Trespass Act*, and *Alberta Hunting Regulations*.
- 2.4 Participants may be deemed ineligible for future participation in the Program at the discretion of the Director of Community Services or their designee.





Request for Decision

Council Meeting: April 9, 2019

8.7 - Beaver Reduction Incentive Program Policy ASB-133

Request

Policy ASB-133, the Beaver Reduction Incentive Program Policy, is being presented to Council to address the management of the Beaver Reduction Incentive Program. This Policy was brought before the Policy Committee on March 26th, 2019.

Alternatives

Recommendation

Motion to approve Policy ASB-133, the Beaver Reduction Incentive Program Policy, as per the recommendations of the Policy Committee.

Submitted by: Kyle Attanasio, Director of Corporate Services



COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY OBJECTIVE:

In an effort to support beaver population control efforts, the County shall implement the Beaver Reduction Incentive Program, which will provide a monetary sum for the carcass of a lawfully harvested beaver, for the purpose of protecting key infrastructure from drainage problems related to beaver activity.

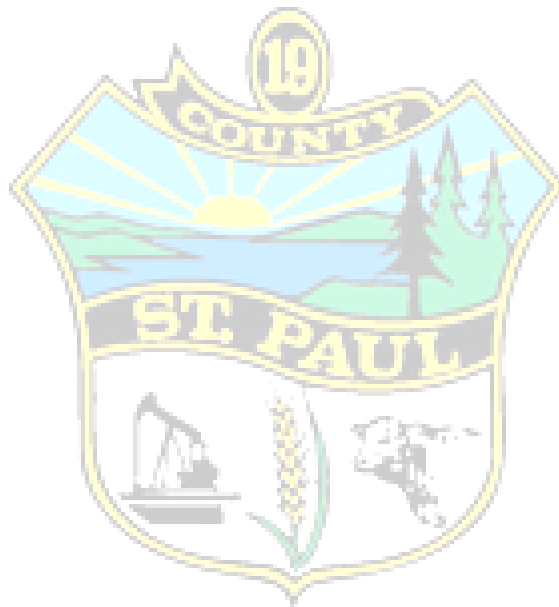
1.0 IMPLEMENTATION

- 1.1 Council shall annually, by resolution, activate the the Beaver Reduction Incentive Program, set the eligibility period, and establish a budget for the Program.
- 1.2 Council shall pay a set amount per beaver, which shall be enumerated annually in the County's Fee Schedule Bylaw.
- 1.3 The County reserves the right to modify the Program from time to time without notice to the participants.

2.0 CONDITONS OF PARTICIPATION

- 2.1 The County's Beaver Reduction Incentive Program shall be in effect for pre-approved private property and grazing leases within the corporate boundaries of the County of St. Paul.
- 2.2 Eligible participants shall:
 - 2.2.1 Be a resident of the County of St. Paul No. 19;
 - 2.2.2 Adhere to all Program rules, as amended from time to time;
 - 2.2.3 Complete an application form;

- 2.2.4 Complete a disbursement form.
- 2.3 Participants taking part in the Beaver Reduction Incentive Program are expected to adhere to all Federal and Provincial legislation and regulations, including but not limited to the *Wildlife Act*, *Firearms Act*, *Petty Trespass Act*, and *Alberta Hunting Regulations*.
- 2.4 Participants may be deemed ineligible for future participation in the Program at the discretion of the Director of Community Services or their designee.





Request for Decision

Council Meeting: April 9, 2019

8.8 - 2019 Strategic Plan – 1st Quarter

Request

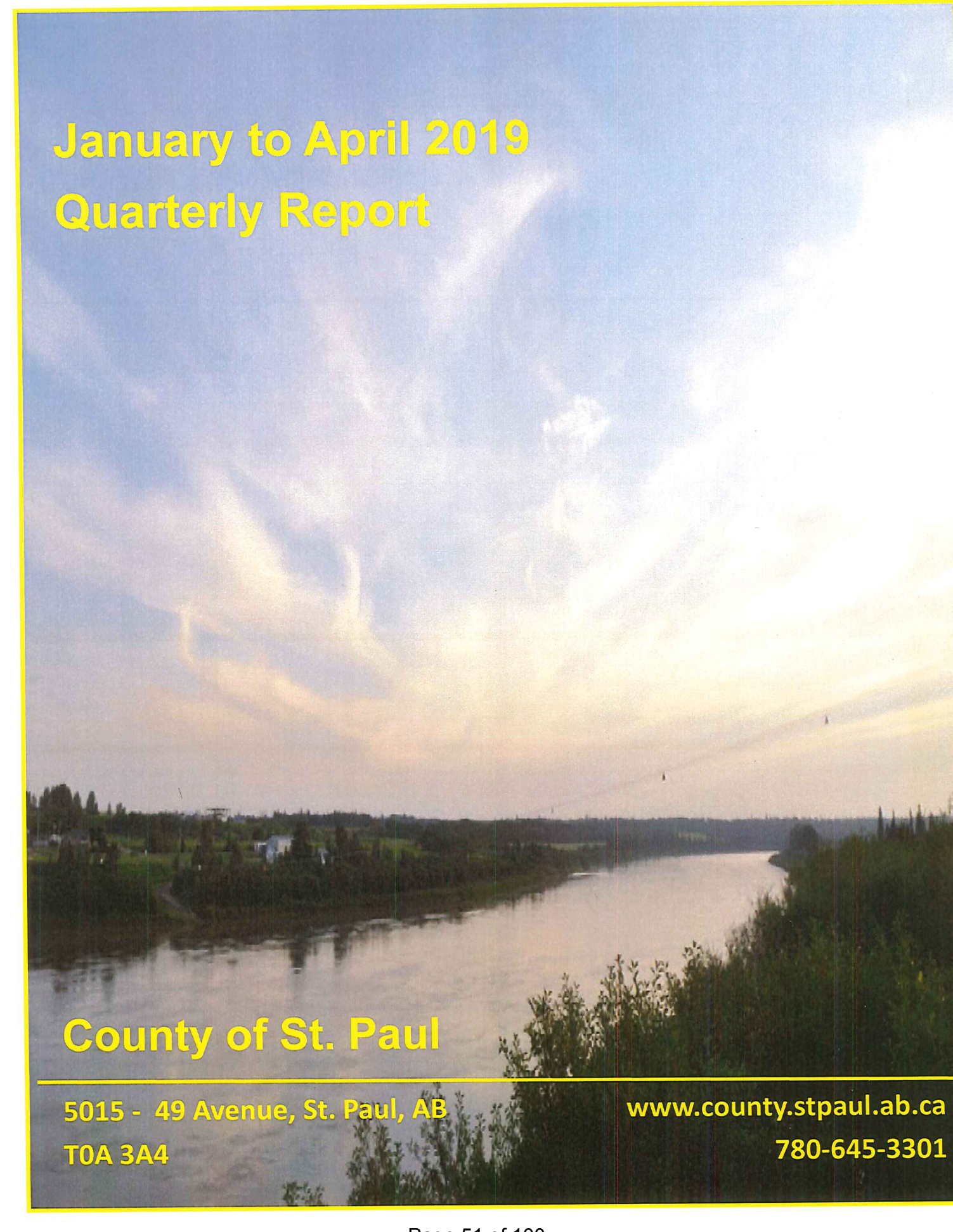
The 1st Quarter of the 2019 Strategic Plan is being presented for approval.

Alternatives

Recommendation

Administration is recommending to approve the first quarter of the 2019 Strategic Plan.

Submitted by: Phyllis Corbiere, Executive Assistant



January to April 2019 Quarterly Report

County of St. Paul

5015 - 49 Avenue, St. Paul, AB
T0A 3A4

www.county.stpaul.ab.ca
780-645-3301

Department	Strategy	Action	Q1: January to March
1. Governance	Strategy 1.1		Notes that detail progress of action that supports the corresponding strategy.
	Provide communication to demonstrate accountable governance.	Communicate about the AGM to the public.	Council to set a date and location for AGM at April 9 Council meeting
		Book AGM in a community hall, rotating community location each year.	
		County Strategic plan and narrative budget available online.	
	Strategy 1.2		
	Collaborate with municipal partners.	Meet with Town of St. Paul and Town of Elk Point at least once a year to discuss collaborative opportunities.	
		Work with municipal neighbors to develop Inter-Municipal Collaboration Frameworks and Inter-municipal Development Plans.	The Inter-Municipal Development Plans with five Rural Neighbours (County of Two Hills, Smoky Lake County, County of Vermilion River, Lac La Biche County and MD of Bonnyville) are complete. Draft Inter-Municipal Collaboration Framework documents for the Rural Neighbours are currently being worked on at the Administrative level. We have had the first Inter-Municipal Collaboration Framework (ICF) meetings with our Urban neighbours (Town of St. Paul, Town of Elk Point, and Summer Village of Horseshoe Bay). Work is progressing well on these ICFs with multi-lateral and bi-lateral agreements being amended as necessary. The Inter-municipal Development Plans with our Urban Neighbours are in progress.
		Complete Storm Water, with Town of St. Paul, Rec Study and Street lighting study and economic development project with all 4 partners.	Work is continuing on the Storm Water Management Plan with the Town of St. Paul. They will complete this plan once a full season of weather is tracked by the consultants. The anticipated completion is fall 2019. The Recreation Study is wrapping up and will be available for the public to see and comment on before it is finalized. The Street Lighting Study project has only policy development left to be completed.
		Reconsider regional collaboration MOU to neighboring municipalities.	
		Continue to apply for available provincial grants around collaboration.	The region applied for Alberta Community Partnership Grants in fall of 2018 and was successful in obtaining grants for: Stormwater Management Plans for Summer Village of Horseshoe Bay and Town of Elk Point, Regional HR Framework, as well as the completion of a Regional Economic Development Plan.
		Complete road condition assessment tool project with County of Two Hills.	This project is nearing completion and the tool will be ready for Public Works departments from both municipalities to use this spring.
	Strategy 1.3		

2. General Administration	Provide scholarships to support students in the St. Paul Regional Education Division.	Provide 3 scholarships of \$1000 each for students who have high marks, community involvement and volunteerism entering full-time studies.	Confirmed with St. Paul Education.
		Provide 1 scholarship of \$1000 for students entering a trade.	Confirmed with St. Paul Education
	Strategy 1.4		
	Council to financially support community groups.	Financially support Riverland Trail Society, the upcoming Skatepark and Mallaig AG Society Arena Upgrade.	
		Consider additional funding to community groups.	
	Strategy 1.5		
	Approve appropriate policies for the County.	Review policy manual.	The Policy Committee met in late March to review several policies and make recommendations for approval at the April Council meeting.
		Proactively deal with emerging policy issues.	Policies that relate to Occupational Health and Safety have been referred to the Joint Health and Safety Committees for review before coming back to the Policy Committee.
	Strategy 1.6		
	Support efforts to ensure safe communities in our County.	Advocating to Federal and Provincial governments for increased RCMP in rural communities.	
	Strategy 2.1		
	Continue to work on an asset management project to make informed decisions regarding replacement and maintenance of County infrastructure.	Implementation of Asset Management Strategy - over next 5 years.	Our Asset Management Committee continues to work with our consultant on defining levels of service and risk assessment of our assets.
2. General Administration		Defer any purchase of software to 2019 or beyond.	
		Review the Road Classifications and develop 5-20 year plan.	This plan will be worked on in conjunction of the road condition assessment tool.
		Consider annual contribution to reserves for departmental capital equipment purchases.	Annual contribution to reserves for Fire Equipment is part of the budget and in the future budget for Waste Equipment.
		Implement road condition assessment tool.	See 1.2
		Implement Munisight asset management software for linear assets.	
		Communicate progress on asset management plans to Council and public.	
	Strategy 2.2		
	Build positive relationship between County Main office and Public Works shop.	Continue Team building for all staff – minimum of 2 events per year.	Regional Team Building to be held April 26th
		Consider team building/ leadership courses.	
	Strategy 2.3		
	Improve customer experience through office redesign	Completion of renovation of common area and Council chambers.	The renovation of the office is nearing completion with the Council Chambers being completed in April 2019.
	Strategy 3.1		
	Implement Human Resources framework to improve experience for management staff and employees.	Cross training of staff positions nearing retirement.	The Taxation and Assessment cross training is nearing completion. We have advertised for a new staff member due to retirement of an administrative staff person.
		360 reviews for management team.	
		Consider application to Alberta Municipal Affairs Internship Program.	

3. Corporate Services		Determine clear expectations for managers when hiring new staff and for managing current staff.	The Management Team and Supervisory team have had a training session regarding managing staff performance.
		Determine clear expectations for employees regarding their employment.	The Management Team have been working with our HR consultant to revise the standard letter of hire.
		Explore development of employee handbook.	This to be part of our regional grant for the HR Framework.
		Continue to monitor and update the Performance Appraisal system to ensure it meets the needs of management and staff.	This is part of the HR Consultant's scope of work for 2019.
		Conduct Exit interviews.	
		Include "Cultural/Sensitivity training" for all staff.	The Management Team members took a 2-day training course at Blue Quills University regarding cultural awareness.
		Include "Conflict Resolution" training for appropriate staff.	
	Strategy 3.2		
	Continue to research opportunities for grant funding.	HR Framework.	Received Grant
		Economic Development.	Received Grant
		Storm water Management	Received Grant
	Strategy 3.3		
	Continue adding County vehicles to AVL System and/or Working Alone mechanisms.	AVL implementation on Supervisor set for Keith, sprayer truck, two loaders and two patching trucks and a gravel truck.	
		Implement updated aware 360 system.	Training of Managers and Supervisors is taking place to ensure that staff are using the Work Alone system appropriately.
	Strategy 3.4		
	Re-familiarize Additional Named Organizations with insurance requirement and protocols.	Hold meeting with Additional Named Insured Organizations.	
	Strategy 3.5		
	Continue to transfer land files into digital record system.	Include in front office staff job descriptions and summer office staff.	Included in Job Descriptions.
		Develop a plan to complete this project by 2021.	
	Strategy 3.6		
	Have accurate assessment of County properties.	Continue to work with assessors and province on centralization of designated industrial properties.	
		Verify that designated industrial property assessment is properly stored and recorded in the assessment software program and transferred to financial program for taxation purposes so reporting is balanced.	Taxation and Assessment staff received the transfer of files from Municipal Affairs successfully and have balanced it to our financial software.
		Provide proactive communication to residents so they have ample opportunities to discuss with assessors whether the parcels are designated agricultural vs other.	Assessment Open Houses have been scheduled in June 11 & 18, 2019
nt	Strategy 4.1		
	Review and update Inter-Municipal Development plans in accordance with modernized MGA.	Finalize/update urban inter-municipal development plan with the Town of Elk Point, the Town of St. Paul and Summer Village of Horseshoe Bay.	Draft plans are nearing completion. Will be presented to municipal Councils in April for review and comment.
		Finalize rural inter-municipal development plans with Lac La Biche County, M.D. of Bonnyville, County of Vermilion River, County of Two Hills, County of Smoky Lake	All IDP plans have been passed via Bylaw by all municipal partners. Grant reporting and finalization to be completed in quarter 2.
	Strategy 4.2		

4. Planning and Development	Consider revision and approval St. Paul North ASP following completion of IDP with Town of St. Paul.	Council will further discuss during Town of St. Paul and County of St. Paul Inter-municipal Development Plan.	
	Strategy 4.3		
	Re-Survey Plan 527MC Block 1 at Vincent Lake to have houses be situated on the lots.	Finalize survey. Apply for accretion and close roadways adjacent to plan area.	Draft survey completed and sent to residents for comment. Site meeting with landowners to discuss the draft survey to take place in May.
		Sell the land that is currently Environmental Reserve but would become the land owners after re-survey to the appropriate lot owners.	
		Registration of land titles and new titles issued to landowners and County.	
	Strategy 4.4		
	Explore potential resurvey of Mallaig lots along Railway Avenue.	Estimate costs of survey.	Estimate based on all lots participating \$23,000.
		Consider sale of and set price of former road plan adjacent to railway avenue lots.	Council set the sale price of land at \$2000/acre.
		Resurvey, sell and consolidate lots.	
5. Economic Development	Strategy 5.1		
	Make it easier for businesses and residents to connect to the internet and potentially attract new technology businesses.	Explore opportunity around high speed internet for the County.	MCSNet is considering offering internet fiber in hamlets in the County.
		Support MCSNet growth in communities in the County.	The County is working on agreement for installation of internet fiber in our hamlets.
		Partner with MCSNet for Wifi in County Parks/Campgrounds.	Wifi will be available in all County municipal parks in 2019.
	Strategy 5.2		
	Implement strategies that come out of CARES project report.	Continue path to Regional Economic Development strategy through ACP grant.	Grant was approved.
	Strategy 5.3		
6. Emergency Management and OH&S	Determine opportunities to encourage development.	Review the Land Use Bylaw and General Municipal Servicing Standards.	
	Strategy 6.1		
	Ensure Regional Emergency Management preparedness.	Maintain and update Regional Emergency Management plan (REMP).	Our new Director of Emergency Management and Occupational Health and Safety has been reviewing the plan and the changes to the Emergency Management Act. will need to re-write a large portion of the plan and will use a consultant to assist the region.
		Provide training for staff and councilors.	Training courses are attended as offered.
		Exercise the REMF in conjunction with Emergency Management agency.	
	Strategy 6.2		
	Increase public awareness and education on public participation.	Increase participants in mass notification system.	
		Communicate and educate public to improve community readiness.	
	Strategy 6.3		
	Ensure safety of our staff.	Maintain and update Regional Safety Management System (RSMS).	Our new Director of Emergency Management and Occupational Health and Safety has been reviewing the Regional Safety Management System and the changes to the Occupational Health & Safety Act. We will need to update portions of the plan.
		Provide orientation and training to all staff.	Orientation of new staff is ongoing.

	Provide management support system.	The Safety Department is providing guidance to the Management Team on changes required to meet the new legislation.
	Conduct regular inspections and worksite visits to ensure regular safety practice.	Regular inspections are taking place as per the OH&S Act.
	Maintain work alone system.	The Safety Department has been orientated to the Work Alone System and will be maintaining and monitoring it now.

Department	Strategy	Action	Q1: January to March
1. Parks and Recreation	Strategy 1.1		Notes that detail progress of action that supports the corresponding strategy.
	Increase usage of our parks, campgrounds and recreation facilities.	Increase public awareness of our parks through promotions and marketing.	No action.
		Host events in partnership with FCSS and other County departments.	1st Block Party scheduled for May 18/19 at Floatingstone Park.
		Review our rates and see how they can become more flexible.	Approved Spring (May-June) camping permit rate of \$20/night for powered and \$10/night for non powered. Summer camping permit (July-Sept.) \$30/night for powered and \$20/night for non-powered.
		Modify campsites to accommodate demand for more group sites.	No action.
	Strategy 1.2		
	Maintain and upgrade parks and recreation facilities.	Install WIFI at all our campgrounds.	No action.
		Reconstruct and improve boat launches.	No action.
		Reconstruct and upgrade trailer dumping stations.	No action.
		Develop overflow sites.	Received approval for amended crown lease at Lac Bellevue. Public Works completed brushing and initial ground works.
		Purchase new computers for staff to accommodate online booking system.	Completed. Purchased from Trinus 4 new computers for \$7,760.00.
		Install outdoor showers for beach users.	No Action.
		Install welcome signs at all parks.	No Action.
		Complete public engagement survey to know what we can improve on.	No Action.
	Strategy 1.3		
	Review Parks and Recreation governance.	Review and redraft Parks Bylaw and Policies.	Completed final draft. Passed by Policy Committee on March 26/19. To be brought to a future Council Meeting.
2. Waste Management	Strategy 2.1		
	Increase recyclable segregation options.	Allow for cardboard recycling at transfer stations.	Ordered 2 - 30 yard bins from EMW.
		Increase scale of Styrofoam recycling to meet high demand.	No Action.
		Investigate plastic shredder for household waste.	No Action.
		Explore and initiate ways to collaborate with Town of St. Paul for bailing paper and cardboard.	Starting initial discussion with Town of St. Paul to receive cardboard from County Transfer Stations this summer.
		Make recycling easier for Floatingstone residents.	No Action.
	Strategy 2.2		
	Public awareness about waste management.	Conduct a public engagement survey with public.	No Action.
		Add information about waste management to marketing calendar.	No Action.
		Host events related to waste management - grant funding for toxic waste round up.	Evergreen Regional Waste Management Commission to apply for the grant through Alberta Recycling.
		Improve signage at sites.	Working with staff on draft signs.
	Strategy 2.3		
	Streamline waste collection and operations.	Review Transfer station hours to make them more accommodating.	No Action.
		Review bin sites and eliminate unnecessary.	Removed 30 yards bins from Ashmont, Mallaig and Lac Sante.
		Consider an annual capital contribution for waste management vehicles to be set up in reserves.	Deferred to 2020.
3. Services	Strategy 3.1		
	Build public awareness about Agricultural services.	Communicate effectively about 1) invasive and noxious weeds 2) pests 3) dog control 4) rental equipment.	Held a clubroot meeting with the MD of Bonnyville on Feb 26. Spoke at Seeding For Success on Feb 7. Spoke at a clubroot meeting in Two Hills on March 28. Have met with numerous ratepayers to talk about various pests and weeds in the County.

3. Agriculture		Marketing of public LARA workshops.	Continue to forward workshops to our website.
		Begin a newsletter for public.	I have continued to provide a monthly newsletter to council. I will work on one that can be seen on the website by the public.
	Strategy 3.2		
4. Fire Services	Maintain and improve programs for Agriculture Service Board.	Begin proactively planning programming for 1) spraying, 2) mowing, 3) road allowances.	No Action.
	Strategy 4.1		
	Maintain equipment and facilities.	New equipment for Ashmont, Mallaig, Elk Point, St. Paul Fire Departments.	No Action.
		Continue annual capital contribution for Fire equipment to be set up in reserve.	\$136,000 in 2019 budget for Fire Equipment reserve.
	Strategy 4.2		
	Attract and retain volunteer fire fighters.	Review results of engagement survey and determine opportunities for success.	Consultant presented survey results to Fire Chiefs on March 28/19. Director to meet with individual departments in April to present results to each department.
		Continue to have semi-annual Fire chiefs meetings.	Held 1st meeting for 2019 on March 28/19.
	Strategy 4.3		
	Share common strategies for policies, procedures and operations between departments.	Review policies and procedures.	No Action.
		Standardize training and reporting.	Regional Deputy Fire Chief scheduling 1001 training for Elk Point, Mallaig and Ashmont.
	Strategy 4.4		
	Engage residents in fire safety programming.	Engage residents in Fire Smart program and Fire prevention week.	1st Block party scheduled for May 18/19 at Floatingstone Park.
		Investigate department collaboration opportunities to increase number of residents engaged.	No Action.
	Strategy 4.5		
	Maintain and consider new opportunities for regional collaboration with our neighbors	Review and update mutual aid agreements with rural and urban neighbors.	Passed the Regional Deputy Fire Chief Joint Servicing Agreement on March 12/19. Other agreements on going.
		Review current agreement with Frog Lake and explore new opportunities for agreements with other surrounding First Nations and Metis Settlements.	No Action.

Strategy	Action	Q1: January to March
Strategy 1.1		Notes that detail progress of action that supports the corresponding strategy.
Ensure safe road infrastructure for public.	Maintenance program. (see attachments?)	Proposed a change to the procedures to repair oiled roads using a gravel base course but less cold mix. Approved by Council and currently preparing to tender out the Rip Pack, gravel base course for repairs to oiled surfaces as well as any new stretches of cold mix.
	Road construction. (see attachments?)	Rebuilding roads with issues such as rising water and bank erosion along lake or river plus upgrade of selected roads.
	Continue monthly reporting to Council.	Revamped the Public Works agenda layout to enhance the reporting.
	Implement road condition assessment software.	Meetings with Urban to help with design of the assessment software such as what questions will be asked during an assessment.
	Application for grants to improve roads.	Applied for 5 bridge file grants. Applied for a road rebuild and pave project in partnership with the Town of St. Paul.
	Appendixes for construction, oiling and equipment purchase.	
	Continue winter maintenance and services.	Improved our response time to areas in the East end of the County that sees much more heavy traffic 24/7.
	Continue to produce high quality aggregate for road maintenance and construction.	Purchased a new crusher cone and prepared the crusher for the season.
	Continue to explore for new gravel sources and testing.	Tested in 7quarters of land and found another source near Elk point.
	Consider contracting equipment to assist with Public Works in achieving objectives.	Proposed and accepted by Council to contract base prep as well as gravel base course on 33km of oiled roads as well as 11.5 miles of chip seal in an effort to catch up on maintenance of oiled roads and provide long term solutions to reduce future maintenace on the same roads.
	Consider contract maintenance of Northern Valley Road.	No action
	Obtain rates from local contractors for types of equipment for rent and rates.	Advertised for equipment rates and availability. Did not get the response we hoped for.

	Consider annual capital contribution for Public works equipment to be set up in reserve.	No action
Strategy 1.2		
Improve communications with residents about Public Works.	Implement concern/complaint tracking system that creates work orders.	The county will be implementing a web based sytem set up to track complaints and issues. Set up of this system is under way.
	Be proactive in providing advanced notice of road work to residents.	Will be working closely with the new Communications Coordinator to find ways to do this.
	Assist communications department with educational videos about services and issues.	No action.
	Communicate about winter maintenance and services.	No action.
Strategy 2.1		
Ensure safe supply of water to residents of Mallaig, Ashmont, Lottie Lake and rural residents along the transmission lines.	Maintenance of transmission and distribution lines.	Repair of broken waterlines in Ashmont and Riverview.
	Review costs of water rates for those communities.	No action
	Upgrade truck fill in Mallaig.	No action scheduled for summer of 2019.
	Ensure water meters are working properly or replaced.	Utilities staff working to resolve issues with water meters.
	Tracking of water concerns and complaints to determine future actions.	Ongoing
	Consider distribution lines for Ashmont and Lottie Lake.	No Action
Strategy 2.2		
Continue to explore alternatives for water and sewer for Riverview residents.	Continue to discuss options with Windsor Salt and residents.	No Action
	Consider implementation of rate structure.	No Action
Strategy 2.3		
Ensure maintenance of sanitary lagoons and collection systems.	Report on maintenance required.	No Issues to report.
	De-sludge Mallaig Lagoon.	Plans made to de sludge in Summer 2019.
Strategy 2.4		
Consider consistent rate structure for use of County wastewater facilities.	Set rate for joint wastewater transfer station.	A rate of \$1.00/cubic meter has been established.
	Consider installation of flow point equipment at Ashmont and Whitney Lake lagoons.	Plans to use grant funding to install Flow point equipment at the Ashmont Lagoon. We will also install this equipment at the Whitney Lake Lagoon at County cost.
	Review rate structure for residents with collection systems for Ashmont and Mallaig.	Fee Schedule updated
	Explore relationship with Saddle Lake to allow use of Ashmont Lagoon once flow point equipment is available.	No Action

	Decommission septic truck dumping station at Mallaig lagoon.	No Action
Strategy 2.5		
Explore alternative wastewater treatment processes at Ashmont or Mallaig lagoons to reduce maintenance costs and improve effluent quality	Gather more information from wastewater treatment.	No Action
	Explore funding opportunities for new technologies.	No Action
Strategy 3.1		
Collaborate with Town of St. Paul and Town of Elk Point for maintenance and improvements at local airports.	Snow removal at both airports.	Worked with the Town to utilize their snowblower to help move large volumes of snow over the lights without damaging lights.
	Participate in capital upgrades for both airports.	County did some mulching at the East end of the Elk Point Runway to increase the safe approach of aircraft. A contribution to the lighting upgrade at the St. Paul airport is contemplated in the 2019 budget.
	Apply for funding for capital upgrades.	Grant funding approved for light upgrades at St. Paul airport 2019. Consultant chosen.

Department	Strategy	Action	Q1: January to March
FCSS			Notes that detail progress of action that supports the corresponding strategy.
	Goal 1		
	Make all services affordable and accessible for everyone.	Coordinate Seniors Week Events	In process of booking venues.
		Administer the Volunteer Income Tax Program	In process: 160 assisted to date.
		Complete the Annual Report, as required by the Province by June 30	In process
		Coordinate and manage the annual Ashmont and Mallaig Summer Programs	Summer staff hired to coordinate programs.
		Manage and coordinate the Community Connector Trailer	Summer staff hired: tentative schedule approved by Board.
		Update the Elk Point and County of St. Paul Community Directories	Summer students will be merging the two documents.
		Coordinate the 'Movies in the Community' to most rural communities with the County of St. Paul or Town of Elk Point	Tentative schedule completed.
		Arrange Red Cross Babysitting Course and Home Alone Course in Mallaig	No requests to date.
		Hold a Seniors Clinic on changes to Alberta Seniors Benefits	To be scheduled after July 1.
		Coordinate summer events in the communities, including Block Parties and Science Days	Summer staff hired: tentative schedule approved by Board.
		Complete Outcomes Measures, as required by the Province, by October 30	Meeting with Outcomes person on April 24.
		Consider contribution to the Family School Liaison Worker Program	Waiting for Council approval.
		Provide recognition and events to community volunteers throughout the year	Firefighters recognition on April 7 and 13.
		Support the Elk Point Ambassador Program	No requests to date.
		Organize and host the Seniors Festival	

		Administer the Community Counselling program throughout the year	Ongoing
		Provide referrals and support to individuals who request assistance	Ongoing
		Administer the Mallaig and Ashmont Moms and Tots program throughout the year	Ongoing
		Administer the Meals on Wheels program throughout the year	Ongoing
FCSS	Goal 2		
	Provide more opportunity and recognition for volunteerism in our communities.	Administer the Volunteer Income Tax Program	In process: 160 assisted to date.
		Complete the Annual Report, as required by the Province by June 30	In process
		Manage and coordinate the Community Connector Trailer	Summer staff hired: tentative schedule approved by Board.
		Complete Outcomes Measures, as required by the Province, by October 30	Meeting with Outcomes person on April 24
		Consider contribution to the Family School Liaison Worker Program	Waiting for Council approval.
		Provide recognition and events to community volunteers throughout the year	Firefighters recognition on April 7 and 13.
		Support the Elk Point Ambassador Program	No requests to date.
		Organize and host the Seniors Festival	
		Administer the Meals on Wheels program throughout the year	Ongoing
	Goal 3		
	Create a sense of community and acceptance for all.	Administer the Volunteer Income Tax Program	In process: 160 assisted to date.
		Complete the Annual Report, as required by the Province by June 30	In process
		Coordinate the Elk Point Community Information night	
		Coordinate and manage the annual Ashmont and Mallaig Summer Programs	Summer staff hired to coordinate programs.
		Manage and coordinate the Community Connector Trailer	Summer staff hired: tentative schedule approved by Board.

FCSS	Coordinate the Movies in the Community to most rural communities with the County of St. Paul or Town of Elk Point	Tentative schedule completed.
	Hold a Seniors Clinic on Alberta Seniors Benefits changes	To be scheduled after July 1.
	Coordinate summer events in the communities, including Block Parties and Science Days	Summer staff hired: tentative schedule approved by Board.
	Complete Outcomes Measures, as required by the Province, by October 30	Meeting with Outcomes person on April 24.
	Consider contribution to the Family School Liaison Worker Program	Waiting for Council approval.
	Provide recognition and events to community volunteers throughout the year	Firefighters recognition on April 7 and 13.
	Support the Elk Point Ambassador Program	No requests to date.
	Organize and host the Seniors Festival	
	Administer the Mallaig and Ashmont Moms and Tots program throughout the year	Ongoing
	Administer the Meals on Wheels program throughout the year	Ongoing

Department	Strategy	Action	Q1: January to March
			Notes that detail progress of action that supports the corresponding strategy.
Communications	Strategy 1.1		
	Improve and expand online communications methods to create a user-friendly digital experience for everyone.	Create and sustain social media accounts – Facebook, Twitter, Instagram, LinkedIn, and Snapchat.	County Facebook in progress.
		Conduct an Request For Proposal for new website host and consultant.	New website host and consultant in place.
		Generate videos on how to use certain tools that are free and accessible on multiple sites.	
		Create guidelines for the use of social media as a feedback tool.	Social Media policy approved by Council in December 2018.
	Strategy 1.2		
	Improve how we disseminate information through traditional print methods of communication.	Proactively plan what information the County will broadcast through the radio and local newspapers, calendars, newsletters, journals.	
		Create writing style guide for staff and provide training.	In progress
	Strategy 1.3		
	Improve participatory methods of communication.	Train appropriate staff on methods of engagement and participation.	
		Create and advertise public feedback system online.	
		Increase participants at Public events, and AGM.	
	Strategy 1.4		
	Proactively plan ahead to improve County communications with the public.	Advertise the County's communication guidelines and policies.	
		Generate a County marketing/ promotional key messages calendar of all services that we provide and the relevant information on how we provide them.	
	Strategy 1.5		
	Increase number of people attending events, online followers, and people we engage with in	Educate public why it is important to attend an open house or engagement workshop.	
		Communicate through all channels of communication to ensure public awareness of programming and events.	
	Strategy 1.6		
	Create policies related to our communications methods.	Create a social media policy.	Council approved December 11 2018
		Create a crisis communication policy.	
		Create privacy policies related to online terms of use.	
	Strategy 1.7		
	Rebrand and modernize the County communication style for the organization.	Hire a consultant to assess and make recommendations to change our brand identity.	Completed. Decision made by Council not to rebrand.
		Develop style guidelines out of re-branding that fit print, online and participatory communication methods.	Not required as County is not rebranding.

		Design new marketing materials to be distributed widely and used at appropriate events.	Not required as County is not rebranding.
	Strategy 1.8		
	Put staff in place to ensure longevity of communications department	Hire a permanent, full time communications staff member after Intern contract is over.	Completed. Started March 13, 2019.
		License appropriate programs for staff member's use.	
	Strategy 1.9		
	Ensure all County departments are supported with quality, timely and effective Communication.	Increase public awareness of our community services, agriculture services (LARA workshops), Fire Smart program and Fire prevention week, winter maintenance and services through promotions and marketing.	
		Host events related to parks, waste management,	
		Support development of online campsite booking system.	To be promoted in notice that goes out with taxes, on website.
		Conduct a public engagement survey with public regarding parks.	
		Add information about community services and public works to marketing calendar.	In development - Communication Plan drafted.
		Improve signage at camp sites	
		Communicate effectively about 1) invasive and noxious weeds 2) pests 3) dog control 4) rental equipment.	
		Begin a newsletter for public about ASB.	
		Communicate progress on asset management plans to Council and public.	
		Implement concern/complaint tracking system that creates efficient ways to complete tasks.	Public Works is implementing complaint training software. Opportunity to inform public of concerns on Facebook and on website.
		Be proactive in providing advanced notice of road work to residents.	Discussion with Public Works Director on website link and would inform on Facebook.
		Create educational videos about public works services and issues.	
		Create writing and branding style guide and provide training for staff.	



Request for Decision

Council Meeting: April 9, 2019

8.9 - Long Term Disability Benefit Change

Request

As per Budget deliberations, Administration is requesting consideration to increase the Long-Term Disability Benefit for all employees to 75% of their wage, to a non-evidence maximum of \$7,150/month with the County continuing to contribute 90% of the premium. Currently the non-evidence maximum for the benefit is \$4,500/month. Because the County pays 90% of the premium, when the benefit is paid out to an employee, it becomes taxable. By increasing the benefit, any employee earning more than \$72,000 and less than \$114,400 per year will be compensated during a time of disability at 75% of their salary, less tax.

Employees earning more than \$114,400 per year, would have the option to increase their coverage up to a maximum of \$11,000 per month (representing 75% of their monthly earnings) if they provide medical evidence and are approved for coverage (this would currently include 3 employees).

The total cost of increasing this benefit per annum is \$20,132, resulting in an increase to the County of \$18,119.

In order to provide the insurer and employees information regarding this benefit change, Administration is requesting to make the change effective June 1, 2019.

Alternatives

Increase the Long-Term Disability Benefit to the non-evidence maximum of \$7,150 per above as included in the 2019 budget – with an increase in the budget of \$16,357.

Increase the Long-Term Disability Benefit to cover eligible employees who are approved for coverage (based on medical evidence) beyond the \$7,150 non-evidence maximum (currently 3 employees eligible) – with an estimated increase in the budget of \$1,762. (also included in the budget).



Keep the Long-Term Disability Benefit the same as current resulting in no change to the budget.

Recommendation

Administration is recommending to increase the Long-Term Disability Benefit from a non-evidence maximum of \$4,500 to a non-evidence maximum of \$7,150 with the County continuing to cover 90% of the premium effective June 1, 2019.

Administration is recommending to cover eligible employees who apply for and are approved for coverage beyond the \$7,150 non-evidence maximum up to \$11,000 and cover 90% of the premium effective June 1, 2019.

Submitted by: Sheila Kitz, CAO



Request for Decision

Council Meeting: April 9, 2019

8.10 - 2019 Municipal Operating and Capital Budget

Request

Based on the discussions at the budget meetings, Administration is presenting the 2019 Operating and Capital Budget for approval.

Section 242(1) of the M.G.A. states that a Council must adopt an Operating Budget for each calendar year and section 245 states that Council must adopt a Capital Budget for each calendar year.

A detailed budget will be forwarded to Council in a separate email and will be available on the County website following Council approval.

Alternatives

Recommendation

Administration is recommending to approve the 2019 Municipal Operation and Capital Budget as per Sections 242(1) and 245 of the M.G.A. as follows:

Operating and Capital Revenues	\$ 38,310,083
Debenture and Funding from Restricted Surplus	\$ 5,766,256
Operating Expenses	\$ 27,859,591
Replacement Reserve	\$ 136,000
Debenture Repayment	\$ 773,359
Capital Expenditures	\$ 15,287,033
Surplus	\$ 20,356

Administration is recommending to approve the 2019 Budget Document.

Submitted by: Sheila Kitz, CAO



Request for Decision

Council Meeting: April 9, 2019

8.11 - Date for Annual General Meeting

Request

Strategy 1.1 in the Administration Section of the Strategic Plan includes booking an AGM in a community hall, rotating community location each year.

In 2015 the AGM was held in the Mallaig Fire Hall, 2016 in the Ashmont Fire Hall, 2017 at the County Public Works Shop and 2018 in the Elk Point Seniors Centre.

Alternatives

Recommendation

Administration is recommending to schedule the AGM for Thursday, May 9 at 7:00 p.m. in Mallaig.

Submitted by: Phyllis Corbiere, Executive Assistant



Request for Decision

Council Meeting: April 9, 2019

8.12 - ISDAB Members at Large

Request

The weeks of March 12 and 19, administration advertised in the St. Paul Journal and Elk Point Review for two board members at large to fill the vacancies on the Intermunicipal Subdivision and Development Appeal Board.

We received one response – Maria Cueva.

As per the ISDAB Agreement, the County of St. Paul shall appoint five members at large.

Alternatives

Recommendation

Administration is recommending appointing Maria Cueva to the ISDAB for the remainder of the four-year term.

Administration is recommending to advertise for another member at large to sit on the ISDAB.

Submitted by: Phyllis Corbiere, Executive Assistant



Request for Decision

Council Meeting: April 9, 2019

8.13 - FCSS Board Member

Request

FCSS Board Member, Jessica Murray, has resigned from the board as she is unable to attend meetings due to new commitments.

Marie Bintz has put her name forward as a board member to replace Jessica Murray for the remainder of the four-year term.

Alternatives

Recommendation

Administration is recommending to appoint Marie Bintz to replace Jessica Murray on the County of St. Paul and Elk Point FCSS for the remainder of the four-year term.

Submitted by: Phyllis Corbiere, Executive Assistant



Request for Decision

Council Meeting: April 9, 2019

8.14 - FCSS Northeast Spring Gathering – April 25 & 26

Request

The 2019 FCSS Northeast Spring Gathering will be held April 25 – 26 in Cold Lake. Councillor Younghans has expressed interest in attending as he sits on the FCSS Board.

Alternatives

Recommendation

Administration is recommending to approve Councillor Younghans to attend the 2019 FCSS Northeast Spring Gathering to be held April 25-26 in Cold Lake.

Submitted by: Phyllis Corbiere, Executive Assistant



Request for Decision

Council Meeting: April 9, 2019

8.15 - Request for Encroachment License on Lot 4ER, Block 2, Plan 7922083

Request

At the September 14, 2018 regular council meeting, County Council made a motion to enter into an encroachment license with the owners of Lot 12&13, Block 2, Plan 7922083 to accommodate the deck, outdoor kitchen as well as the shower and sauna buildings that encroach onto Lot 4, Block 2, Plan 7922083. A real property report and subsequent encroachment license would be obtained at the owner's expense.

The landowners are requesting that County Council consider allowing "shed 1" and the outhouse to be included on the encroachment license.

Section 3.3 (1) of the Land Use Bylaw states that: Permanent development may be allowed to exist on Environmental and other Reserve Lands adjacent to lakes and other waterbodies only if it serves the interests of the general public.

Section 671(1) of the Municipal Government Act states that subject to section 676(1), environmental reserve must be left in its natural state or be used as a public park.

Alternatives

Council directs administration to prepare a bylaw under section 676(1) of the MGA to allow for a use not specified under section 671(1). A public hearing and advertisement in accordance with 606 and 230 are required. Following enactment of the bylaw, a Real Property Report will be provided by the owners and an encroachment license will be entered into between the landowners and the County of St. Paul. All costs including advertisement, obtaining a Real Property Report, and encroachment license creation will be that of the landowner.

Council uphold Land Use Bylaw 2013-50, section 3.3(1) and MGA 671(1) and deny the request for an encroachment license for shed 1 and the outhouse.



Recommendation

Administration is recommending to uphold Land Use Bylaw 2013-50, section 3.3(1) and MGA 671(1) and deny the request for an encroachment license for shed 1 and the outhouse.

Submitted by: Krystle Fedoretz, Director of Planning and Development

March 7, 2019

Re: Encroachment of structures from NE 25-59-10-W4, Lot 13, Block 2, Plan 7922083 onto Municipal Reserve Land Legally described as NE 25-59-10-W4, Lot 4ER, Block 2, Plan 7922083 (Vincent Lake)

Dear City Council Members of the County of St. Paul and Krystle Fedoretz:

First and foremost we would like to express our sincerest gratitude for Council's approval to enter into an encroachment agreement allowing us to keep the residence (with attached outdoor/covered kitchen) and shower in its existing position.

With your kindness and generosity in mind, we are asking (more so pleading) Council members to also consider allowing us to keep Shed #1 and the outhouse in its current position.

The outhouse is located in a hidden, leveled, wooded area which offers privacy. It was also in existence when the lots were purchased in 2007. Because of the hilly-landscape of our lots, if we were to move the outhouse, it would ultimately have to be placed in an open area, out in the elements (potentially easy to topple over with stronger winds) as well as offering very little privacy. Its current position is ideal for the purpose it serves.

The other property that we are asking Council to reconsider and allow us to keep on the Municipal Reserve entering into the encroachment agreement is shed #1 (vinyl & wood storage shed 12x16). When the lots were purchased in 2007, one of the first buildings that was built was the shed, which did receive permit approval on May 11, 2007 by Glen Zayne. Permit # 294294-07-D0046, file #07-065. The shed after the permit approval, was located where it stands today because of its convenience to the trailers, the fact that it stores the lawn mower, Quads, and all the tools necessary to upkeep the lots. Its current position is out of the way, not easily seen from the entrance to the property, and if it doesn't bother anyone, most importantly Council members, we ask that it too be added to the encroachment agreement.

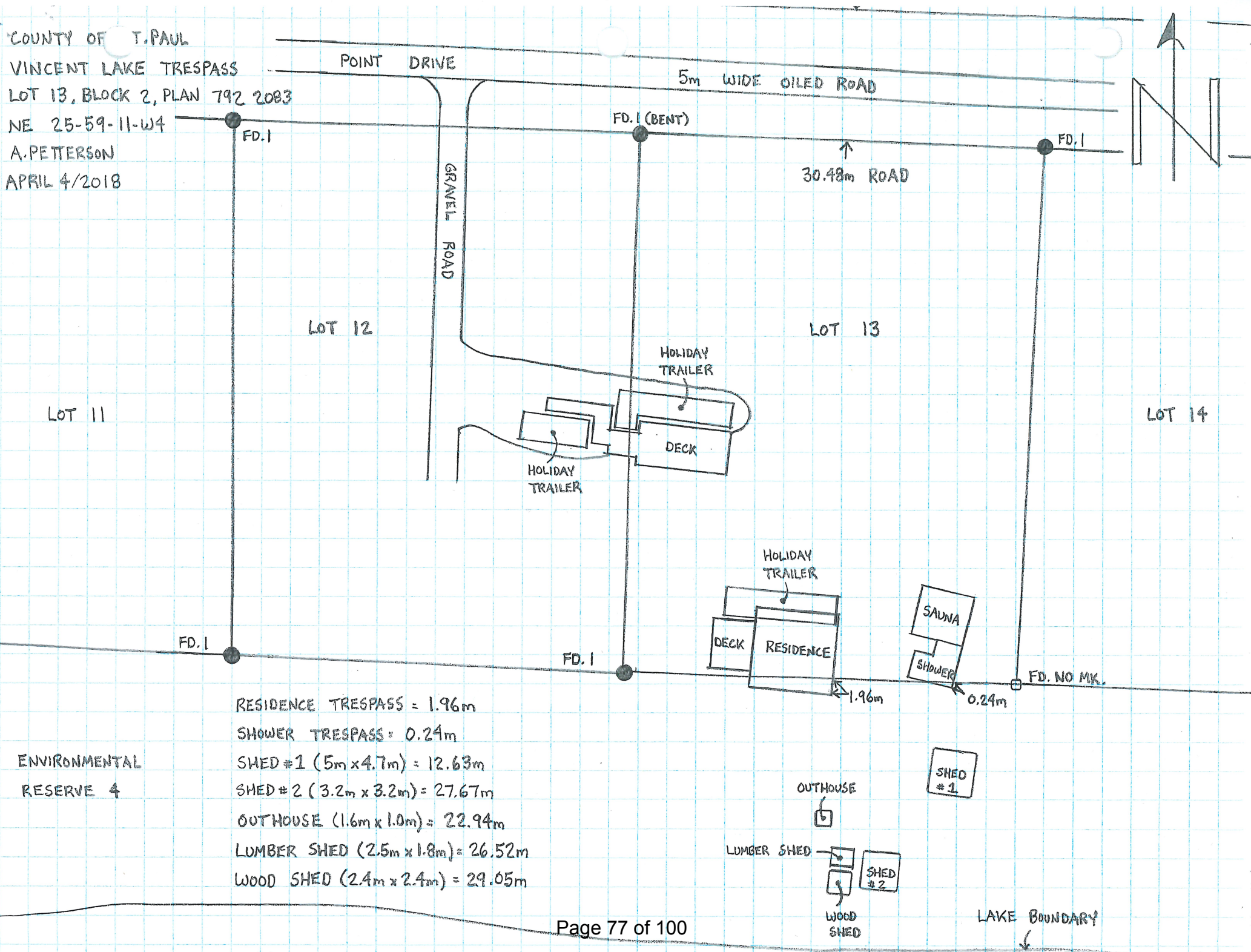
To relocate this structure will not only be labour intensive, but also costly in excess of \$10, 000, whereas in 2007 it was built for \$3,500. The only area that could house (aside from its current location) is at the top of the hill, adjacent to the entrances of the lots, which is not the most convenient or eye pleasing to the area. The wood shed and lumber shed will be removed as soon as possible.

We are asking Council members to please allow us to keep the outhouse and shed #1 in their current locations entering into an encroachment agreement, which we will assume all associated surveying (Read Property Report (RPR), lawyer, as well as agreement costs.

Thank you sincerely for your consideration. Should you require us to speak to Council, we are more than willing to oblige.

Caroline Adamczuk-Sech, Grace and Stan Adamczuk.

COUNTY OF T. PAUL
VINCENT LAKE TRESPASS
LOT 13, BLOCK 2, PLAN 792 2083
NE 25-59-11-W4
A. PETERSON
APRIL 4/2018









Request for Decision

Council Meeting: April 9, 2019

8.16 - Request for Land Use Bylaw Amendment Regarding Recreational Vehicles

Request

The owners of Lots 57 & 58, Block 3, Plan 7920309 have requested that the Land Use Bylaw 2013-50 (LUB) be amended to allow for 4 recreational vehicles on lots over 1 acre in size within the Country Residential One District (CR1).

The Land Use Bylaw 2013-50 limits the number of recreational vehicles on a lot within CR1 to 2 units for a duration of more than 7 days. Provisions in the bylaw exist to accommodate more than 2 recreational vehicles for a period of less than 5 days. The bylaw also classifies the placement of 3-50 recreational vehicles as a “work camp”.

The general purpose of the CR1 District is to provide for specific areas where multi-lot country residential development may take place within various parts of the County.

The general purpose of the Recreation Vehicle (RV) District is to provide for the creation of recreation vehicle communities and the accommodation of persons in recreation vehicles.

Currently, there are 795 lots within the CR1 District that are 1 acre or more in size.

Alternatives

Council directs administration to prepare a bylaw to amend the Land Use Bylaw 2013-50 to allow for the placement of 4 recreational vehicles on lots equal to or greater than 1 acre within the Country Residential One district.

County directs administration to prepare a bylaw to amend the Land Use Bylaw 2013-50 to allow for the placement of 4 recreational vehicles on Lot 57, Block 3, Plan 7920309 and Lot 58, Block 3, Plan 7920309.



Council upholds Land Use Bylaw 2013-50 and deny the request to allow for 4 recreational vehicles on lots over 1 acre in size within the Country Residential One District (CR1).

Recommendation

Administration is recommending to uphold Land Use Bylaw 2013-50 and deny the request to allow for 4 recreational vehicles on lots over 1 acre in size within the Country Residential One District (CR1).

Submitted by: Krystle Fedoretz, Director of Planning and Development

March 12, 2019

County of St. Paul
5015 – 49 Avenue
St. Paul, Alberta T0A 3A4

Attention: Krystle Fedoretz, Planning & Development Officer

RE: FLOATINGSTONE LAKE – PROPOSED BYLAW AMENDMENT

We own two vacant oversized lots in Plateau Estates at Floatingstone Lake and we would like to park 4 RV's on each lot annually. Plateau Estates is zoned as CR1 and the majority of lots are approximately half an acre. Our Lots 57 & 58 are 1.40 acres and 1.39 acres respectively.

CR1 zoning currently says no development permit shall be required for the placement of two or less recreation vehicles (subject to a few provisions) so we realize this currently falls outside the existing bylaws. However, we feel the amount of land can sufficiently accommodate 4 RV's as well as any accompanying vehicles since the area is over double the size of many other half acre lots already existing in the subdivision. All RV's would access the lots via the existing approaches and would be parked annually on the lots. Provisions satisfactory to the Development Authority would be provided for the disposal of sewage.

We do not wish to legally subdivide the lots as we feel the larger lot size is a benefit and that the concentration of RV's would not exceed what already exists in the rest of the subdivision and would not in any way adversely affect existing residents. It is our experience that many residents at this lake-side family community wish to enjoy their lots with extended family & friends and this can often involve more than two RV's. We feel that 2 RV's is too restrictive for the size of the lots.

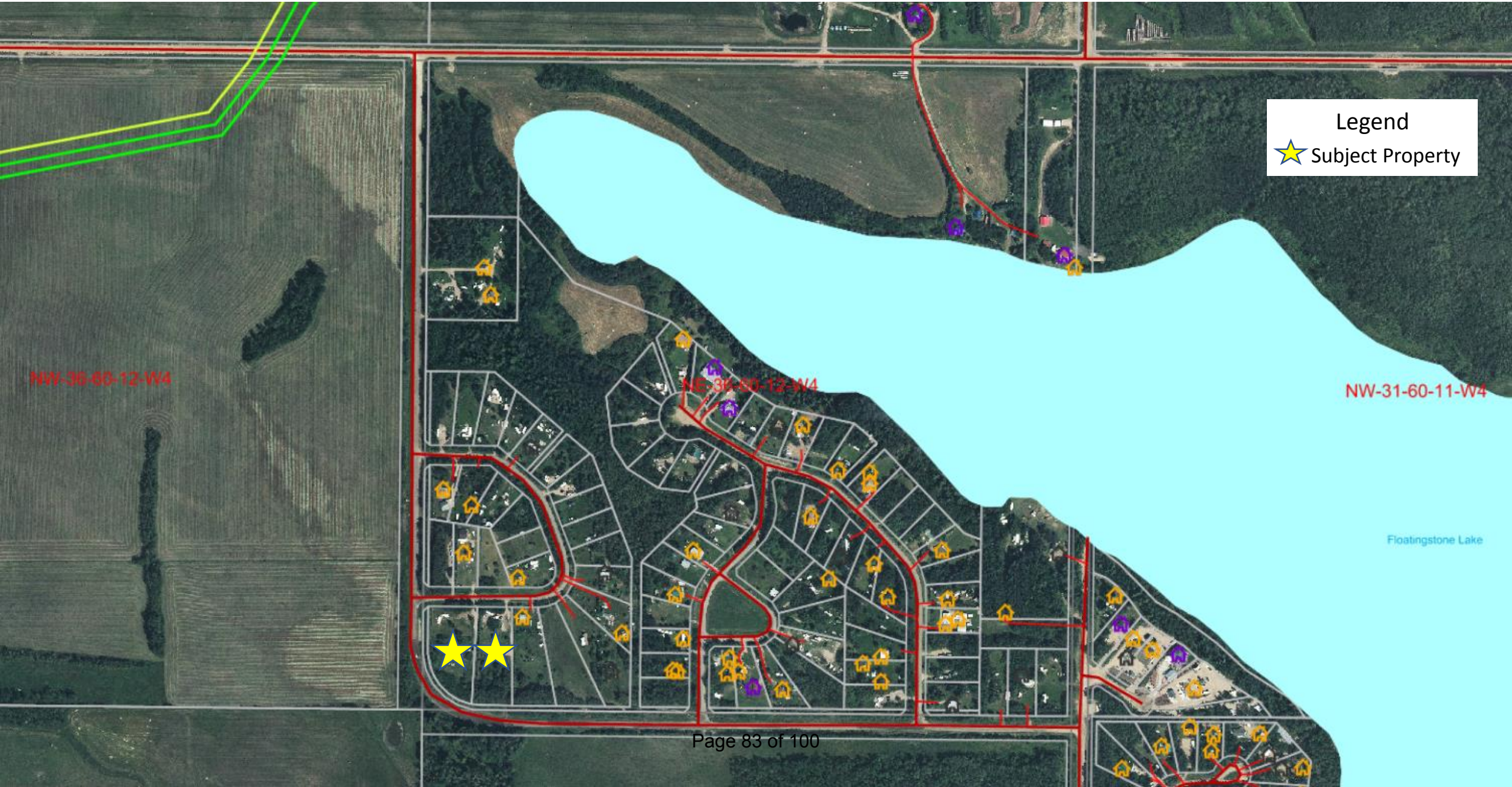
We are proposing that the bylaws be amended to allow for a maximum of 4 RV's to be parked on lots which are ONE ACRE larger. Thank you for your consideration. We look forward to your response.

Respectfully,

Carla & Roy Renneberg
Owners Lot 58
Sherwood Park, AB
carlarenneberg@gmail.com
rarenneberg@gmail.com

Maureen & Clayton Renneberg
Owners Lot 57
Sherwood Park, AB
mlrenneberg@gmail.com
cdrenneberg@gmail.com

General Location Map



Legend

★ Subject Property

Subject Properties



Lot 57

Lot 58

NE-36-60-12-1W4



Request for Decision

Council Meeting: April 9, 2019

8.17 - ASB Seasonal Staff

Request

The Ag Service Board has hired seasonal staff to do weed and pest inspections.

As per Section 7(1) of the Weed Control Act, a local authority shall appoint inspectors to enforce and monitor compliance with this Act within the municipality.

As per Section 10(1) of the Agricultural Pest Act, the local authority of the municipality shall appoint inspectors to carry out the Act and the regulations within the municipality.

Alternatives

Recommendation

Motion to appoint Megan Kryzanowski, Brayden Delisle and Edward Palmer as Weed Inspectors for the County of St. Paul as per Section 7(1) of the Weed Control Act.

Motion to appoint Megan Kryzanowski, Brayden Delisle and Edward Palmer as Pest Inspectors for the County of St. Paul as per Section 10(1) of the Agricultural Pest Act.

Submitted by: Phyllis Corbiere, Executive Assistant



Request for Decision

Council Meeting: April 9, 2019

8.18 - Fire Guardian

Request

Dennis Bergheim will be replacing Tim Mahdiuk, in the role of Director of Community Services, while Tim is the Interim CAO.

As per Section 4(2) of the Forest and Prairie Protection Act, each year in time for the beginning of the fire season, the council of a municipality shall appoint, for a term not exceeding one year, a sufficient number of fire guardians to enforce this Act within the boundaries of the municipality.

Alternatives

Recommendation

Motion to appoint Dennis Bergheim as Fire Guardian for the County of St. Paul.

Submitted by: Phyllis Corbiere, Executive Assistant



Request for Decision

Council Meeting: April 9, 2019

8.19 - Request to Name Road – Worobec Road

Request

We have received a request from Lee Worobec to name TWP Road 590 off Secondary Highway 881 Worobec Road, as four generations of their family have called land in that area home.

Section 1.3 of Policy ADM-99, Named Roads and Landmarks states that All range and Township roads will remain numbered but Council may permit alternate signage to be displayed for symbolic purposes.

Section 1.4 states that roads may be named if the name reflects a historical or geographical connection to the neighborhood.

Alternatives

Recommendation

Administration is recommending approving the request to name TWP Road 590 off Secondary Highway 881 as Worobec Road, as it conforms to Policy ADM 99.

Submitted by: Phyllis Corbiere, Executive Assistant



Application to Name Road

Date: January 8 2019

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

I request that the road signs be posted along 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 *Lee Worobec*

Legal Description: 56223 RGE RD 100

Phone No: 780-614-0826

E-Mail: Rosco744c@yahoo.com

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

Ru Worobec



Request for Decision

Council Meeting: April 9, 2019

8.20 - Request for Signage – Ernie's Beach

Request

The owner of Lots 18 & 19, Block 1, Plan 8020988, at Ernie's Beach is requesting signage along Laurier Avenue between First and Second Street. They have grandchildren living across Laurier Avenue at Lot 2, Block 2, Plan 2104MC and they are concerned when the children are crossing the road. Traffic does not slow down as there is no signage in the area. The nearest signs are on the North/South road entering the subdivision.

They are requesting that Council consider erecting signage that says – "Caution – Children Playing" or "Caution - People Crossing".

Children playing signs are typically posted when there is a park/playground.

Alternatives

Post speed limit signs along Laurier Avenue.

Deny the request for children playing signage.

Recommendation

Administration is looking for direction on how to proceed with this request.

Submitted by: Phyllis Corbiere, Executive Assistant

Box 103
Hinsburg, AB
TOA 1X0

March 16, 2019

St. Paul County No. 19
5015 - 49 Ave
St. Paul, AB TOA 3A4

Dear Reeve and Councillors:

I am writing this letter as a follow up to a conversation I had with our County Councillor, Mr. Darrell Youngham, last fall about a need for a sign between our properties at Ernie's Beach at Laurier Lake.

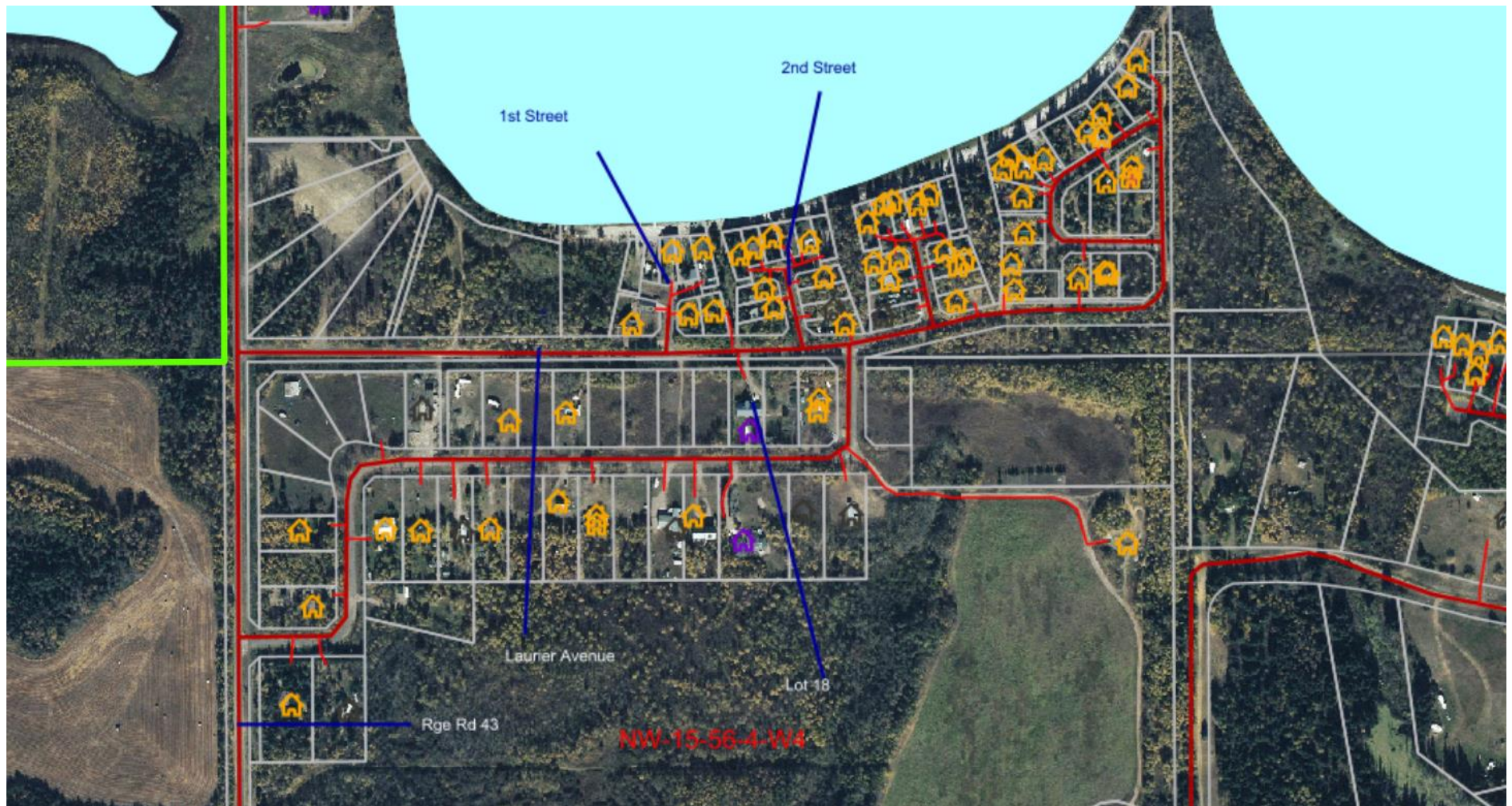
Our permanent residence is on the southside of Laurier Ave, and across the road to the north are our family lots. When the families are at their cabins/lots we have a hard time supervising the under 5's crossing between our home and the cabins. We fear that one of them might get hurt as people are unaware of our situation. There are no "children crossing", "go slow" or "caution children playing" signs to slow down the traffic in the summertime.

The cars, Trucks, side by sides and quads often exceed the speed limit. The only sign to my knowledge is before the County sign on the north/south road entering the Lorne's Beach area. This is a long way from any cabins and residences and doesn't do much good in my opinion.

I am respectfully requesting a suitable sign, such as 'Caution - Children playing' or 'Caution - People Crossing', be placed on the Laurier Avenue road where the reserve walkway to the lake is, between 1st and 2nd st. This reserve walkway is used by most people residing north of Laurier Ave.

Thank you in advance for your consideration of this earnest request. It may avert a serious tragedy in the future.

Best Regards
Shirley Krill





Request for Decision

Council Meeting: April 9, 2019

8.21 - Brandt/John Deere Governmental Factory Trip

Request

Stewart Slobodian, Governmental Account Manager, has invited 2 County of St. Paul management/supervisors to their Governmental Factory Trip from May 13 to 16, 2019 in Illinois.

Brandt and John Deere are inviting staff to participate in a product and safety education program which includes product features and benefits, better operational techniques to maximize equipment efficiency and improve safety on the job. It will also allow customers to contribute to future product improvements. The trip includes a visit to the Davenport Works Factory, the Coal Valley Demo Site and John Deere World Headquarters.

Alternatives

Recommendation

Administration is recommending to approve Jack Vanden Berg and Randy Winterbottom to attend the Governmental Factory Trip from May 13-16, 2019 in Chicago Illinois, at no cost to the County.

Submitted by: Phyllis Corbiere, Executive Assistant



Please Join Us.



JOHN DEERE

John Deere Governmental Factory Trip

May 13 – 16, 2019

Chicago & Moline, Illinois

Brandt and John Deere would like to invite you to a product and safety education program which includes product features and benefits, better operational techniques to maximize equipment efficiency, improving safety on the job and for the operator and to allow the customer to contribute to future product improvements.

We will tour the Davenport Works Factory to learn about Deere's factory production process and walk the Motor Grader and Wheel Loader Product Lines. We will also spend time at the Coal Valley demo site for Grader / Loader training and safety orientation as well as hands on operation time. A visit to the John Deere World Headquarters will also be on the agenda.

This will be a very informative and positive learning opportunity for any government agency that owns and operates John Deere construction equipment.

We look forward to your attendance. Please contact your governmental Sales Representative below for any further questions.

Itinerary

Hotel rooms in Edmonton will be provided upon request on May 12th or 16th.

Depart Edmonton Monday morning, May 13
→ Arrive @ Chicago/Moline, IL

Return Edmonton Thursday evening, May 16

Please RSVP:

Stewart Slobodian
sslobodian@brandt.ca
1-780-293-2183

Mike Schmidt
mschmidt@brandt.ca
1-780-690-1878

Brandt



Request for Decision

Council Meeting: April 9, 2019

8.22 - Sponsorship Request – St. Paul Golf Course

Request

The St. Paul Golf Course is seeking sponsorship as per the attached form. Prices do not include artwork or production costs.

Aside from the opportunities on the attached form, they also have opportunities for signage on both washrooms. These require art work and the fee is 750.00 per year for three years.

Cost to manufacture the bench sign is \$260.00.

Alternatives

Recommendation

Administration is recommending to defer the request to the INC Meeting with the Town of St. Paul.

Submitted by: Phyllis Corbiere, Executive Assistant

Golf Sponsorship Form

St. Paul Golf Course



Sponsor Information:

Company Name & Address: _____

Contact Name: _____ Phone: _____ Email: _____

Sponsorship Opportunities

<input type="checkbox"/> Hole or Bench Sign	Circle:	1 Year \$300	3 Years \$270 per year	5 Years \$255 per year
The Hole or Bench will be displayed on Hole # _____				
<input type="checkbox"/> Cart Wrap	Circle:	1 Year \$1500	3 Years \$1350 per year	5 Years \$1275 per year
<input type="checkbox"/> Cart Wrap & Hole or Bench	Circle:	1 Year \$1700	3 Years \$1530 per year	5 Years \$1445 per year
<input type="checkbox"/> Scorecard Exclusive (6"x4")	Circle:	1 Year \$1500	3 Years \$1350 per year	5 Years \$1275 per year
<input type="checkbox"/> Hole-In-One-Sponsor	Circle:	1 Year \$600	3 Years \$540 per year	5 Years \$510 per year
<input type="checkbox"/> Tournament Naming Rights	Circle:	1 Year \$900	3 Years \$810 per year	5 Years \$675 per year
(Prices include installation, but do not include GST, artwork or production costs.)				

****Receive two 18-hole passes per year with the purchase of a 3 or 5 year Golf Sponsorship****

_____ (company) does hereby agree to _____ Year(s) sponsorship for a
_____ with the St. Paul Golf Course.

Contract Holder Print: _____ Sign: _____ Date: _____

Golf Course Rep Print: _____ Sign: _____ Date: _____

Payment Method: 20__

<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque#: _____
<input type="checkbox"/> Debit	<input type="checkbox"/> Visa
<input type="checkbox"/> Mastercard	<input type="checkbox"/> American Express
<input type="checkbox"/> Gift Card	<input type="checkbox"/> Certificate

- For Office Use Only -	
Advertising Sales 1-71-00-00-285 GO17	
Sub Total:	
GST:	
TOTAL:	

20__ Paid for _____ year of _____ year(s).

20__ Paid for _____ year of _____ year(s).

20__ Paid for _____ year of _____ year(s).

20__ Paid for _____ year of _____ year(s).

20__ Paid for _____ year of _____ year(s).



Request for Decision

Council Meeting: April 9, 2019

8.23 - Request to Waive Property Tax Increase

Request

The owners of Lot 3, Block 1, Plan 0221697 in SW 11-58-11-W4 are requesting that Council consider waiving their property tax increase which resulted from the renovations they did in 2016 to convert their attached garage into a suite for their handicapped son. They intend to convert the suite back to a full garage when their son no longer requires the suite.

In 2017 their assessment on their property increased by 77,340 due to the renovation, which equated to \$496.02 in property taxes. Council made a motion to cancel the total property tax increase. In 2018 Council cancelled \$307.68, which was the Municipal portion only.

The owners are now requesting that Council do the same for their 2019 property taxes. The assessment for the municipal portion of the property taxes equates to \$1,250.39. Based on 31.37%, which is the attached garage suite area, the municipal portion of the taxes would be \$392.25

Section 347 of the MGA allows a council to cancel all or part of a tax.

Alternatives

Deny the request.

Cancel the municipal portion of the property taxes based on the garage suite area in the amount of \$392.25, as per section 347 of the MGA.

Recommendation

Administration is recommending to cancel the municipal portion of the property taxes in the amount of \$392.25, as per section 347 of the MGA.

Submitted by: Phyllis Corbiere, Executive Assistant

Eric & Glenda McFatridge
County of ST. Paul
P. O. Box 386
Alberta T0A 3A0

Land Description SW 11-58-11-W4
Linc No. 0029273463

Mar 09 2019

County of ST. Paul
Council

I am writing to request a deferral of a property tax increase due to redevelopment of our garage into a ensuite for our handicapped son.

Last year we were granted the Deferral of Property tax to which we are grateful and thank council once again for this.

The conversion of our garage to an ensuite is a result of us trying outside service which ended in undesirable results. We thought that this would allow our son a supervised independent life – in hopes that one day he may gain full independence.

The suite has been kept child safe i.e. no stove etc and will be converted back to a full garage when there is no longer a need.

We have had no government funding on behalf of our son in this endeavor and no help from outside sources – as a result we may be forced to remortgage due to the cost of converting the garage to provide a safe and independent living arrangement for him.

The County of St. Paul has been kind to our family and we know moving forward that we have chosen the best possible place to reside.

We are asking once again for forgiveness of this portion of our property tax.

Thank you for your consideration.

Sincerely,
Eric and Glenda McFatridge

The block contains two handwritten signatures in blue ink. The first signature is for Eric McFatridge, and the second, larger signature is for Glenda McFatridge. Both signatures are written in a cursive style.



Request for Decision

Council Meeting: April 9, 2019

8.24 - Membership in the Coalition of Canadian Municipalities for Energy Action

Request

A group of municipalities have formed a coalition to advocate to the federal government regarding Bill C-69. This group is actively lobbying the government and plan a lobby day in Ottawa on May 1 & 2, 2019. Reeve Upham will speak to a request to join the coalition, representing the County of St. Paul's interests at that table.

Alternatives

Join the coalition (not sure if there is a cost associated?)

File the request for information

Recommendation

To become a member in the Coalition of Canadian Municipalities for Energy Action.

Submitted by: Steve Upham, Reeve