



County of St. Paul No 19  
Council Meeting  
AGENDA

Tuesday, October 8, 2019  
10:00 AM

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	A listing of Accounts Payable will be circulated for Council's review.	
12.3	Council Fees	
	Council fees for the past month will be circulated for review.	



### 13. Adjournment



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

### **Council Meeting**

#### **Minutes**

**Tuesday, September 10, 2019**

**10:00 AM**

**Council Chambers**

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
Staff Present	Tim Mahdiuk, Interim CAO Dennis Bergheim, Director of Community Services Dan Reid, Director of Public Works Bryan Bespalko, Public Works Supervisor Phyllis Corbiere, Executive Assistant Arlene Shwetz, Communications Coordinator

#### **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 10:00 a.m.

#### **2. Minutes**

##### **Resolution CM20190910.1001**

Moved By: Councillor Dale Hedrick

to approve the minutes of the August 13, 2019 Council Meeting as presented.

**Carried**

#### **3. Bank Reconciliation**

**Resolution CM20190910.1002**

Moved By: Councillor Cliff Martin

to adopt the Bank Reconciliation for the month ending August 31, 2019.

**Carried**

**4. Additions to Agenda and Acceptance of Agenda**

**Resolution CM20190910.1003**

Moved By: Councillor Laurent Amyotte

to adopt the agenda for the Regular Meeting of Council for September 10, 2019 with the following additions:

8.11 Dinner Meeting with Portage College - October 24

8.12 Quarterly Meeting with Fishing Lake First Nation

**Carried**

**5. Closed Session**

**5.1 Closed Session**

**Resolution CM20190910.1004**

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 Section 16 and 27, Division 2, Part 1 of the FOIP Act at 10:02 am.

**Carried**

Arlene Shwetz, Communications Coordinator, left the Council Room at 10:02 am.

Staff Tim Mahdiuk, Dennis Bergheim, Daniel Reid, Bryan Bepalko and Phyllis Corbiere remained in the meeting during the closed session to provide information to Council as required.

**Resolution CM20190910.1005**

Moved By: Councillor Cliff Martin

to revert to an open meeting at 10:46 am.

**Carried**

Arlene Shwetz entered the meeting at 10:46 am.

Claire Gauvreau entered the meeting at 10:46 am.

**Resolution CM20190910.1006**

Moved By: Councillor Dale Hedrick

that Public Works proceeds with testing for aggregate on SW 4-57-7-W4.

**Carried**

**Resolution CM20190910.1007**

Moved By: Councillor Darrell Younghans

that administration and public works prepare comparative costs for dedesignating a portion of Lot R, Block 2, Plan 527MC, subdividing a portion of private property or using the adjacent MR for a public parking lot, to address the concerns of the residents.

**Carried**

**8. New Business**

**8.1 Sale of Railway Avenue - Mallaig**

**Resolution CM20190910.1008**

Moved By: Councillor Cliff Martin

to proceed with the subdivision and sale of land to the adjacent landowners along railway avenue in the Hamlet of Mallaig pending confirmation of all lot owners participating, as per Councillor Amyotte's report.

**Carried**

**8.2 Request to Name Road - Skawronski Way**

**Resolution CM20190910.1009**

Moved By: Councillor Laurent Amyotte

to proceed with naming Township Road 563 West of Range Road 110 as Skawronski Way.

**Carried**

**8.3 SPERD Request to Provide Returning Officer Services for By Election**

**Resolution CM20190910.1010**

Moved By: Councillor Laurent Amyotte

to enter into an agreement with St. Paul Education Regional Division to appoint Kyle Attanasio as returning officer for their upcoming byelection.

**Carried**

**7. Delegation**

**7.1 11:00 am - Urban Systems, Leachate Assessment**

Mike Hopkins, P Eng. and Dr. Joanne Quarmby, Water and Wastewater Specialist with Urban Systems entered the Council Room at 11:00 am to give a presentation on the potential effects of accepting leachate at the Ashmont Lagoon and the effects of the leachate on the sludge/biosolids quality. The delegation left the Council Room at 11:27 am.

**Resolution CM20190910.1011**

Moved By: Councillor Dale Hedrick

that the County will not accept leachate into the Ashmont Wastewater Lagoon.

**Carried**

**7.2 11:30 am - David Beck and Ron Lanferman**

David Beck and Ron Lanferman entered the Council Room at 11:29 am to discuss their invoice for two fire calls to their property at Lot 4, Block 1, Plan 8221356 in SE 22-56-11-W4 and to request that Council consider reducing the amount of the invoice.

**Resolution CM20190910.1012**

Moved By: Councillor Cliff Martin

to table a decision until later during the meeting.

**Carried**

**7.4 11:55 am - MLA Dave Hanson**

David Hanson, MLA entered the Council Room at 11:55 am to discuss upgrading local highways, STIP, ASB and MSI funding, the Red Tape Ministry, mowing and weed control along highways, tax exemption on

industrial properties, policing and a NEEDS study for housing facilities for the MD Foundation. The delegation left the Council Room at 12:30 pm

The meeting adjourned for lunch at 12:30 pm and reconvened at 1:00 pm with all Council present except Reeve Upham.

### **7.3 1:00 pm - CNRL**

Dave Rosgen, Jennifer Paterson, Garnet Zarowny, Lawrence Ference, Doug Zarowny, Carrie Baumgardner, Mike Simpson and Eugene Dyjur with CNRL entered the Council Room at 12:56 pm.

#### **Resolution CM20190910.1013**

Moved By: Councillor Cliff Martin

to move into closed session as per Section 16, Division 2, Part 1 of the FOIP Act at 1:00 pm.

**Carried**

#### **Resolution CM20190910.1014**

Moved By: Councillor Darrell Younghans

to revert to an open meeting at 2:31 pm.

**Carried**

The delegation left the Council Room at 2:31 pm.

Claire Gauvreau, St. Paul Journal, entered the Council Room at 2:31 pm.

Arlene Shwetz entered the Council Room at 2:31 pm.

### **7.5 2:45 pm - Doris Bodnar and Pierre Champagne**

Pierre Champagne and Doris Bodnar were admitted to the Council Room at 2:32 pm to request vehicle access by opening the existing road allowance to St. Paul Beach on Vincent Lake at Lot R, Block 1, Plan 527MC. Doris Bodnar presented Councillor Hedrick with petition in support of having an access to the beach. The delegation left the Council Room at 2:45 pm.

#### **Resolution CM20190910.1015**

Moved By: Councillor Cliff Martin

7.2 - 11:30 am - David Beck and Ron Lanferman

to deny the request from the landowner to further reduce the invoice for their fire call.

**Carried**

**Resolution CM20190910.1016**

Moved By: Councillor Darrell Younghans

7.4 - 11:55 am - MLA David Hanson

that administration prepare a submission for the Red Tape Ministry addressing some of the issues faced by the County of St. Paul.

**Carried**

**Resolution CM20190910.1017**

Moved By: Councillor Dale Hedrick

7.3 - 1:00 pm - CNRL

to table a decision on CNRL's request to reduce their property taxes to budget deliberations.

**Carried**

**8. New Business**

**8.4 Request for Letter of Support for CFEP Grant- St. Paul Regional High School Athletic Parent Association**

**Resolution CM20190910.1018**

Moved By: Councillor Darrell Younghans

to provide the St. Paul Regional High School Athletic Parent Association with a letter of support to accompany their CFEP grant application for funding to purchase a new D250 compliant bus.

**Carried**

**8.5 Ratify for Letter of Support for AB Blue Cross Grant-St. Paul Regional High School Athletic Parent Association**

**Resolution CM20190910.1019**

Moved By: Councillor Laurent Amyotte

to ratify the letter of support provided to the St. Paul Regional High School Athletic Association for their Alberta Blue Cross Healthy Communities Grant application for the construction of a pole vault and high jump pit.

**Carried**

**8.6 Heritage Lodge Auxiliary Annual Grandparents Day Celebration**

**Resolution CM20190910.1020**

Moved By: Councillor Kevin Wirsta

to provide the Heritage Lodge Auxiliary with a \$200 grant for their annual Grandparents Day Walk.

**Carried**

**8.7 Terry Fox Run**

**Resolution CM20190910.1021**

Moved By: Councillor Cliff Martin

to provide a \$150 donation to help offset expenses of hosting the Terry Fox Run on September 15, 2019.

**Carried**

**8.8 St. Paul Elks Radio Auction**

**Resolution CM20190910.1022**

Moved By: Councillor Darrell Younghans

to approve the following donations for the St. Paul Elks Lodge #465 Radio Auction on November 3:

- ten cubic yard load of gravel valued at \$150, to be delivered as per policy PW-59
- 3 nights camping at any Municipal Campground and one load of wood, valued at \$100.

**Carried**

**8.9 2020 Municipal Internship Program**

**Resolution CM20190910.1023**

Moved By: Councillor Cliff Martin

that the County of St. Paul will not submit an application to host an intern for the 2020 intake.



**Carried**

**8.10 Infrastructure Asset Management Alberta Workshop**

**Resolution CM20190910.1024**

Moved By: Councillor Laurent Amyotte

to approve Gina Laramée and Linda Meger to attend the Infrastructure Asset Management Alberta Workshop on October 9 in Calgary.

**Carried**

**8.11 Meeting with Portage College - October 24**

**Resolution CM20190910.1025**

Moved By: Councillor Darrell Younghans

to approve all of Council and the CAO to attend the meeting with Portage College on October 24 to discuss post-secondary needs in the community.

**Carried**

**8.12 Joint Meeting with Frog Lake First Nations**

**Resolution CM20190910.1026**

Moved By: Councillor Darrell Younghans

that administration explore the request for regularly scheduled joint meetings with the Frog Lake First Nations.

**Carried**

**10. Reports**

**10.1 CAO Report**

**Resolution CM20190910.1027**

Moved By: Councillor Kevin Wirsta

that the November 12, 2019 Council meeting be rescheduled to 9:00 am to accommodate Council and staff travelling to Edmonton for the RMA Convention.

**Carried**

**Resolution CM20190910.1028**

Moved By: Councillor Darrell Younghans

that administration schedule a meeting with K Division during the RMA Convention, pending discussions with the Elk Point RCMP on September 16, 2019.

**Carried**

**Resolution CM20190910.1029**

Moved By: Councillor Kevin Wirsta

to nominate CAO Sheila Kitz for the RMA RW Hay Award for Rural Administrative Excellence.

**Carried**

**Resolution CM20190910.1030**

Moved By: Councillor Darrell Younghans

to approve the CAO Report as presented.

**Carried**

**12. Financial**

**12.1 Budget to Actual**

**Resolution CM20190910.1031**

Moved By: Councillor Cliff Martin

to approve the budget to actual as of August 31, 2019.

**Carried**

**12.2 Listing of Accounts Payable**

**Resolution CM20190910.1032**

Moved By: Councillor Dale Hedrick

to file the listing of Accounts Payable as circulated -

<u>Batch</u>	<u>Cheque Date</u>	<u>Cheque Nos.</u>	<u>Batch Amount</u>
22886	August 6, 2019	Direct Deposit	\$ 86,188.80
22798	August 8, 2019	34293 - 34346	\$164,634.42

22799	August 9, 2019	Direct Deposit	\$383,991.95
22805	August 9, 2019	Direct Deposit	\$133,268.75
22819	August 15, 2019	34347 - 34422	\$519,834.05
22820	August 15, 2019	34423	\$ 40,999.61
22821	August 15, 2019	Direct Deposit	\$354,386.45
22827	August 16, 2019	Direct Deposit	\$ 4,603.80
22852	August 23, 2019	34424 - 34457	\$229,979.66
22851	August 26, 2019	Direct Deposit	\$ 66,671.83

**Carried**

### **12.3 Council Fees**

#### **Resolution CM20190910.1033**

Moved By: Councillor Laurent Amyotte

to approve the Council Fees for the Month of August, 2019 with an amendment to Reeve Upham's time sheet.

**Carried**

### **13. Adjournment**

Business on the agenda being concluded, Chairman Maxine Fodness adjourned the meeting at 3:40 pm.

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Reeve

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Chief Administrative Officer



## Request for Decision

Council Meeting: October 8, 2019

### 5.1. Closed Session

#### Request

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Information to be presented at the meeting as per Section 17, Division 2, Part 1 of the FOIP Act.

#### Alternatives

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#### Recommendation

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To move into Closed Session.

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**Submitted by:** Phyllis Corbiere, Executive Assistant



## Request for Decision

Council Meeting: October 8, 2019

### 6.1 - Amyotte & Sons Request to Connect to Mallaig Water Line

#### Request

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At the July Council Meeting, Henri Amyotte on behalf of Amyotte and Sons Welding requested that the County consider extending the water line from the Mallaig Fire Hall across the railway track to their property line at the County's cost. They would connect the water line from their property line the welding shop. The request was deferred to Strategic Planning.

During Strategic Planning, Council discussed the request from Amyotte & Sons Welding to connect to the Mallaig Water Line. There are similar situations in the municipality where residents connected to the waterline. The resident paid the full cost of bringing the waterline to their property as well as the cost of connecting from their property line to their residence/business. The resident then turned the waterline over to the County, and the County assumed responsibility of the water line up to the property line.

#### Alternatives

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#### Recommendation

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Based on the discussions during strategic planning, administration is recommending that Amyotte & Sons be permitted to connect to the Mallaig waterline, at their expense.

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**Submitted by:** Phyllis Corbiere, Executive Assistant



## Request for Decision

Council Meeting: October 8, 2019

### 7.1 11:00 am – Charles Biollo

#### Request

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Charles Biollo, Lot 3, Block 2, Plan 8121812, Paziuk Subdivision, Lac Sante will be in to speak about the use of wheeled or tracked conveyances on the ER, riparian area, and beds and shores.

#### Alternatives

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#### Recommendation

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**Submitted by:** Phyllis Corbiere, Executive Assistant

## Phyllis Corbiere

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**From:** Charles Biollo <simplys7@telus.net>  
**Sent:** Tuesday, September 17, 2019 8:47 PM  
**To:** Phyllis Corbiere  
**Cc:** Maxine Fodness  
**Subject:** Oct 8th meeting. Subject : closing the access from launch road through the former lake bed (riparian area) Paziuk subdivision  
**Attachments:** Lake doc.odt

As per your e-mail this is my request:

I wish to speak to council as a delegation on the use of wheeled or tracked conveyances on the ER, riparian area, and beds and shores of the Paziuk subdivision of Lac Sante

Due to a extreme increase in the amount of motorized traffic along the access that leads from launch road to the lake shore I posted the attached sign in the hope that it would prevent the abuse of this access and only be used for discretionary transportation to the lake shore.  
(see attached).

Unfortunately this message was ignored by a large amount of people. The sign was tossed into bush along with some of the posts that are installed at the end of launch road. I have reinstalled the sign and posts which I have personally supplied many times over the summer.

Joy and trail riding has increased not decreased, on a average Saturday there is between 200 and 300 drive byes in front of my (lake front property) Not sure what other property on the lake would put up with this amount of traffic in front of their place. In addition there are more trails being developed by people driving through other parts of the riparian and wet land area.

I contacted the county at the beginning of the summer to supply additional signs in the hope of providing some sort of public education and preventing further negative impact on the health of our wet lands, and perhaps instill some common courtesy for the riparian land owners.

Instead of receiving the signs that were promised the county chose to gravel and grade launch road as well as gravel and groom part of the access in the riparian area sending the message that its OK to drive there.

It should also be noted that this access is not the designated access point to the lake, its been developed over time due to the receding water. The approved subdivision plan outlines two designated access points that are for the use of those who do not have direct lake access from there properties.

I am asking the county to come up with a solution to this problem or permanently close this access.

Regards

Charles Biollo

**We all enjoy the privilege of using motorized transportation to get down to the lake.**

**The posts serve to protect the property at the lake shore and also helps to restore a bit of privacy for the lake front owners that no longer can enjoy this since the lake has receded.**

**Please replace the center post if you need to remove it to bring a larger vehicle down.**

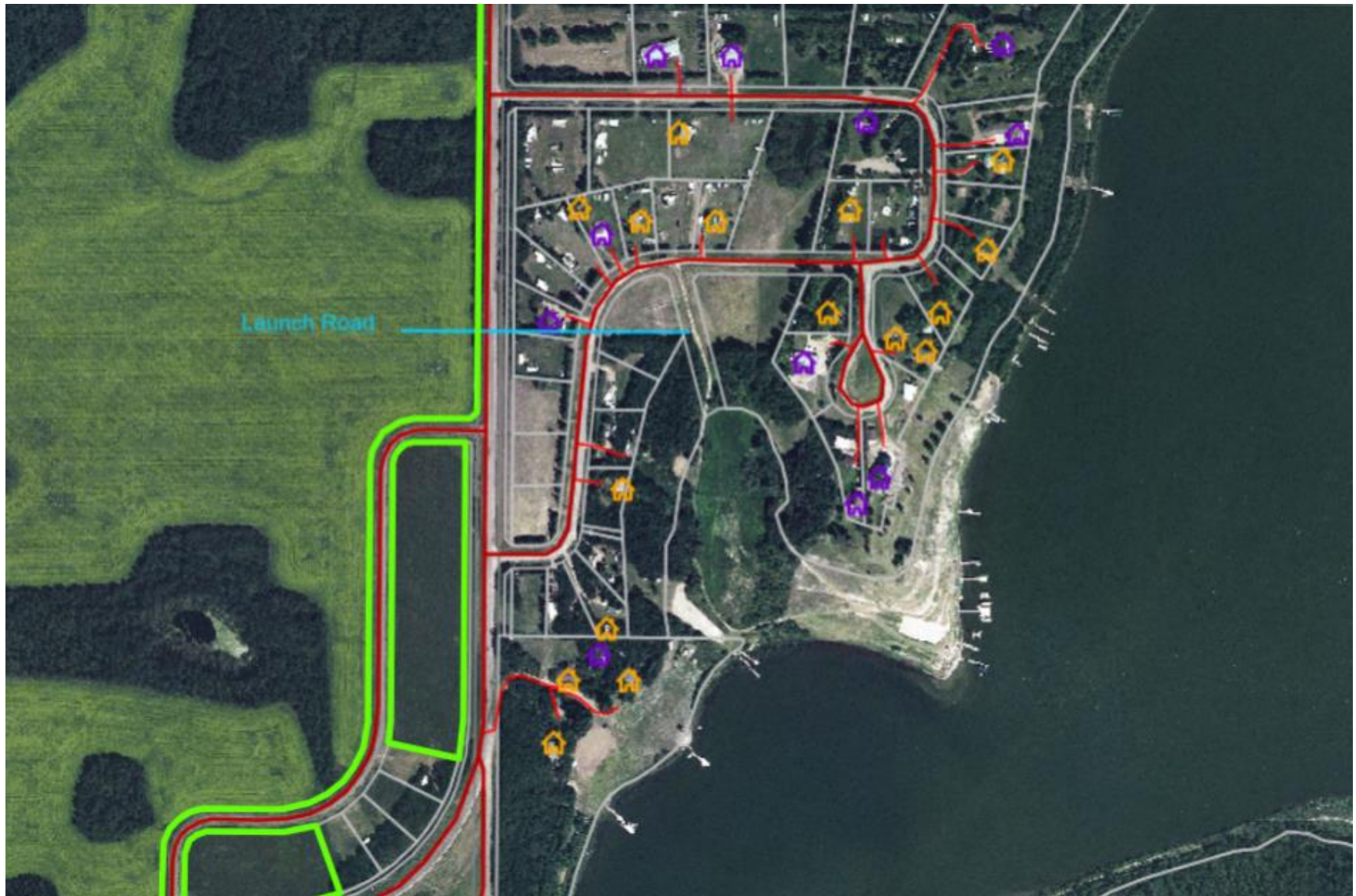
**Please limit the use of large vehicles for the times they are needed when performing seasonal work such as putting and taking out docks etc.**

**Please limit the use of this trail as transportation to and from the lake it is not to be used for trail riding**

**Please stay on the path and refrain driving on the riparian area**

**Failure to do so many result in the loss of the privilege for all of us to continue using motorized transportation.**







## Request for Decision

Council Meeting: October 8, 2019

### 7.2 – 11:15 am – Mike Berlinguette - NE 34-58-10-W4M

#### Request

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At the June 11 meeting Council gave first reading to Bylaw 2019-12 to amend the Municipal Development Plan and to Bylaw 2019-13 to amend the Land Use Bylaw to allow for the creation of a 32-acre parcel within the Agriculture District. Council gave second and third readings to the bylaws in July 2019.

The 32-acre parcel was estimated by Explore Surveys.

The owner has now been advised that the actual area being added to the title is 47.1 acres. Mr. Berlinguette will speak to Council about a new proposal.

#### Alternatives

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#### Recommendation

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**Submitted by:** Krystle Fedoretz, Director of Planning and Development

Our File: X054519

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

**Re: Application for Accretion of Lands**  
**NE ¼ Sec. 34-58-10-4**  
**Michel Berlinguette**

In May, 2019 our firm was contracted by Mr. Berlinguette to make an application to the Water Boundaries section of Alberta Environment and Parks to have land added to the title for the NE ¼ Sec. 34 due to the bank of Owls Eye Lake having receded over the years. At this time we estimated the amount of accreted lands that might be added to the title. In June, 2019 we conducted a field survey to tie in the current bank of Owls Eye Lake and prepare the plan and application package for Water Boundaries.

As a result of the field survey we determined that the bank had receded beyond our initial estimates resulting in more area being added to the title. Alberta Environment and Parks have agreed with our determination and have issued their approval to register a Survey Plan at Land Titles that reflects the new Lake boundary. The actual area being added to the title is 47.1 Acres resulting in a new area for the NE ¼ of 113.4 Acres.

Should you have any questions regarding this issue, please contact the undersigned at [connie.petersen@exploreinc.ca](mailto:connie.petersen@exploreinc.ca) or at 587-415-5551.

Sincerely,



**Connie Petersen, P.Eng, ALS**  
*Project Manager*

Behind every explore experience, is trust.

18941-111 Avenue NW  
Edmonton, AB | T5S 2X4  
Direct: 587-588-5166 | Office: 780-455-5598  
Toll-Free: 1-866-936-1805 | Fax: 780-800-1927

18941-111 Ave NW | Edmonton, AB | T5S 2X4  
T9S 1L4  
6521 50 Avenue West | Drayton Valley, AB  
Box 62, Hanover Place | Suite #1200, 101 6th Ave SW Calgary | Alberta | T2P 3P4  
office)

5408A 50th avenue | Athabasca, AB |  
5133 50th Ave. | Box 1987 | St. Paul, AB | T0A 3A0  
Grimshaw, AB Box 1277 T0H 1W0 (field



## Request for Decision

Council Meeting: October 8, 2019

### 7.3 11:30 am – Ron Boisvert, CAP Committee

#### Request

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Ron Boisvert, on behalf of the CAP Committee will discuss their proposal to replace the chiller for the CAP Arena which will require construction of a new building at an estimated cost of \$699,968.

Minor Hockey and the CAP Committee have committed \$105,000 to the project. The CAP Committee will also be applying for a CFEP Grant.

They have requested a \$50,000 contribution from the Town of St. Paul, and they will be requesting a \$50,000 contribution from the County.

The Town of St. Paul has agreed to the \$50,000 contribution.

#### Alternatives

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#### Recommendation

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**Submitted by:** Phyllis Corbiere, Executive Assistant

## CAP PROPOSAL

The CAP committee along with the assistance of St. Paul Minor Hockey is embarking on another major project. The reasons we have to review our plant situation is: our Chiller has outgrown its life by 3 years and could quit working anytime. Life span of a Chiller normally is 20 years and we are on our 23 rd. year of service. The second reason is the use of ammonia which could lead to a safety issue with our staff and maintenance people.

We did proceed with a Tender process to get 4 quotes on a separate building which would have all brand new equipment and the lowest bid received was \$839,925. We would connect this building which is 18' wide x 25' long and 13' high to our existing building. We will need a concrete pad built for this exterior building and depending on time and manpower, we were going to ask the town for Work In Kind.

Our committee reviewed the quotes and we decided that this would be too expensive for us to repay over the years, therefore, we went back to the lowest bidder Cimco who is also our plant maintenance company that has done the startup and shutdown for the past 33 years and asked them to see if they could do the exterior building with the use of our existing equipment. They came back with 3 options using our existing compressor, our committee reviewed the 3 options and we discussed the positives and negatives of each option as follows:

Option #1: Direct Shell and Tube Replacement-Quote was \$169,795

Positive: Cheaper to fix internally than with the exterior building. It includes a relief system upgrade.

Negatives: We are still dealing with the Ammonia, which is a major safety issue. Temporary band-aide. We have to fix the interior room and it has to be brought up to code which will cost us an extra \$100,000 approximately. The provincial government may pass a bill indicating that within a time limit, all arenas have to upgrade their facilities and eliminate the ammonia.

Option #2-Upgrade to Plate and Frame Chiller-Quote was \$234,865

Positive: Lower Ammonia charge. Higher efficiency. Cheaper to fix than the exterior building.

Negatives: We still have ammonia in our system which creates a safety factor. We have to fix the interior room which is costly and has to be brought up to code. The provincial government could pass a bill indicating that within a time limit, all arenas have to upgrade their facilities and eliminate the ammonia.

Option #3-Full New Building-Quote is \$699,968

Positives: All new equipment with the exception of our compressor, our compressor is 10 years old and the life of a compressor is 20 to 25 years. We don't have to change our existing room to code. This building will last a minimum of 20 years and will just require regular maintenance. Easier to change parts if required.

Negatives: Higher costs. We will have to build a concrete pad for the separate building and we will also require an electrician to hook up the new equipment to the existing building which will be additional costs.



The CAP committee is recommending Option #3, our payments with CIMCO will be : 30% of the original amount once the contract is signed and the building material is ordered, this amount will be \$210,000 plus GST which we will get back the GST. The next 30% will occur once the equipment comes in to the Cimco yard which usually takes 2 to 3 months after it is ordered. The next 30% will occur once it is delivered to the site and installed. The final 10% will occur 60 days after installation.

Total costs of the project: exterior building and equipment= \$699,000

Cement pad and electrical = \$ 60,000 (work in Kind-Town availability)

Total costs = \$759,000 in Canadian dollars

Scenario #1: CAP arena injects capital funds = \$105,000

St. Paul Minor Hockey donation = \$105,000

Debenture thru the Town = \$ 549,000

The debenture would have payments of \$17,498 semi-annual, 20 years @2.464%-total Int. \$149,920,

The payment of the debenture would be thru fund raising events, casino, bingo's, ball tournaments, etc.

Scenario#2: CAP injects capital funds =\$105,000

St. Paul Minor Hockey =\$105,000

Town of St. Paul donation = \$ 50,000 (2020 Budget)

County of St. Paul donation = \$ 50,000 (2020 Budget)

Debenture thru the Town = \$449,000

The debenture would have payments of \$14,316 semi-annual, 20 years @2.464%-total int. \$122,661

The best scenario would occur if we were to be successful in a CFEP application. We will be trying for the maximum allowable amount depending on regulations. For example if we were successful in getting \$250,000, the debenture would be \$199,000 and the payments would be \$11,083 semi-annual for a reduced term of 10 years @ 2% and the total interest would be \$21,662.

Action Plan: make a presentation to the Town of St. Paul on Monday Sept. 23/19 at the Council meeting

Make a presentation to the County on Tuesday Oct. 8 at 11:30 a.m.

Prepare a CFEP application and submit by Oct. 15-Kim Heyman has offered to assist Ron with App.

Once approved by the Town, we will apply for the required debenture depending on the Alberta Finance Authority regulations and once we know the required amount.

Both the CAP committee and the St. Paul Minor Hockey are planning various fund raising activities, some jointly to cover the debenture payments.



## Request for Decision

Council Meeting: October 8, 2019

### 7.4 1:00 pm – Eunhye Cho, St. Paul Library Manager

#### Request

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Eunhye Cho, Manager of the St. Paul Library, will present her Mid-Year report.

#### Alternatives

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#### Recommendation

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**Submitted by:** Phyllis Corbiere, Executive Assistant

# Mid-Year Report

St. Paul Municipal Library

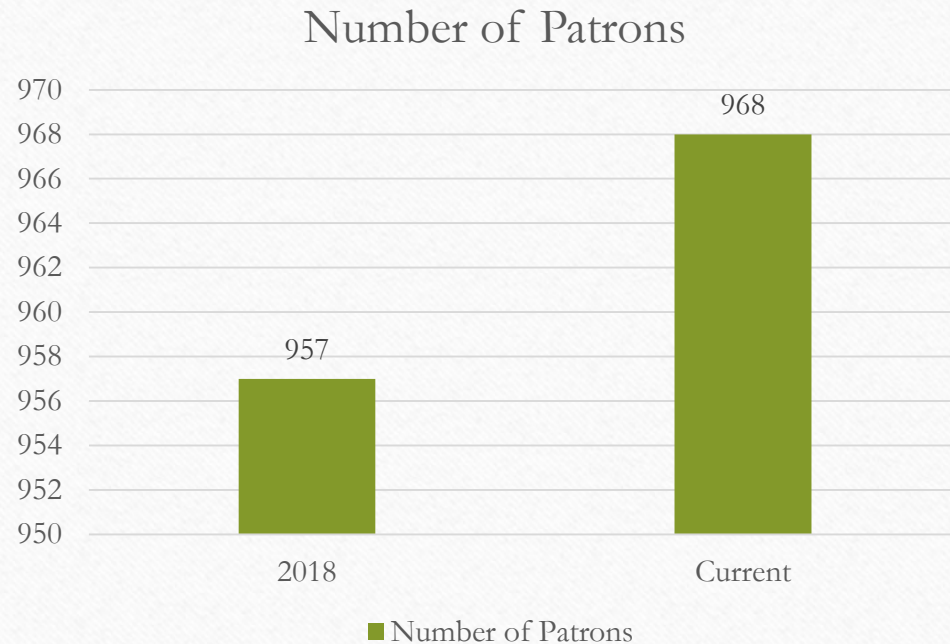


# Check up on 2019 goals

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# Goal 1:

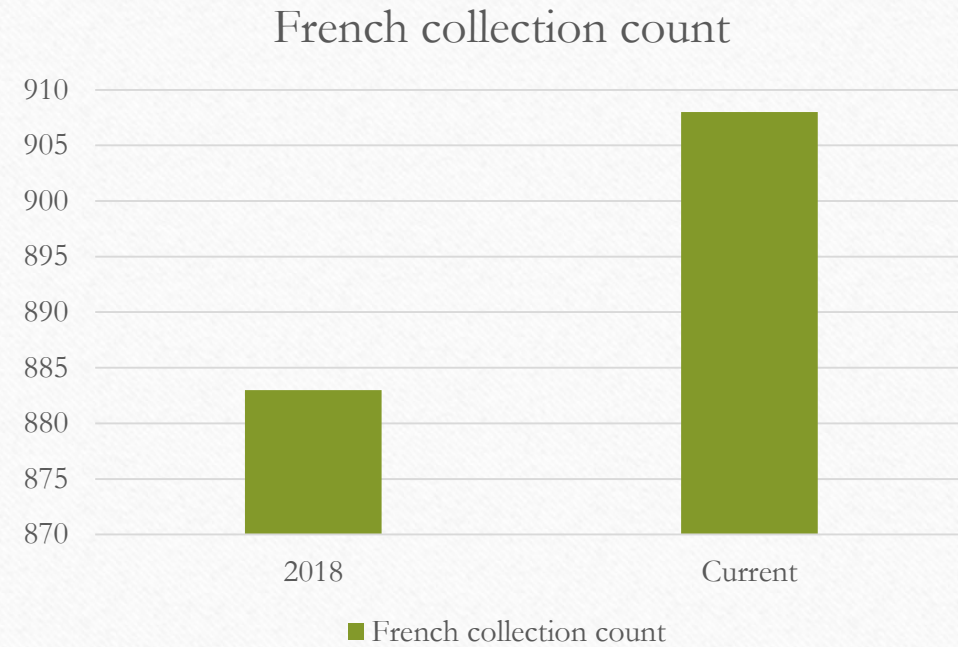
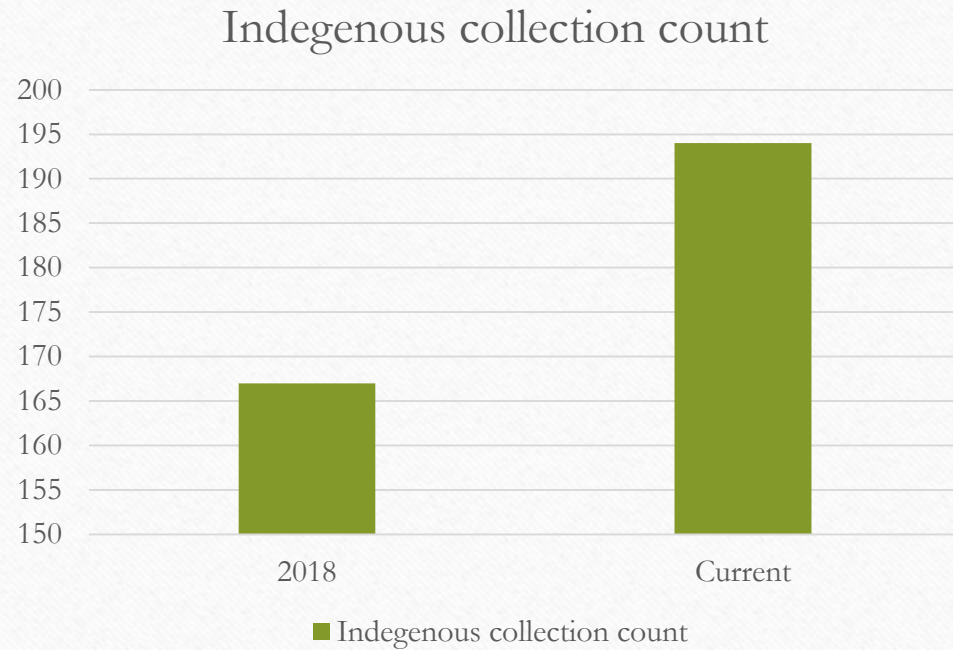
## Increase number of active patrons by 50



- Library Card Sign-up month campaign is currently active. We hope to have more people sign up/renew their card this month



## Goal 2: Continue to build Indigenous and French collections.



### Goal 3. Bring in more diverse technology into our library for patrons to access based on patron surveys.

- Library's 3D printer had mechanical upgrade to allow multi-color print as a response to patrons' inquiry on whether it can print with more than one colors.
- Makerspace sponsored by Telus is almost ready to go. Unplugged version of makerspace is now partially open. Plugged version is available for those who come to series of instructional sessions that feature how to use the items!



# Mid-Year Highlights

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# Summer Reading Program 2019

**TD Summer Reading Club 2019**  
Reading fun for kids, from Canada's public libraries  
tdsummerreadingclub.ca

**AROUND THE WORLD IN 80 BOOKS**  
Takes off July 2nd

Book your ticket at our Take off Party  
Saturday June 22nd at 1pm to 4pm  
@ St. Paul Municipal Library

 <b>AM Group - Monday to Thursday</b> Ages 5 - 8 10:30am to 12:30pm (*Must have completed Kindergarten) \$3/day per kid \$10/week per kid	 <b>PM Group - Monday to Thursday</b> Ages 9 - 12 2pm to 4pm \$3/day per kid \$10/week per kid
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Limited Space Pre-Register Your Days!

Co-created and delivered by 2,000 public libraries across Canada, this national bilingual program is developed by Toronto Public Library in partnership with Library and Archives Canada. Sponsorship is generously provided by TD Bank Group.

Developed by: **St. Paul Municipal Library**  
53rd Street & 48th Avenue, Box 1328  
St. Paul, Alberta T0A 5A0 | (780) 665-6956  
www.stpaullibrary.ab.ca

In partnership with: **Library and Archives Canada**

Title sponsor: **THE COMMITMENT**

	2018	2019
Number of children registered	50	83
Number of Participants	296	616

“Love that it encourages reading + is a great social activity for school age kids in the summer!”

- Comment from End Program Survey

# Summer Reading Program 2019

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- Number of books/chapters read by morning group: 816
- Number of books/chapters read by afternoon group: 4355
- **Total number of books/chapters read by children: 5171**

# New Kits in the library

- Library has put together a take-home programming kit for patrons to check out at the library. There are 5 kits and they come with couple of books and activities that match the book.
- Library have 2 Digital Storytelling kits. Anyone can borrow them to record their stories. Library is willing to help with editing and convert your story into a video.





# Chocolate Taste Off



- Chocolate Taste Off fundraiser was a great success. Library sold 106 tickets to the event and was able to raise \$1124 between silent auction and ticket sales to off-set the loss of membership revenue.
- There were 8 vendors who donated their deserts, 5 authors, 10 donated items in the auction, and 10 volunteers from Friends of Library group, and community members who came out that helped us make this event successful.

# Community Relations

- Library had a local students come in to host Cree Story time in April and practicum student from Blue Quills did a cultural dance for us at the Parent Link.
- Library is now one of the practicum sites for social work program at Blue Quills.
- We will be having guest readers from our community once a month for the story time.



Coming Soon

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## The Kettle is on!

Come enjoy a cup of tea at the library and help us celebrate international day of the older person.

Tuesday October 1st  
Noon to 5pm

St. Paul Municipal Library  
53rd Street & 48th Avenue, Box 1328  
St. Paul, Alberta T0A 3A0 | (780) 645-4904  
[www.stpaullibrary.ab.ca/](http://www.stpaullibrary.ab.ca/)

**Drop-in English Conversation** Every Wednesday 7:00pm - 8:00pm

Start Date:  
Sept. 18, 2019

Are you new to Canada? Would you like to practice speaking English? Come and join us! We will practice together.

  
St. Paul Community Learning Association  
Lifelong learning...it's our business



St. Paul Municipal Library  
53rd Street & 48th Avenue, Box 1328  
St. Paul, Alberta T0A 3A0 | (780) 645-4904  
[www.stpaullibrary.ab.ca/](http://www.stpaullibrary.ab.ca/)

**Family Unplugged Night** *Afternoon*

BRING THE WHOLE FAMILY FOR

**FUN**

UNPLUG AND ENJOY SOME TIME TOGETHER.

**DATE:** SATURDAY SEPTEMBER 21ST  
**TIME:** 2:00PM TO 4:00PM  
**FUN:** BOARD GAME AFTERNOON  
COME AND PLAY OUR BOARD GAMES. CHALLENGE EACH OTHER. CHALLENGE ANOTHER FAMILY.

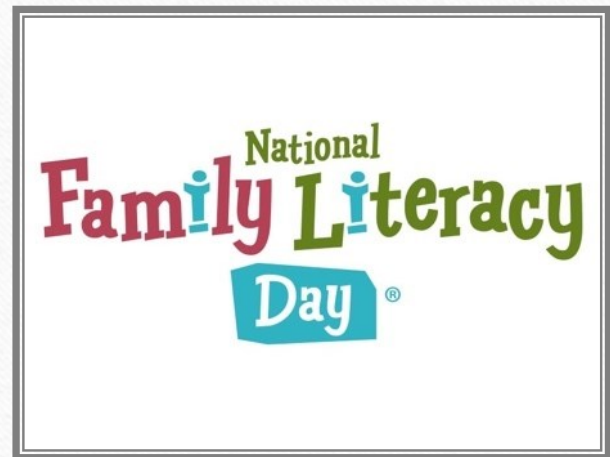


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[www.stpaullibrary.ab.ca/](http://www.stpaullibrary.ab.ca/)

# Family Literacy Day 2020

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- Library is planning on hosting Family Literacy Day event in 2020 with help from coalitions and other partnering organizations.





## Request for Decision

Council Meeting: October 8, 2019

### 7.5 1:30 pm - Linda Sallstrom, Tourism Initiative

#### Request

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Linda Sallstrom, with the St. Paul and District Chamber of Commerce will be presenting a Tourism Initiative for St. Paul/Elk Point.

The St. Paul / Elk Point Tourism Committee will formally invite the County of St. Paul to participate in this initiative as follows:

- 1) Appoint a council member to the committee as a liaison between the Committee and the community as well as between the Committee and senior management and the rest of council.
- 2) Appoint a staff member to the committee who is currently responsible for aspects of economic development, tourism, marketing, promotions, website and social media to assist with administration, research and to be a resource.

#### Alternatives

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#### Recommendation

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**Submitted by:** Phyllis Corbiere, Executive Assistant

## St. Paul/Elk Point Tourism Initiative Terms of Reference

### Background:

At the request of business, particularly the hotel businesses, the St. Paul & District Chamber of Commerce hosted a meeting to inquire and assess the need for, demand and desire to grow tourism in the immediate St. Paul region. Based on that initial meeting and a subsequent meeting, the following proposal/initiative is being put forward at a very preliminary stage.

To date, the St. Paul Chamber, Alberta's Lakeland and HUB have met on several occasions including with Travel Alberta to discuss how this might be achieved. We have reviewed several studies from the region; ROADS (Regional Opportunities And Development Study) and the GAP Analysis. We still need to look at the St. Paul – Elk Point Regional Partnership Recreation Master Plan.

In the fall of 2018, the St. Paul Chamber and Alberta's Lakeland hosted a Travel Alberta "Getting To Know Your Best Customer" workshop and just finished the "Experience Essentials" workshop while the Chamber and HUB hosted the Tourism Entrepreneur Start-Up Seminar last week. The next workshop will be "Partnering & Packaging" which will run in the spring of 2020. The response to the workshops was excellent and, combined with discussions with a variety of entrepreneurs and tourism operators, we think the time is right to work towards a stronger tourism sector for our region.

### Mandate:

Work collaboratively to develop the St. Paul/Elk Point region as a vibrant and welcoming tourism centre in the Lakeland, to support the retention and expansion of existing businesses and to encourage tourism entrepreneurship.

### Objectives:

1. Establish a working committee with representation from stakeholders and industry
2. Conduct a tourism inventory of the region
3. Identify customer/tourist type- who is our target market?
4. Identify consumer drivers – what do they want to see and do?
5. Strengthen visitor experience through product and destination development
6. Foster tourism entrepreneurship
7. Liaison with the larger NE AB Destination Development Plan

### Partners:

<p><i>Municipalities:</i></p> <p>Town of St. Paul</p> <ul style="list-style-type: none"> <li>- Sarah Burton</li> <li>-</li> </ul> <p>County of St. Paul</p> <ul style="list-style-type: none"> <li>- Arlene Swartz</li> <li>- Laurent Amyotte</li> </ul> <p>Town of Elk Point</p> <ul style="list-style-type: none"> <li>- Cristin Tchir</li> <li>-</li> </ul> <p><i>Enablers:</i></p> <p>St. Paul &amp; District Chamber of Commerce</p> <ul style="list-style-type: none"> <li>- Linda Sallstrom</li> </ul>	<p><i>Industry:</i></p> <p>Hampton Inn</p> <ul style="list-style-type: none"> <li>- Michelle Murray</li> </ul> <p>Lakeland Brewing Company</p> <ul style="list-style-type: none"> <li>- Colin Porozni</li> </ul> <p>St. Paul Ag. Society</p> <ul style="list-style-type: none"> <li>- Rhea Labrie</li> </ul> <p>UFO Landing Pad</p> <ul style="list-style-type: none"> <li>- Missy Finaly</li> </ul>
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Elk Point Chamber of Commerce - Terri Hampson N.E. Alberta HUB - Bob Bezpalko Alberta's Lakeland DMO - Marianne Janke Community Futures (Champions For Change) - Penny Fox	
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#### **Committee Roles:**

The expectation is committee members will volunteer for specific duties as befits their areas of expertise, capacity and connections.

- Enablers (Chambers, Alberta's Lakeland, HUB and Community Futures) to be the lead and bring forward their expertise, specifically in the areas of community engagement, product development, business startup, statistics, marketing and resources.
- Industry to develop, enhance and/or partner to create new tourism experiences.
- Staff member currently responsible for aspects of economic development, tourism, marketing, promotions, website and social media to assist with administration, research ??????
- Councilor to be a liaison and messenger between the committee and community and businesses and between the committee and council and senior staff.

#### **Committee Structure:**

The intent is to arrive at a course of action through consensus as this is not an official Board of any organization or municipality. Other than the industry members, the rest of us will be reporting to and accountable to our respective Boards/Councils/Management.

#### **Time Commitment:**

We clearly want to state this is to be a working committee with the time commitment and duties being somewhat fluid and subject to variation depending on the role of the individual.

We anticipate one committee meeting per month and a fair assessment may be as follows and includes time for a monthly meeting:

Enablers – 22 hours/month

Staff – 12 hours/month

Councilor – 12 hours/month

Industry – 22 hours/month plus the work they will do on their own operations



If you build a place people want to visit, you build a place where people want to live.

If you build a place where people want to live, you'll build a place where people want to work.

If you build a place where people want to work, you'll build a place where business needs to be.

And if you build a place where business has to be, you'll build a place where people have to visit.

*Maura Gast, Past Chairman of the Board of Destination Marketing Association International and one of the best minds in community marketing*

### WE ALL HAVE A ROLE TO PLAY



## ENABLERS: ELEMENTS CONTRIBUTING TO COMMUNITY TOURISM READINESS

Communities large and small play an important role in tourism and welcoming visitors to Alberta, both from Canada and beyond. As a community, it is important to understand and evaluate what you offer from the visitor's lens. Is your community attractive and providing the activities, services and amenities visitors are seeking? Have you assessed the local planning and support environment, and how they contribute to your community's readiness to develop as a destination?

The following elements contribute to your community's readiness to welcome visitors:

### **COMMUNITY ASSETS**

Strong tourism communities have a variety of natural, cultural and/or built assets that attract visitors to the area; the community is attractive, well-maintained and visually appealing.

### **TOURISM PLANNING AND SUPPORT**

Strong tourism communities acknowledge tourism as part of the community's economic make-up; have identified objectives for tourism, focused marketing and promotion activities, and a collaborative stakeholder community.

### **TOURISM ACTIVITIES AND SERVICES**

Strong tourism communities have a variety of activities and services available to support visitors and their needs.

### **RESPONSIBLE, SUSTAINABLE DEVELOPMENT**

Strong tourism communities create concrete policies, plans and measurements to monitor and manage development responsibly and sustainably for the long-term.



## ENABLERS: COMMUNITY TOURISM READINESS CHECKLIST

### SECTION 1:

For each criterion in each category, indicate your community readiness according to the scale. Enter the appropriate number in the right-hand column

- 0 = Not available or not applicable  
 1 = Below average / needs improvement  
 2 = Acceptable  
 3 = Good quality, demonstrates community pride in the physical asset  
 4 = Outstanding, it is a destination strength and differentiator

CATEGORY	COMMUNITY ASSET READINESS	SCORE
<b>COMMUNITY ASSETS</b> Strong tourism communities have a variety of natural, cultural and/or built assets that attract visitors to the area; the community is attractive, well-maintained and visually appealing	1. Has notable natural/scenic landscapes of interest to visitors (e.g., designated parks, geological treasures)	
	2. The primary natural/scenic areas visited by tourists are accessible to use (e.g., there is a road, trail access, signage)	
	3. Has cultural/historical attributes/attractions (e.g., archaeological, historic or heritage sites; music or other festivals of interest to visitors)	
	4. Visitors can engage with the cultural attractions of interest via self-discovery or through purchased tours/experiences	
	5. Community has man-made/built attractions (e.g., botanical gardens, monuments, recreational facilities, casinos, etc.) of interest to visitors	
	6. The community's natural, cultural and/or man-made attractions are unique or of significance provincially, nationally or internationally	
	7. Community has attributes/attractions that entice visitors year-round	
	8. The main visitor areas are visually appealing, clean and streetscapes maintained	
	9. Directional signage is provided to point visitors to the most popular attractions and areas	
	10. Public amenities such as washrooms are available	
	11. Free Wi-Fi is available for visitor use	
	12. The overall appeal, uniqueness, reputation and image of the community is favourable	
	<b>TOTAL</b>	<b>/48</b>



**SECTION 2:**

For each criterion indicate your community readiness according to the scale.  
Enter the appropriate number in the right-hand column:

0 = Not applicable / not available  
1 = Weak  
2 = Acceptable  
3 = Good  
4 = Outstanding

CATEGORY	TOURISM PLANNING AND SUPPORT READINESS	SCORE
<b>TOURISM PLANNING AND SUPPORT</b> Strong tourism communities acknowledge tourism as part of the community's economic make-up; have identified objectives for tourism, focused marketing and promotion, and a collaborative stakeholder community.	1. Local residents, in general, are supportive of tourism	
	2. Tourism is recognized within the official Community Plan or Band Council Plan	
	3. Local government is supportive of tourism development	
	4. There is an organization with a mandate to promote tourism on behalf of the community	
	5. There is a published tourism strategic and/or marketing plan that includes the community (e.g., local or regional plan)	
	6. The community has an online tourism marketing presence (website, social media channels, etc.)	
	7. Local tourism stakeholders cooperate and collaborate on tourism related projects	
	8. Tourism assets and services have been inventoried	
	9. There is evidence that land use planning takes tourism into account	
	10. There are adequate transportation facilities/options to provide efficient access to, within and around the community and adjacent areas	
	11. There is access to sufficient qualified labour in the community	
	12. The community uses environmentally responsible management practices to support tourism development that is in harmony with the natural surroundings	
	<b>TOTAL</b>	<b>/ 48</b>

**SECTION 3:**

For each criterion indicate your community readiness according to the scale. Enter the appropriate number in the right-hand column:

0 = Not applicable / not available  
 1 = Weak  
 2 = Acceptable  
 3 = Good  
 4 = Outstanding

CATEGORY	TOURISM SERVICES AND ACTIVITIES READINESS	SCORE
<b>TOURISM SERVICES AND ACTIVITIES</b> Strong tourism communities have a variety of activities and services available to support visitors and their needs.	1. There are multiple tourism businesses offering year-round visitor opportunities	
	2. There are multiple tourism businesses offering seasonal (e.g. summer) visitor opportunities	
	3. Visitors are able to purchase a variety of travel activities and experiences within the community (e.g. admission to a museum, a tour)	
	4. There are unpaid visitor activities available in the community (e.g. trails, self-guided itineraries, public beaches)	
	5. There is a diversity of restaurants/food options available, year-round, for breakfast, lunch and dinner	
	6. There are accommodation options available year round	
	7. There are festivals/events that depend on visitors (more than 40 km away) for their success	
	8. There are recreational/sporting events that depend on visitors (more than 40 km away) for their success	
	9. There are retail services and rentals available for visitors to access (e.g. if your community has hiking trails, visitors can purchase hiking gear locally; if your community has mountain biking trails, there are bike rentals, and if there are local lakes/waterfront visitors can rent paddling equipment)	
	10. The community has a visitor information centre(s) with regularly scheduled operating hours during peak season, washrooms and free Wi-Fi	
	<b>TOTAL</b>	<b>/ 40</b>

## ADDITIONAL DESTINATION CONSIDERATIONS VALUED BY VISITORS

For each of the business readiness criteria in each category indicate, for your business, the appropriate number in the last column:

- 0 = Do not yet fulfill this criterion
- 1 = Meet some of this criterion/preliminary discussions are taking place
- 2 = Meet most of this criterion/initiatives are in development but are not yet official
- 3 = Fully meet this criterion

CATEGORY	RESPONSIBLE, SUSTAINABLE DEVELOPMENT READINESS	SCORE
<b>RESPONSIBLE, SUSTAINABLE TOURISM DEVELOPMENT</b> Sustainable communities create concrete policies, plans and measurements to monitor and manage development.	1. The destination has a published vision for sustainable destination management	
	2. Community development is guided by sustainability principles outlined in the official Community Plan	
	3. Tourism development is guided by sustainability principles outlined in the destination's strategic plan	
	4. The community is pursuing alignment or designation/certification with a recognized tourism sustainability program (e.g. Responsible Tourism Institute, Green Destination Standards, Green Tourism, etc.)	
	5. There is an appropriately funded organization or management structure responsible for promoting and coordinating tourism sustainability within the community	
	6. Triple bottom line (financial, environmental, cultural) measurements are incorporated as part of the destination's performance metrics	
	7. Visitor information is provided about relevant sustainability issues in the destination (e.g. water usage, recycling, sensitive natural environments) with guidelines for appropriate behaviour to minimize impacts	
	8. Facilities are provided at key visitor attractions and sites for recycling	
	9. Facilities are provided at key visitor attractions and sites for composting	
	<b>TOTAL</b>	<b>/ 27</b>



## Request for Decision

Council Meeting: October 8, 2019

### 8.1. 2019 Strategic Plan – 3<sup>rd</sup> Quarter Update

#### Request

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The 2019 Strategic Plan has been updated for the 3<sup>rd</sup> quarter and will be forwarded under separate cover.

#### Alternatives

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#### Recommendation

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Administration is recommending accepting the 3<sup>rd</sup> Quarter of the 2019 Strategic Plan as information.

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**Submitted by:** Phyllis Corbiere, Executive Assistant



## Request for Decision

Council Meeting: October 8, 2019

### 8.2 2020 Strategic Plans

#### Request

---

Based on the discussions during the Strategic Planning Sessions administration amended the documents. The final drafts of the 2020 Strategic Plans are being presented for approval.

The appendixes referred to in the Public Works budget are not attached. They will be presented to Council at the October Public Works meeting and then brought forward to the November Council meeting for final approval.

Following approval of the Strategic Plans, administration can proceed to budget.

#### Alternatives

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#### Recommendation

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Motion to approve the 2020 County of St. Paul Overarching Strategic Plan.

Motion to approve the 2020 FCSS County of St. Paul and Elk Point Operational Plan.

Motion to approve the 2020 Administration Operational Plan.

Motion to approve the 2020 Communications Operational Plan.

Motion to approve the 2020 Community Services Operational Plan.

Motion to approve the 2020 Public Works Operational Plan, excluding the appendixes.

---

**Submitted by:** Phyllis Corbiere, Executive Assistant



**2020**

# **COUNTY OF ST. PAUL STRATEGIC PLAN**



## **COUNTY OF ST. PAUL**

5015 - 49 Avenue, St. Paul, AB T0A 3A4  
Phone: 780-645-3301  
email: [countysp@county.stpaul.ab.ca](mailto:countysp@county.stpaul.ab.ca)  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)



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7	COMMUNITY SERVICES STRATEGIES
9	FCSS STRATEGIES
10	COMMUNICATIONS STRATEGIES
12	PUBLIC WORKS STRATEGIES



NEXT STEPS FOR

# OUR ADMINISTRATION

DEPARTMENT	STRATEGY
ADMINISTRATION	

1. Governance

STRATEGY 1.1

Provide communication to demonstrate accountable governance.

STRATEGY 1.2

Collaborate with municipal partners.

STRATEGY 1.3

Provide scholarships to support students in the St. Paul Regional Education Division.

STRATEGY 1.4

Council to financially support community groups.

STRATEGY 1.5

Approve appropriate policies for the County.

STRATEGY 1.6

Support efforts to ensure safe communities in our County.

STRATEGY 1.7

Transparency and Accountability to the Public

NEXT STEPS FOR

# OUR ADMINISTRATION

DEPARTMENT	STRATEGY
ADMINISTRATION	
2. General Administration	<b>STRATEGY 2.1</b>  Continue to work on an Asset Management Project to make informed decisions regarding replacement and maintenance of County infrastructure.
	<b>STRATEGY 2.2</b>  Build positive relationship between County Main office and Public Works.
	<b>STRATEGY 2.3</b>  Improve customer experience.
3. Corporate Services	<b>STRATEGY 3.1</b>  Implement Human Resources framework to improve experience for management staff and employees.
	<b>STRATEGY 3.2</b>  Continue to research opportunities for grant funding.

3. Corporate  
Services**STRATEGY 3.3**

Continue adding County vehicles to AVL System.

**STRATEGY 3.4**

Re-familiarize Additional Named Organizations with insurance requirement and protocols.

**STRATEGY 3.5**

Continue to transfer land files into digital record system.

**STRATEGY 3.6**

Have accurate assessment of County properties.

**STRATEGY 3.7**

Continue to maintain and upgrade Administration Building.

4. Planning  
and  
Development**STRATEGY 4.1**

Consider revision and approval of St. Paul North ASP following completion of IDP with Town of St. Paul.

**STRATEGY 4.2**

Re-survey Plan 527MC Block 1 at Vincent Lake to have house be situated on the lots.

**STRATEGY 4.3**

Proceed with resurvey of Mallaig lots along Railway Avenue.

**STRATEGY 4.4**

Determine opportunities to encourage development.

## ADMINISTRATION

### 5. Economic Development

#### STRATEGY 5.1

Make it easier for businesses and residents to connect to the internet and potentially attract new technology businesses.

#### STRATEGY 5.2

Implement strategies that come out of CARES Project.

#### STRATEGY 5.3

Consider participation in Regional Tourism Initiative.

### 6. Emergency Management and Occupational Health & Safety

#### STRATEGY 6.1

Ensure Regional Emergency Management Preparedness.

#### STRATEGY 6.2

Increase public awareness and education on public participation.

#### STRATEGY 6.3

Ensure safety of our staff.

NEXT STEPS FOR

# OUR COMMUNITY SERVICES

DEPARTMENT      STRATEGY

COMMUNITY SERVICES

1. Parks and Recreation

STRATEGY 1.1

Increase usage of our parks, campgrounds and recreation facilities.

STRATEGY 1.2

Maintain and upgrade parks and recreation facilities.

STRATEGY 1.3

Review Parks and Recreation governance.

2. Waste Management

STRATEGY 2.1

Increase recyclable segregation options.

STRATEGY 2.2

Public awareness about waste management.

STRATEGY 2.3

Streamline waste collection and operations.

COMMUNITY SERVICES

3. Agriculture  
Services

STRATEGY 3.1

Build public awareness about Agricultural Services.

STRATEGY 3.2

Maintain and improve programs for Agriculture Service Board.

4. Fire Services

STRATEGY 4.1

Maintain fire equipment and facilities.

STRATEGY 4.2

Attract and retain volunteer fire fighters.

STRATEGY 4.3

Share common strategies for policies, procedures and operations between departments.

STRATEGY 4.4

Engage residents in fire safety programming.

STRATEGY 4.5

Maintain and consider new opportunities for regional collaboration with our neighbors



NEXT STEPS FOR

# OUR FCSS COUNTY ST. PAUL & ELK POINT

DEPARTMENT      STRATEGY

FAMILY AND COMMUNITY SUPPORT SERVICES

1. FCSS in  
County of  
St. Paul and  
Elk Point

**STRATEGY 1.1**

Ensure all services are affordable and accessible for everyone.

**STRATEGY 1.2**

Provide more opportunity and recognition for volunteerism in our communities.

**STRATEGY 1.3**

Create a sense of community and acceptance for all.

NEXT STEPS FOR

# OUR COMMUNICATIONS

DEPARTMENT	STRATEGY
COMMUNICATIONS	
1. Communication Methods	<b>STRATEGY 1.1</b>
	Continue to improve, review, and update communication methods to create a user-friendly digital experience for everyone.
	<b>STRATEGY 1.2</b>
	Improve how we disseminate information through traditional print methods of communication.
	<b>STRATEGY 1.3</b>
	Improve participatory methods of communication.
	<b>STRATEGY 1.4</b>
	Proactively plan ahead to improve County communications with the public.
	<b>STRATEGY 1.5</b>
	Increase number of people attending events, online followers, and people we engage with in general.
	<b>STRATEGY 1.6</b>
	Create policies related to our communications methods.

1. Communication  
Methods

STRATEGY 1.7

Ensure all County departments are supported with quality, timely and effective Communication.

## NEXT STEPS FOR

# OUR PUBLIC WORKS

### DEPARTMENT STRATEGY

### PUBLIC WORKS

#### 1. Transportation

##### STRATEGY 1.1

Ensure safe road infrastructure for public.

##### STRATEGY 1.2

Improve communications with residents about public works.

#### 2. Utilities

##### STRATEGY 2.1

Ensure safe supply of water to residents of Mallaig, Ashmont, Lottie Lake and rural residents along the transmission lines.

##### STRATEGY 2.2

Continue to explore alternatives for water and sewer for Riverview residents.

##### STRATEGY 2.3

Ensure maintenance of sanitary lagoons and collection systems.

##### STRATEGY 2.4

Consider consistent rate structure for use of County wastewater facilities.

##### STRATEGY 2.5

Explore alternative wastewater treatment processes at Ashmont lagoons to reduce maintenance costs and improve effluent quality.

3. Airport

STRATEGY 3.1

Collaborate with Town of St. Paul and Town of Elk Point for maintenance and improvements at local airports.

**2020**

# **ADMINISTRATION OPERATIONAL PLAN**



Photo Credit: Infinity Photography

## **COUNTY OF ST. PAUL**

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



## ACTION PLAN - 2020

# 1. GOVERNANCE

Strategy	Action
Strategy 1.1 Provide communication to demonstrate accountable governance.	<ul style="list-style-type: none"><li>• Communicate about the AGM to the public.</li><li>• Book AGM meeting in a community hall, rotating community location each year.</li><li>• County Strategic plan and narrative budget available online.</li><li>• Proactive communications - See Communications Plan.</li></ul>
Strategy 1.2 Collaborate with municipal partners.	<ul style="list-style-type: none"><li>• Meet with Town of St. Paul and Town of Elk Point at least once a year to discuss collaborative opportunities.</li><li>• Explore meetings with First Nations and Metis Councils.</li><li>• Complete Storm Water Management Plan with Town of St. Paul, Town of Elk Point, and Summer Village of Horseshoe Bay, and HR Framework and economic development project with 4 partners.</li><li>• Continue to apply for available provincial grants around collaboration.</li></ul>
Strategy 1.3 Provide scholarships to support students in the St. Paul Regional Education Division.	<ul style="list-style-type: none"><li>• Provide 3 scholarships of \$1000 each for students based on grades, community involvement and volunteerism entering full-time studies.</li><li>• Provide 1 scholarship of \$1000 for students entering a trade.</li></ul>



## ACTION PLAN - 2020

# 1. GOVERNANCE

Strategy	Action
Strategy 1.4 Council to financially support community groups.	<ul style="list-style-type: none"><li>• Continue to support community groups through Recreational Facility Grant Funding.</li><li>• Consider funding to community groups.</li></ul>
Strategy 1.5 Approve appropriate policies for the County.	<ul style="list-style-type: none"><li>• Proactively manage emerging policy issues.</li></ul>
Strategy 1.6 Support efforts to ensure safe communities in our County.	<ul style="list-style-type: none"><li>• Advocating to Federal and Provincial governments for increased RCMP in rural communities.</li></ul>
Strategy 1.7 Transparency and Accountability to the Public.	<ul style="list-style-type: none"><li>• Continue to publish Council Remuneration.</li><li>• Report on conferences and committee meetings attended by Council.</li></ul>

## ACTION PLAN - 2020

# 2. GENERAL ADMINISTRATION

Strategy	Action
<p>Strategy 2.1 Continue to work on an Asset Management Project to make informed decisions regarding replacement and maintenance of County equipment and infrastructure.</p>	<ul style="list-style-type: none"> <li>• Integrate Asset Management into Core County operations.</li> <li>• Defer any purchase of software to 2020 or beyond.</li> <li>• Review the Road Classifications and continue to develop 5 to 20 year plan.</li> <li>• Consider annual contribution to reserves for departmental capital equipment purchases.</li> <li>• Implement Road Condition Assessment tool.</li> <li>• Implement Munisight Asset Management software for linear assets.</li> <li>• Communicate progress on Asset Management Plans to Council and public.</li> </ul>
<p>Strategy 2.2 Build positive relationship between County Main office and Public Works shop.</p>	<ul style="list-style-type: none"> <li>• Continue Team building for all staff – minimum of 2 events per year, including one Regional Team Building meeting.</li> <li>• Consider team building/ leadership courses.</li> </ul>
<p>Strategy 2.3 Improve customer experience</p>	<ul style="list-style-type: none"> <li>• Promote social media and website to customers as County information source.</li> <li>• Promote Citizen Self-Serve.</li> <li>• Promote the various pay options to the County that customers may select.</li> <li>• Promote monthly payments/ autopay for taxes and utilities</li> <li>• Explore Bylaw Enforcement Strategies.</li> </ul>

## ACTION PLAN - 2020

# 3. CORPORATE SERVICES

Strategy	Action
Strategy 3.1 Implement Human Resources framework to improve experience for management staff and employees.	<ul style="list-style-type: none"> <li>• Cross training of staff.</li> <li>• Restructuring/ redefining job responsibilities for frontline administration staff.</li> <li>• 360 reviews for management team.</li> <li>• Consider application to Alberta Municipal Affairs Internship Program.</li> <li>• Explore development of employee handbook.</li> <li>• Continue to monitor and update the Performance Appraisal System to ensure it meets the needs of management and staff.</li> <li>• Conduct exit interviews.</li> <li>• Include "Cultural/Sensitivity" training for all staff.</li> <li>• Include "Conflict Resolution" training for appropriate staff.</li> </ul>
Strategy 3.2 Continue to research opportunities for grant funding.	<ul style="list-style-type: none"> <li>• Continue to explore ACP grant opportunities with regional partners.</li> </ul>
Strategy 3.3 Continue adding County vehicles to AVL System.	<ul style="list-style-type: none"> <li>• Continue to implement AVL system in County fleet.</li> </ul>
Strategy 3.4 Re-familiarize Additional Named Organizations with insurance requirement and protocols.	<ul style="list-style-type: none"> <li>• Hold meetings with Additional Named Insured Organizations (ANI's).</li> <li>• Provide general information handout for ANI's.</li> </ul>

## ACTION PLAN - 2020

# 3. CORPORATE SERVICES

Strategy	Action
Strategy 3.5 Continue to transfer land files into digital record system.	<ul style="list-style-type: none"><li>• Develop a plan to complete this project by 2021.</li></ul>
Strategy 3.6 Have accurate assessment of County properties.	<ul style="list-style-type: none"><li>• Continue to work with assessors and province on centralization of designated industrial properties.</li><li>• 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.</li><li>• Provide proactive communication to residents so they have ample opportunities to discuss with assessors whether the parcels are designated agricultural vs other.</li></ul>
Strategy 3.7 Continue to maintain and upgrade Administration Building.	<ul style="list-style-type: none"><li>• Upgrades to telephone system, lower Board Room, and Security system.</li></ul>

## ACTION PLAN - 2020

# 4. PLANNING AND DEVELOPMENT

Strategy	Action
Strategy 4.1 Consider revision and approval St. Paul North ASP following completion of IDP with Town of St. Paul.	<ul style="list-style-type: none"> <li>Review North Area Structure Plan Documents as they relate to the Inter-Municipal Development Plans, and consider revisions to present to Council and public.</li> </ul>
Strategy 4.2 Re-Survey Plan 527MC Block 1 at Vincent Lake to have houses situated on the lots.	<ul style="list-style-type: none"> <li>Finalize survey. Apply for accretion and close roadways adjacent to plan area.</li> <li>Sell the land that is currently Environmental Reserve but would become the land owners after re-survey to the appropriate lot owners.</li> <li>Registration of land titles and new titles issued to landowners and County.</li> </ul>
Strategy 4.3 Proceed with resurvey of Mallaig lots along Railway Avenue.	<ul style="list-style-type: none"> <li>Estimate costs of survey.</li> <li>Consider sale of and set price of former road plan adjacent to Railway Avenue lots.</li> <li>Resurvey, sell and consolidate lots.</li> </ul>
Strategy 4.4 Determine opportunities to encourage development.	<ul style="list-style-type: none"> <li>Review the Land Use Bylaw and General Municipal Servicing Standards.</li> </ul>

## ACTION PLAN - 2020

# 5. ECONOMIC DEVELOPMENT

Strategy	Action
Strategy 5.1 Make it easier for businesses and residents to connect to the internet and potentially attract new technology businesses.	<ul style="list-style-type: none"><li>• Support ISP growth in communities in the County.</li></ul>
Strategy 5.2 Implement strategies that come out of CARES project report.	<ul style="list-style-type: none"><li>• Continue path to Regional Economic Development Strategy through ACP grant.</li></ul>
Strategy 5.3 Consider participation in Regional Tourism Initiative.	<ul style="list-style-type: none"><li>• Assist/ Provide Resource/ Information and participate in the Regional Committee that includes Municipalities, Chambers, Destination Marketing Organization, Alberta HUB, etc.</li></ul>

## ACTION PLAN - 2020

# 6. EMERGENCY MANAGEMENT AND OH&S

Strategy	Action
Strategy 6.1 Ensure Regional Emergency Management preparedness.	<ul style="list-style-type: none"><li>• Maintain and update the Regional Emergency Management Plan.</li><li>• Provide training for staff and councilors.</li><li>• Exercise the Incident Command System Plan in conjunction with Emergency Management agency, and in conjunction with legislation.</li><li>• Develop Livestock Emergency Plan.</li></ul>
Strategy 6.2 Increase public awareness and education on public participation.	<ul style="list-style-type: none"><li>• Increase participants in mass notification system.</li><li>• Communicate and educate public to improve community readiness.</li><li>• Develop education program for public during Emergency Preparedness Week which is in May 2020</li></ul>
Strategy 6.3 Ensure safety of our staff.	<ul style="list-style-type: none"><li>• Maintain and update Joint Workplace Health and Safety Manual.</li><li>• Provide orientation and training to all staff and contractors.</li><li>• Provide management support system.</li><li>• Conduct regular inspections and worksite visits to ensure regular safety practice with OH&amp;S committee.</li><li>• Maintain Work Alone system.</li><li>• Annual audit or either internal or external as required.</li></ul>



2020

# COMMUNICATIONS OPERATIONAL PLAN



## COUNTY OF ST. PAUL

5015 - 49 Avenue, St. Paul, AB T0A 3A4  
Phone: 780-645-3301  
email: [countysp@county.stpaul.ab.ca](mailto:countysp@county.stpaul.ab.ca)  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)



## ACTION PLAN - 2020

# COMMUNICATIONS

Strategy	Action
Strategy 1.1 Continue to improve, review and update communications methods to create a user-friendly digital experience for everyone.	<ul style="list-style-type: none"><li>• Create and sustain social media accounts – Facebook and consider feasibility of other social media.</li><li>• Create guidelines for the use of social media as a feedback tool.</li></ul>
Strategy 1.2 Improve how we disseminate information through communication.	<ul style="list-style-type: none"><li>• Develop Best Practices for internal and external communication.</li><li>• Proactively plan information the County will communicate throughout the year via radio and local newspapers, annual calendar, newsletters, brochures, and publications.</li><li>• Develop a Branding Standards Guide for internal and external use.</li><li>• Develop targeted communication plans for Waste Management, ASB (currently in draft), Public Works, and Community Services.</li><li>• Develop a communication plan for over-arching County communication (including messaging).</li></ul>
Strategy 1.3 Improve participatory methods of communication.	<ul style="list-style-type: none"><li>• Increase participation at public events and AGM through strategic communication planning.</li></ul>
Strategy 1.4 Proactively plan ahead to improve County communications with the public.	<ul style="list-style-type: none"><li>• Generate an annual County calendar that promotes all services provided, including relevant information.</li><li>• Continue to expand/ develop annual County activities scan to ensure programs/ activities are promoted.</li></ul>

## ACTION PLAN - 2020

# COMMUNICATIONS

Strategy	Action
<b>Strategy 1.5</b> Increase number of people attending events, online followers, and people we engage with in general.	<ul style="list-style-type: none"><li>• Communicate through all available channels of communication to ensure public awareness of programming and events.</li></ul>
<b>Strategy 1.6</b> Maintain policies related to communication methods.	<ul style="list-style-type: none"><li>• Review the social media policy if new social media tools are implemented.</li><li>• Develop a communication plan for the Regional Emergency Management Plan.</li><li>• Create privacy policies related to online terms of use.</li></ul>

## ACTION PLAN - 2020

# COMMUNICATIONS

### Strategy

### Action

Strategy 1.7  
Ensure all County departments are supported with quality, timely and effective Communication.

- Increase public awareness and education of County Community Services, Agriculture Services (including LARA workshops), Fire Smart program and Fire Prevention Week, winter maintenance and others.
- Promote events related to FCSS, Parks and Waste Management,
- Promote use of online campground booking system.
- Develop 2021 County Calendar with public participation i.e. competition for community photos that would be used in calendar.
- Add information about community services and public works to website community events calendar,
- Work with ASB and Public Works on bi-annual newsletters.
- Communicate progress on asset management plans to Council and public.
- Proactively provide advanced notice of road work to residents.
- Create educational videos about Public Works and Community Services.



2020

# COMMUNITY SERVICES OPERATIONAL PLAN



## COUNTY OF ST. PAUL

5015 - 49 Avenue, St. Paul, AB T0A 3A4  
Phone: 780-645-3301  
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[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)



## ACTION PLAN - 2020

# 1. PARKS AND RECREATION

Strategy	Action
Strategy 1.1 Increase usage of our parks, campgrounds and recreation facilities.	<ul style="list-style-type: none"><li>• Increase public awareness of our parks through promotions, marketing and social media.</li><li>• Host events in partnership with FCSS and other County departments.</li><li>• Review our rates and assess how they can be more flexible.</li><li>• Modify campsites to accommodate demand for more group sites.</li></ul>
Strategy 1.2 Maintain and upgrade parks and recreation facilities.	<ul style="list-style-type: none"><li>• Maintain and improve boat launches.</li><li>• Continue to upgrade and maintain playground structures at all sites.</li><li>• Continue to upgrade and maintain equipment in the parks.</li><li>• Install outdoor showers for beach users.</li><li>• Install welcome signs at all parks.</li><li>• Conduct customer satisfaction survey to include what improvements can be made.</li></ul>
Strategy 1.3 Review Parks and Recreation governance.	<ul style="list-style-type: none"><li>• Continue to conduct playground and campground inspections.</li><li>• Continue to train staff.</li></ul>

## ACTION PLAN - 2020

# 2. WASTE MANAGEMENT

Strategy	Action
Strategy 2.1 Increase recyclable segregation options.	<ul style="list-style-type: none"><li>• Allow for cardboard recycling at Transfer Stations.</li><li>• Continue to explore other options for recycling.</li><li>• Implement additional Take it or Leave it sites.</li></ul>
Strategy 2.2 Public awareness about waste management.	<ul style="list-style-type: none"><li>• Conduct a customer satisfaction survey.</li><li>• Continue to include information about waste management on County social media and other communication.</li><li>• Host events related to waste management - grant funding for toxic waste round up.</li><li>• Improve signage at sites.</li><li>• Continue with spring clean-up program to remove Freon from fridges, freezers and watercoolers.</li></ul>
Strategy 2.3 Streamline waste collection and operations.	<ul style="list-style-type: none"><li>• Review Transfer Station operating days and hours to ensure they accommodate the public needs.</li><li>• Review unmanned bin sites.</li><li>• Consider an annual capital contribution for waste management vehicles to be set up in reserves.</li><li>• Explore options with the Town of Elk Point for Elk Point Transfer Station/ Landfill.</li></ul>



## ACTION PLAN - 2020

# 3. AGRICULTURE SERVICES

Strategy	Action
Strategy 3.1 Build public awareness about Agricultural services.	<ul style="list-style-type: none"><li>• Communicate effectively about ASB programs and services.</li><li>• Communicate LARA initiatives and newsletter.</li><li>• Initiate a bi-annual ASB newsletter for public dissemination.</li></ul>
Strategy 3.2 Maintain and improve programs for Agriculture Service Board.	<ul style="list-style-type: none"><li>• Design more efficient ASB program planning.</li></ul>

## ACTION PLAN - 2020

# 4. FIRE SERVICES

Strategy	Action
Strategy 4.1 Maintain equipment and facilities.	<ul style="list-style-type: none"><li>• Review equipment/ supply needs for Ashmont, Mallaig, Elk Point, St. Paul Fire Departments.</li><li>• Continue annual capital contribution for Fire equipment to be set up in reserve.</li></ul>
Strategy 4.2 Attract and retain volunteer fire fighters.	<ul style="list-style-type: none"><li>• Review results of engagement survey and determine opportunities for success, and implement some suggested changes/ strategies.</li><li>• Continue to have semi-annual Fire chiefs meetings.</li></ul>
Strategy 4.3 Share common strategies for policies, procedures and operations between departments.	<ul style="list-style-type: none"><li>• Review policies and procedures.</li><li>• Standardize training and reporting.</li></ul>
Strategy 4.4 Engage residents in fire safety programming.	<ul style="list-style-type: none"><li>• Engage and educate residents in Fire Smart program and Fire Prevention Week.</li><li>• Investigate department collaboration opportunities to increase number of residents engaged.</li><li>• Provide information to the public on response call fees, responsibilities within the bylaw, and burning guidelines.</li></ul>

ACTION PLAN - 2020

4. FIRE SERVICES

Strategy	Action
Strategy 4.5 Maintain and consider new opportunities for regional collaboration with our neighbors	<ul style="list-style-type: none"><li>• Review and update mutual aid agreements with rural and urban neighbors.</li><li>• Review current agreement with Frog Lake and explore new opportunities for agreements with other surrounding First Nations and Metis Settlements.</li></ul>

**2020**

# **FCSS COUNTY OF ST. PAUL & ELK POINT OPERATIONAL PLAN**



**Family & Community  
Support Services**

County of St. Paul & Elk Point FCSS

St. Paul - 780-645-1950

Elk Point - 780-724-3800



## A LOOK BACK AT **HIGHLIGHTS OF 2019**



- FCSS hosted 6 block parties this year, with 420 people served.
- FCSS hosted 7 movie nights, with 380 people served.
- FCSS hosted 1 community Color Run – 39 people participated at Mallaig.
- FCSS administers the Mom and Tots program in Ashmont with 22 children attending and 28 children in Mallaig. This has been the highest attendance ever.
- FCSS Facebook followers has increased to 813 this year.

## A LOOK AHEAD

**ACTION PLAN 2020**

Action	Relevant Goals	SMART
Janice and Coco to coordinate Seniors Week Events by June 30th. This will be measured by tracking the number of participants and providing a feedback survey to participants, then compare results from year to year.	Goal 1	✓✓✓✓✓
Coco and Terry to administer the Volunteer Income Tax Program by June 30th. This will be measured by tracking the number of participants and providing a demographic survey that will compare results from year to year.	Goal 1, 2 and 3	✓✓✓✓✓
Janice to complete the Annual Report as Required by the Province by June 30th. If this is not complete, funding will be held.	Goal 1, 2 and 3	✓✓✓✓✓
Janice and Terry will coordinate the Elk Point Community Information night by September 4th. This will be measured by tracking the number of participants and providing feedback survey to participants then compare results from year to year.	Goal 3	✓✓✓✓✓
Janice to coordinate and manage the annual Mallaig Summer Programs by September 30th. This will be measured by tracking the number of participants and providing a pre and post feedback survey to participants then compare results from year to year.	Goal 1 and 3	✓✓✓✓✓

## A LOOK AHEAD

**ACTION PLAN 2020**

Action	Relevant Goals	SMART
Coco will manage and coordinate the Community Connector Trailer by September 30th. This will be measured by tracking the number of participants and providing user survey to participants then compare results from year to year.	Goal 1, 2 and 3	✓✓✓✓✓
Janice will coordinate the "Movies in the Community" at Cork Hall, Heinsburg, Ferguson Flats & Stoney Lake - including completing the licensing requirements for new movie by September 30th. This will be measured by tracking the number of participants and then compare results from year-to-year.	Goal 1 and 3	✓✓✓✓✓
Janice to arrange Red Cross Babysitting Course and Home Alone courses in Elk Point by September 30th. This will be measured by tracking the number of participants.	Goal 1	✓✓✓✓✓



## A LOOK AHEAD

**ACTION PLAN 2020**

Action	Relevant Goals	SMART
Janice and Coco to coordinate Summer community events by October 16th to include sandcastles, Block Party with Town of St. Paul, Mallaig Summer Program, and 3 parades. This will be measured by tracking the number of participants and then compare results from year to year.	Goal 1 and 3	✓✓✓✓✓
Janice to complete Outcome Measures as required by the Province by October 30th. Funding will be held if not complete.	Goal 1, 2 and 3	✓✓✓✓✓
Support the Elk Point Ambassador Program by October 30th. This will be measured by receiving feedback from participants then compare results from year to year.	Goal 1, 2 and 3	✓✓✓✓✓
Janice and Coco will organize and host the Seniors Festival to be held in Heinsburg by December 15th. This will be measured by tracking the number of participants and providing feedback survey to participants then compare results from year to year.	Goal 1, 2 and 3	✓✓✓✓✓

## A LOOK AHEAD

**ACTION PLAN 2020**

Action	Relevant Goals	SMART
Janice will administer the Community Counselling Adult program throughout the year. Clients complete an application, once approved they will begin to receive the services. This will be measured quarterly by tracking the number of participants and then compare results from year to year.	Goal 1	✓✓✓✓✓
Janice, Coco and Terry will provide Referral's and Support to individuals that request Assistance. Measured by staff who keep daily records of people served throughout the year.	Goal 1	✓✓✓✓✓
Janice and Coco to administer the Mallaig & Ashmont "Moms and Tots" programs throughout the year. This will be measured by tracking the number of participants and receiving feedback from participants and then compare results from year to year.	Goal 1 and 3	✓✓✓✓✓
Coco and Terry to administer the "Meal on Wheels" Program throughout the year. Volunteer delivers the meals. This will be measured by tracking the number of participants and receiving feedback from participants and then compare results from year to year.	Goal 1, 2 and 3	✓✓✓✓✓

## A LOOK AHEAD

**ACTION PLAN 2020**

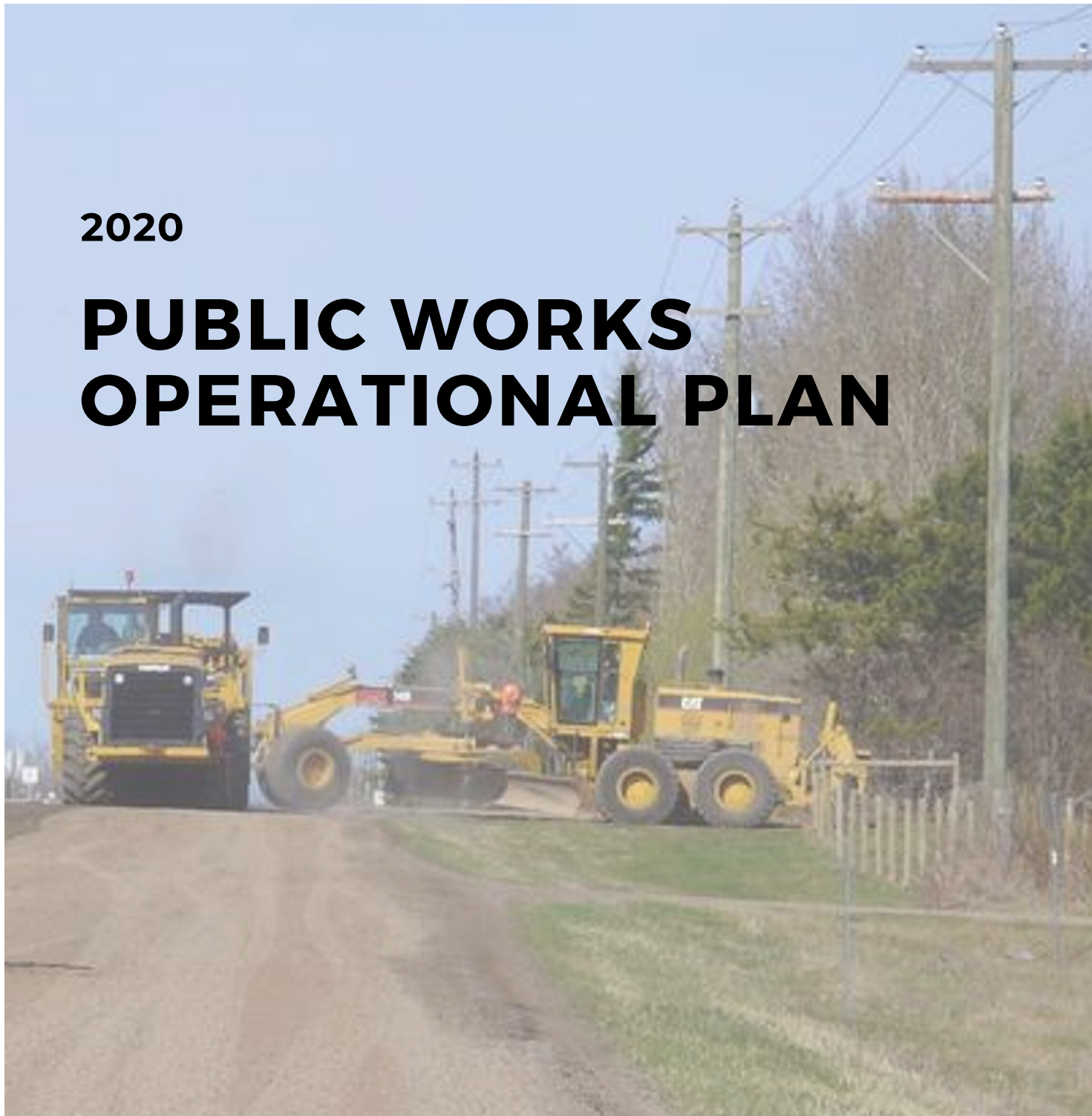
Action	Relevant Goals	S M A R T
Coco and Janice to monitor the ECDC activities and events as per the grant by March 31, 2021. This will be measured by tracking the number of participants and providing a feedback survey to participants then compare results from year to year.	Goal 1, 2 and 3	✓✓✓✓✓
Janice, Coco and Terry will manage the "Welcome Baby" program, administer and implement changes as required throughout the year. This will be measured by tracking the number of participants and receiving feedback from participants then compare results from year to year.	Goal 1, 2 and 3	✓✓✓✓✓
Janice, Coco and Terry will manage the "Welcome to the County and Elk Point" Packages administer & implement changes as required throughout the year. This will be measured by tracking the number of participants and receiving feedback from participants then compare results from year to year.	Goal 1 and 3	✓✓✓✓✓

**Definitions**

- User survey: track number of community volunteers, review of equipment
- Feedback survey: providing feedback surveys. This may include pre and post versions.

**2020**

# **PUBLIC WORKS OPERATIONAL PLAN**



## **COUNTY OF ST. PAUL**

5015 - 49 Avenue, St. Paul, AB T0A 3A4  
Phone: 780-645-3301  
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## ACTION PLAN - 2020

# 1. TRANSPORTATION

Strategy	Action
Strategy 1.1 Ensure safe road infrastructure for public.	<ul style="list-style-type: none"><li>• Maintenance program.</li><li>• Road construction.</li><li>• Continue monthly reporting to Council.</li><li>• Implement road condition assessment software.</li><li>• Application for grants to improve roads.</li><li>• Appendixes for construction, oiling and equipment purchase.</li><li>• Improve winter maintenance and services.</li><li>• Continue to produce high quality aggregate for road maintenance and construction.</li><li>• Continue to explore for new gravel sources and testing.</li><li>• Consider contacting equipment to assist with Public Works in achieving objectives.</li><li>• Consider contract maintenance of Northern Valley Road.</li><li>• Obtain rates from local contractors for types of equipment for rent and rates.</li><li>• Consider annual capital contribution for Public Works equipment to be set up in reserve.</li></ul>
Strategy 1.2 Improve communications with residents about Public Works.	<ul style="list-style-type: none"><li>• Implement concern/complaint tracking system that creates work orders.</li><li>• Be proactive in providing advanced notice of road work to residents.</li><li>• Assist communications department with educational videos about services and issues.</li><li>• Communicate about winter maintenance and services.</li></ul>

## ACTION PLAN - 2020

# 2. UTILITIES

Strategy	Action
Strategy 2.1 Ensure safe supply of water to residents of Mallaig, Ashmont, Lottie Lake and rural residents along the transmission lines.	<ul style="list-style-type: none"> <li>• Maintenance of transmission and distribution lines.</li> <li>• Review costs of water rates for those communities.</li> <li>• Ensure water meters are working properly or replaced.</li> <li>• Tracking of water concerns and complaints to determine future actions.</li> <li>• Consider distribution lines for Ashmont and Lottie Lake.</li> </ul>
Strategy 2.2 Continue to explore alternatives for water and sewer for Riverview residents.	<ul style="list-style-type: none"> <li>• Continue to discuss options with Windsor Salt and residents.</li> <li>• Consider implementation of rate structure.</li> </ul>
Strategy 2.3 Ensure maintenance of sanitary lagoons and collection systems.	<ul style="list-style-type: none"> <li>• Report on maintenance required.</li> <li>• De-sludge Whitney Lake.</li> </ul>
Strategy 2.4 Consider consistent rate structure for use of County wastewater facilities.	<ul style="list-style-type: none"> <li>• Set rate for joint wastewater transfer station.</li> <li>• Consider installation of flow point equipment at Ashmont and Whitney Lake lagoons.</li> <li>• Review rate structure for residents with collection systems for Ashmont and Mallaig.</li> <li>• Explore relationship with Saddle Lake to allow use of Ashmont Lagoon once flow point equipment is available.</li> <li>• Decommission septic truck dumping station at Mallaig lagoon.</li> </ul>

## 2. UTILITIES

3



## ACTION PLAN - 2020

# 3. AIRPORT

### Strategy

### 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.
- Participate in capital upgrades for both airports.
- Apply for funding for capital upgrades.

## APPENDIX

- Capital budget - Equipment
- Capital budget - Roads
- Oiling Plan
- Bridge File



## Request for Decision

Council Meeting: October 8, 2019

### 8.3 Boat Launches

#### Request

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During Strategic Planning, Council reviewed the boat launches located in the County. Dispositions on most of these boat launches have expired. Information from Alberta Environment and Parks has indicated that if a boat launch falls entirely within a surveyed road allowance, it may not require a disposition. Administration has contacted Alberta Environment for clear direction on boat launches on road allowances. Hoping to have this information for the meeting on Tuesday.

#### Alternatives

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#### Recommendation

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Administration is recommending to hire Explore Surveys at a cost of \$5000 per boat launch to be paid from the 2020 budget, to complete the dispositions on the boat launches at the following locations:

- Stoney Lake Park - SW 25-56-8-W4 Renew in 2023
- Lac Bellevue, Warren Development – SW 5-56-9-W4
- Lower Therien Lake, Crestview – SE 14-57-10-W4
- Garner Lake, Melnychuk Subdivision – SE 22-60-12-W4

And to complete the dispositions on the following boat launches that are situated on the road allowance, if required.

- Laurier Lake – Blue Bird Beach – SE 22-56-4-W4
- Lottie Lake – On Twp Rd 590, NE 33-58-11-W4
- Lac Sante – West of Twp Rd 564, SW 26-56-11-W4

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**Submitted by:** Phyllis Corbiere, Executive Assistant

BOAT LAUNCH NAME	LEGAL LAND LOCATION	ACTIVITY #	EXPIRY DATE	RENEWAL DATE
<b>DIVISION 1</b>				
Laurier Lake - Government Campsite	SE 21-56-4-4			
Laurier Lake - Blue Bird Beach	SE 22-56-4-4			
Laurier Lake - Waterton Subdivision	NW 23-56-4-4			
<b>DIVISION 2</b>				
Stoney Lake - Park	SW 26-56-8-4	DLO#880544	18-May-19	17-May-23
Stoney Lake - Rodeo Grounds	SE 23-56-8-4			
<b>DIVISION 3</b>				
Lac Bellevue Park	NW 7-56-9-4	DLO#100742	26-Oct-10	25-Oct-35
Lac Bellevue - Warren Development	SW 5-56-9-4			
Lac St Cyr	NE 36-56-9-4	DLO#880545	13-May-13	
Perch Lake Subdivision	NW 32-56-9-4	DLO#870397	24-Sep-12	
<b>DIVISION 4</b>				
Lower Therien Lake - Crestview	SE 14-57-10-4			
Lottie Lake - On Twp Rd 590 Road Allowance	NE 33-58-11-4			
Lac Sante - West Side on Twp Rd 564 Road Allowance	SW 26-56-11-4			
<b>DIVISION 5</b>				
Vincent Lake -Westcove	NE 13-59-10-4	DLO#910592	7-Aug-16	
Upper Mann Lake - Ashmont Beach	SE 35-59-11-4			
Upper Mann Lake - Cameron Cove	NE 35-59-11-4			
Lower Mann Lake - McLeod Beach	NE 1-60-11-4			
Lower Mann Lake - Bonnie Haven/Ministik Bay	SE 7-60-10-4			
<b>DIVISION 6</b>				
Floatingstone Lake Park	SW 29-60-11-4	DLO#100743	2-Sep-10	1-Sep-35
Floatingstone Lake - Plateau Estates on Rge Rd 120 Road Allowance	NE 36-60-12-4			
Garner Lake - Melnychuk S.D.	SE 22-60-12-4			





## Request for Decision

Council Meeting: October 8, 2019

### 8.4 Shallow Gas Tax Relief Initiative (SGTRI)

#### Request

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As recently announced by the government, property tax on shallow gas wells and pipelines will be reduced by 35% for the 2019 tax year. To ensure municipalities are not impacted by lost revenue, the province will reduce the amount of the education property tax municipalities pay to the government. Municipal Affairs provided the County with a list of the companies affected in our municipality, see schedule attached. This short-term relief will help shallow gas producers cut costs, protect jobs and remain competitive in the face of economic pressures affecting the natural gas industry. The Province is updating the assessment model for 2020.

- *County of St. Paul:*
    - *Pipelines affected: 2*
    - *Wells affected: 2*
- Total eligible property tax adjustment for qualifying properties: \$294.92*

#### Alternatives

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#### Recommendation

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Motion that pursuant to Section 347 of the Municipal Government Act, for all properties identified in Schedule A – Summary of Tax Relief by Company, attached to and forming part of the council minutes, Council authorizes to refund the 2019 property taxes paid as to reduce by 35 the percent property taxes levied as per section 353(2) of the Municipal Government Act, which includes municipal property taxes, requisitions detailed in section 326(1)(a) and 359(1)(2), as well as special taxes levied under section 382(1) where the tax rate is based on the assessment.

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**Submitted by:** Crystal St. Arnault, Taxation & Assessment Technician

**SCHEDULE A - SUMMARY OF TAX RELIEF**

Municipality Number	Municipality Name	Company ID	Company Name	BA Code	Number of Pipelines	Pipeline Assessment	Municipal Tax Rate	ASFF Tax Rate	Other Tax Rate	Total Tax Rate	Municipal Tax Dollars	ASFF Tax Dollars	Other Tax Dollars	Total Taxes	SGTRI 35% Adjustment
294	ST. PAUL NO. 19, COUNTY OF	5893	K+S WINDSOR SALT LTD.	A6TK0	1	1,330	18.86	3.94	0.26	23.06	25.08	5.24	0.35	30.67	10.73
294	ST. PAUL NO. 19, COUNTY OF	6475	SPUR PETROLEUM LTD.	A7GR0	1	16,730	18.86	3.94	0.26	23.06	315.48	65.96	4.37	385.81	135.03
294	ST. PAUL NO. 19, COUNTY OF		<b>TOTAL</b>		<b>2</b>	<b>18,060</b>	<b>18.86</b>	<b>3.94</b>	<b>0.26</b>	<b>23.06</b>	<b>340.56</b>	<b>71.20</b>	<b>4.72</b>	<b>416.48</b>	<b>145.76</b>
Municipality Number	Municipality Name	Company ID	Company Name	BA Code	Number of Well(s)	Well Assessment	Municipal Tax Rate	ASFF Tax Rate	Other Tax Rate	Total Tax Rate	Municipal Tax Dollars	ASFF Tax Dollars	Other Tax Dollars	Total Taxes	SGTRI 35% Adjustment
294	ST. PAUL NO. 19, COUNTY OF	5893	K+S WINDSOR SALT LTD.	A6TK0	1	6,490	18.86	3.94	0.26	23.06	122.38	25.59	1.69	149.66	52.38
294	ST. PAUL NO. 19, COUNTY OF	6475	SPUR PETROLEUM LTD.	A7GR0	1	11,990	18.86	3.94	0.26	23.06	226.10	47.27	3.13	276.50	96.78
294	ST. PAUL NO. 19, COUNTY OF		<b>TOTAL</b>		<b>2</b>	<b>18,480</b>	<b>18.86</b>	<b>3.94</b>	<b>0.26</b>	<b>23.06</b>	<b>348.48</b>	<b>72.86</b>	<b>4.82</b>	<b>426.16</b>	<b>149.16</b>

Summary Total	
	SGTRI 35% Adjustme nt
K+S WINDSOR SALT LTD.	63.11
SPUR PETROLEUM LTD.	231.81
TOTAL SGTRI 35% Adjustment	294.92

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

\_\_\_\_\_  
Tim Mahdiuk, Interim CAO

\_\_\_\_\_  
Date



## Request for Decision

Council Meeting: October 8, 2019

### 8.5 Benefits Policy HR-4

#### Request

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Policy HR-4, the Benefits Policy, as amended, is being presented to Council. This Policy was brought before the Policy Committee on September 24<sup>th</sup>, 2019.

#### Alternatives

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#### Recommendation

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

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**Submitted by:** Kyle Attanasio, Director of Corporate Services



# COUNTY OF ST. PAUL NO. 19

*Our Mission - To create desirable rural experiences*



## HR-4 Benefits Policy

Department: Human Resources

### POLICY OBJECTIVE:

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

### POLICY STATEMENTS:

#### 1.0 Eligibility

1.1 All ~~full-time~~ employees working thirty (30) hours or more and elected officials are entitled to the following benefits subject to the plan's eligibility conditions **as determined by the County in partnership with its benefit provider:**

- (a) ~~Full-time~~ **All eligible** employees must complete a one (1) month waiting period. ~~The waiting period may be waived if transferring from another group;~~  
~~Seasonal employees must complete one (1) season of work and return to work the following season.~~
- (b) Summer students enrolled in high school or a post-secondary institution are not eligible for benefits;
- (c) Elected officials will be eligible immediately upon swearing in.

1.2 The Chief Administrative Officer or their designee have the discretion to waive the benefit **eligibility** waiting period.

#### 2.0 Benefits Provided

2.1 The following benefits are conditions of employment **for eligible employees:**

- (a) Extended Health (may opt out);
- (b) Dental (may opt out);
- (c) Life Insurance; Accidental Death and Dismemberment;

- (d) Long Term Disability (Full-time employees only);
  - (e) Employee Assistance Program;
  - (f) Local Authorities Pension Plan; and
  - (g) Health Care and Wellness Spending Accounts.
- 2.2 The following benefits are optional at the discretion of the employee and employees will pay 100% of the premiums:
- (a) Voluntary Life Insurance;
  - (b) Voluntary Critical Illness; and
  - (c) Voluntary Accident.
- 2.3 The Health and Wellness Spending Accounts provide reimbursement for eligible medical, dental, and wellness expenses with pre-tax dollars. The Canadian Revenue Agency governs administration of the accounts. The County funds the Health Care Spending Accounts with credits which are not taxable to employees. Alternatively, the Wellness Spending Accounts are considered a taxable benefit to the employee and must be claimed. Eligibility criteria will be determined from time to time by the Chief Administrative Officer or their designee.
- 2.4 ~~Full-time~~ **Permanent** employees will receive a Health and Wellness Spending amount as determined by Council. Seasonal employees will receive 50% of the Health and Wellness Spending amount determined by Council annually.
- 3.0 Pension**
- 3.1 Eligibility for the Local Authorities Pension Plan is provided in ~~Policy HR-123~~ **the County's Local Authorities Pension Plan Policy.**
- 4.0 Workers' Compensation**
- 4.1 All employees are covered under Workers' Compensation Board legislation.
- 4.2 All employees must report all work-related injuries to their immediate supervisor and in turn to the County Office or Public Works Shop within seventy-two (72) hours of the accident or injury.
- 5.0 ~~Seasonal Employees~~**
- ~~a) All seasonal employees aiming to return to work with the County for the following season will be obligated to make a choice between taking no benefits during their lay-off period or taking the entire benefit package during their layoff period including, but not limited to Extended Health,~~

~~Dental, Life Insurance, Accidental Death and Dismemberment, the Employee Assistance Program, and the Health and Wellness Spending Accounts. There will be no option to pick and choose certain benefits. If employees choose to retain benefits during the lay-off period, they will be responsible for paying the employee and employer portions.~~

Council Approval: September 14, 2010  
Amended: December 8, 2015  
Amended: April 12, 2016  
Amended July 6, 2018  
Amended: October 8, 2019



## Request for Decision

Council Meeting: October 8, 2019

### 8.6 Overtime Policy HR-21

#### Request

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Policy HR-21, the Overtime Policy, as amended, is being presented to Council. This Policy was brought before the Policy Committee on September 24<sup>th</sup>, 2019 and has been reviewed by Legal Counsel. The amendments are being made to the policy, to better align with Labour Standards.

#### Alternatives

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#### Recommendation

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Motion to approve Policy HR-21, the Overtime Policy, as amended, as per the recommendations of the Policy Committee.

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**Submitted by:** Kyle Attanasio, Director of Corporate Services

# COUNTY OF ST. PAUL NO. 19

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## HR-21 Overtime Policy

Department: Human Resources

### POLICY OBJECTIVE:

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

The County of St. Paul desires to establish an overtime payment structure for compensation that exceeds the base hours of work set out by the County for its various employment categories.

### POLICY STATEMENTS:

#### 1.0 Definitions

1.1 The following terms shall be defined as follows:

- (a) "Administration Office Employees" means employees that work on a regular basis at the County of St. Paul's Administration Office;
- (b) "Road Construction and Road Maintenance Employees" mean employees who, in accordance with the Alberta Employment Standards Regulation, are employed as part of a municipal district employed in road construction, road maintenance, or the removal of snow from roads;
- (c) "Summer Season" means the summer operating hours, which run from roughly mid-April to mid-October, with specific dates to be determined by management, and communicated to staff annually; and
- (d) "Winter Season" means the winter operating hours, which run from roughly mid-October to mid-April, with specific dates to be determined by management, and communicated to staff annually.

## 2.0 Eligible Overtime Hours

2.1 Only hours worked at a regular rate of pay **worked hours** are used to determine overtime eligibility. ~~No sick leave, bereavement leave, or worked general or declared holidays may be used to accrue overtime.~~

2.2 Overtime must be approved by the employee's Supervisor prior to being worked.

## 3.0 Calculation of Overtime

3.1 Overtime for all non-supervisory staff in permanent positions with the prior approval of administration shall be calculated based on the following:

(a) **Administration Office Employees:** Based on a seven (7) hour day, **or thirty-five (35) hours per week, whichever is greater;**

~~(b) Road Construction and Road Maintenance Employees: Based on an eight (8) hour day in winter, nine (9) hour day in summer, and 191 hours per month. If, in the first or last month of employment 191 hours is not reached, 44 hours per week will be used to calculate overtime; and~~

(i) For the Winter Season, authorized overtime will be applied for hours worked in excess of eight (8) hours per day or 191 hours per month, whichever is greater; however, in either the first or last month of employment, if the employee works less than 191 hours, authorized overtime will be applied for hours worked in excess of eight (8) hours per day or 44 hours per week, whichever is greater; and

(ii) For the Summer Season, authorized overtime will be applied for hours worked in excess of nine (9) hours per day or 191 hours per month, whichever is greater; however, in either the first or last month of employment, if the employee works less than 191 hours, authorized overtime will be applied for hours worked in excess of nine (9) hours per day or 44 hours per week, whichever is greater.

(c) **All Other Employees:** Based on an eight (8) hour day or forty-four (44) hours per work week, whichever is greater.

~~• Family and Community Support Services Seasonal Personnel: Based on an 8 hour day, 44 hour week~~

~~• Librarians: Based on an 8 hour day, 44 hour week~~

~~b) Overtime for other contract employees shall be calculated as provided in the employee's contract of employment and in accordance with the *Employment Standards Code*.~~

3.2 All overtime worked is to be recorded on time sheets and remitted to your ~~designated~~ **the employee's** ~~sSupervisor or manager~~ on a **bi-weekly or** monthly basis **as per the employee's pay schedule**.

#### **4.0 Payment ~~or~~ Banking of Overtime**

4.1 Overtime shall be paid out **or banked where an overtime agreement is in place to do so**, ~~to an employee~~ at a rate of one and a half times **(1.5x)** their hourly rate of pay.

~~3.2 Overtime shall be granted only if the employee has obtained their supervisor's prior approval to work the overtime.~~

~~3.3 The Chief Administrative Officer or their designee has the authority to approve overtime for management and supervisory staff when deemed appropriate. The terms and conditions will be set out on a case by case basis.~~

4.2 While management and supervisory staff are ordinarily not entitled to any overtime or other additional forms of compensation for hours worked in excess of a regular work day, when determined to be appropriate and in their absolute discretion, the Chief Administrative Officer or their designee has the authority to approve and provide management and supervisory staff with time in lieu in recognition of the excess hours worked. The terms and conditions governing such time in lieu will be set out on a case-by-case basis.

4.3 An employee **who has entered into a written overtime agreement with the County as outlined in Section 5.0 of this policy with the County**, may take paid time off in lieu of payment of overtime at a time approved by their ~~s~~**Supervisor**.

4.4 **Within this written overtime agreement**, ~~An~~ an employee shall take paid time off in lieu of payment of overtime within six (6) ~~months of the time the overtime was earned~~. Any overtime earned and not taken in ~~lieu of payment within six (6) months shall be paid out in the first pay period following the six (6) months period at a rate of time and a half.~~

4.5 Earned time off in lieu of overtime shall be treated as hours of work and remuneration paid in respect of time off in lieu of overtime shall be treated as wages.

4.6 **Any outstanding bank time will be paid out at the employee's termination of employment with the County.**

~~Overtime shall only be paid if the employee had their supervisor's prior approval to work the overtime.~~

#### **~~4. Paid Time Off In Lieu of Payment of Overtime~~**

- ~~a) All non-supervisory employees may bank hours provided the banked hours are approved by their direct supervisor.~~
- ~~b) Overtime may be banked by an employee at a rate of one and one half times their hourly rate of pay.~~



- ~~f) If an employee leaves work for any personal reason, the employee will use banked hours or vacation time to offset the time taken off.~~
- ~~g) Under exceptional circumstances such as when an employee is engaged in volunteer activities in the community or when banked hours and vacation time have been exhausted, the Chief Administrative Officer or their designee may approve, for a defined period of time, a plan for an employee to make up time.~~

## **5.0 Overtime Agreements**

- 5.1 All non-supervisory staff **who wish to receive approved banked time in lieu of overtime pay** shall sign an overtime agreement. ~~in the event that they wish to bank overtime.~~
- 5.2 Requests to change an employee's **decision to either have their overtime banked or paid out requires advance notice.** ~~participation in the County's Overtime Agreement Program shall require one pay period's advance notice.~~

Council Approval: September 14, 2010  
Amended: June 9, 2015  
Amended: December 13, 2016  
Amended: July 6, 2017  
Amended: December 19, 2017  
Amended: October 8, 2019



## Request for Decision

Council Meeting: October 8, 2019

### 8.7 Sick Leave Policy HR-29

#### Request

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Policy HR-29, the Sick Leave Policy, as amended, is being presented to Council. This Policy was brought before the Policy Committee on September 24<sup>th</sup>, 2019 and has been reviewed by Legal Counsel. The amendments are being made to the policy, to better align with Labour Standards.

#### Alternatives

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#### Recommendation

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Motion to approve Policy HR-29, the Sick Leave Policy, as amended, as per the recommendations of the Policy Committee.

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**Submitted by:** Kyle Attanasio, Director of Corporate Services

# COUNTY OF ST. PAUL NO. 19

*Our Mission - To create desirable rural experiences*



## HR-29 Sick Leave Policy

Department: Human Resources

### POLICY OBJECTIVE:

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

### POLICY STATEMENTS:

#### 1.0 Sick Leave and Family Medical Benefits

- 1.1 Sick and family medical leave allotments will be allocated on January 1<sup>st</sup> of each year and any remaining days at the end of the calendar year cannot be carried forward. **Unused sick leave allotments will not be paid out at the end of the calendar year or on the conclusion of employment with the County.**
- 1.2 Employees must notify their immediate supervisor of any illness or family medical day as soon as possible.
- 1.3 Sick and family medical leave may be taken in thirty (30) minute increments.
- 1.4 Absences, ~~exceeding two (2) consecutive working days and~~ including medical leaves of absence, may require a medical certificate at management's discretion.

#### 2.0 Allocations

- 2.1 Full-time employees shall be provided with twelve (12) flexible days **of sick leave allotment** per year that can be used for sick leave or for family medical care.
- 2.2 Seasonal employees shall be provided with six (6) flexible days **of sick leave allotment** per year that can be used for sick leave or for family medical care. If a seasonal employee works more than six months, they will be provided with one (1) additional sick day for each additional month worked.
- 2.3 Summer students will be provided with four (4) flexible days **of sick leave allotment** per year that can be used for sick leave or family medical care. If a summer student works more than four months, they will be provided with one (1) additional sick day for each additional month worked.

- 2.4 Landfill operators and librarians will be provided with three (3) flexible days of sick leave allotment per year that can be used for sick leave or family medical care.
- 2.5 Part-time employees will be provided with flexible days sick leave allotments based on the prorated number of hours the employee is estimated to work.
- 2.6 Any new hires will be provided with flexible sick leave allotments and family medical days based on the number of months the employee is estimated to work during their first partial year of employment.
- 2.7 Any sick leave is based on an eight (8) hour day for salary and hourly Public Works employees and is based on a seven (7) hour day for administration staff. Any sick related leave for landfill and library employees is based on their normal workday.

### **3.0 Exceptions**

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

Council Approval: September 11, 2007  
Amended: September 14, 2010  
Amended: December 8, 2015  
Amended: October 10, 2017  
Amended: October 8, 2019



## Request for Decision

Council Meeting: October 8, 2019

### 8.8 General and Declared Holidays Policy HR-30

#### Request

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Policy HR-30, the General and Declared Holidays Policy, as amended, is being presented to Council. This Policy was brought before the Policy Committee on September 24<sup>th</sup>, 2019 and has been reviewed by Legal Counsel. The amendments are being made to the policy, to better align with Labour Standards.

#### Alternatives

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#### Recommendation

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Motion to approve Policy HR-30, the General and Declared Holidays Policy, as amended, as per the recommendations of the Policy Committee.

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**Submitted by:** Kyle Attanasio, Director of Corporate Services

# COUNTY OF ST. PAUL NO. 19

*Our Mission - To create desirable rural experiences*



## HR-30 General and Declared Holidays Policy

Department: Human Resources

### POLICY OBJECTIVE:

The County of St. Paul wishes to establish **General and Declared** holiday benefits offered to employees.

### POLICY STATEMENTS:

#### 1.0 Definitions

1.1 The following terms shall be defined as follows:

- (a) “Declared Holiday” means a general holiday designated by the County and includes Easter Monday, Heritage Day, and Boxing Day;
- (b) “Floater Day” means a paid day off from work that is granted by an employer in addition to the paid holidays observed during a calendar year;
- (c) “General Holiday” means a general holiday listed in the *Alberta Employment Standards Code*; and
- (d) “Supervisor” or “Immediate Supervisor” means the managerial or supervisory employee to whom the employee would normally report.

#### 2.0 Statutory **General** and Declared Holidays

2.1 Employee eligibility and compensation for general holidays will be in accordance with the *Alberta Employment Standards Code*, as amended from time to time. When eligible, an employee will receive compensation for general holidays on both General and Declared Holidays. Working on a General or Declared Holiday must be approved by the employee’s Supervisor prior to being worked. ~~Employees shall receive wages for any or Declared holiday in accordance with the Alberta Employment Standards Code as revised from time to time.~~

2.2 The County will observe the following statutory and non-statutory **General and Declared** Holidays for all staff:

- (a) New Year's Day;
- (b) Family Day;
- (c) Good Friday;
- (d) Easter Monday;
- (e) Victoria Day;
- (f) Canada Day;
- (g) Heritage Day;
- (h) Labour Day;
- (i) Thanksgiving Day;
- (j) Remembrance Day;
- (k) Christmas Day; and
- (l) Boxing Day.

2.3 In the event that a ~~statutory~~ **General or Declared** Holiday falls on a normal rest day or days, then the following normal workday or days shall be deemed a ~~statutory~~ **General or Declared** Holiday.

### 3.0 Christmas Break

3.1 The County Office and Public Works Shop shall be closed at Noon on Christmas Eve **through to New Year's Day. Employees will be given the afternoon off with pay for the County Office and Public Works Shop Christmas Eve closure unless this it is has been** provided as a Floater Day, **as determined annually by Council resolution.** ~~If required to work, employees will be given the afternoon off with pay on Christmas Eve.~~

3.2 The County will provide employees with a minimum of four consecutive days off in ~~December~~ **over the Christmas break period** including Christmas Day, Boxing Day, and up to **a maximum of** two Floater Days if required. The exact dates of this period will be determined annually by Council resolution.

**3.3 During this same period identified in section 3.1 of this policy, where an employee desires to take time off in addition to the General or Declared Holidays or Floater Days as identified in section 3.1 of this policy and as determined and approved by Council resolution, an employee must submit a written request to their Immediate Supervisor to take time away from work. The employee may request use of any of the following no later than December 1<sup>st</sup> of each year: vacation time if available to the employee, banked time in lieu of overtime if available to the employee, or time off without pay. Any approval for time off during the time identified in section 3.1 of this policy will be subject to both the availability of time off options to the employee and the operational requirements of the County.**

~~3.3 The County Office and Public Works Shop shall be closed to the public between Christmas Day and New Year's Day. Except for the holidays listed in this Policy, or any Floater Days approved by Council annually, the Office and Shop will remain open for regular work duties during this period.~~



~~3.4 If employees desire more time off, they will be required to use overtime, holidays, or submit a written request to their immediate supervisor to take the time off without pay. Employees will direct their requests for any additional time off to the Chief Administrative Officer or their designee.~~

3.4 Hourly employees shall be paid for any Floater Days **as regular wages for a regular workday** as this time is not included in the ~~vacation~~ **General and Declared Holiday** pay calculated on each pay cheque.

#### **4.0. Banking Time on Holidays**

~~4.1 Management employees who are required to work on a statutory holiday shall be entitled to bank hours at a rate of one hour to one hour.~~

~~4.2 All other employees shall be entitled to pay at time and a half for hours worked on a statutory or Declared holiday. Under no circumstances shall time worked on a statutory or declared holiday be banked.~~

#### **4.0 Floater Days**

- ~~b) On days not deemed as Floater Days, employees will be required to report to work on the remaining days prior to New Year's Day.~~

Council Approval: September 14, 2010  
Amended: March 10, 2015  
Amended: November 8, 2016  
Amended: December 19, 2017  
Amended: December 11, 2018  
Amended: October 8, 2019



## Request for Decision

Council Meeting: October 8, 2019

### 8.9 Vacation Policy HR-33

#### Request

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Policy HR-33, the Vacation Policy, as amended, is being presented to Council. This Policy was brought before the Policy Committee on September 24<sup>th</sup>, 2019 and has been reviewed by Legal Counsel. The amendments are being made to the policy, to better align with Labour Standards.

#### Alternatives

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#### Recommendation

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Motion to approve Policy HR-33, the Vacation Policy, as amended, as per the recommendations of the Policy Committee.

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**Submitted by:** Kyle Attanasio, Director of Corporate Services

# COUNTY OF ST. PAUL NO. 19

*Our Mission - To create desirable rural experiences*



## HR-33 Vacation Policy

Department: Human Resources

### POLICY OBJECTIVE:

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

### POLICY STATEMENTS:

#### 1.0 Definitions

1.1 The following terms shall be defined as follows:

- (a) “**Supervisor**” means the managerial or supervisory employee to whom the employee would normally report.

#### 2.0 Vacation Allotments

2.1 For all non-supervisory ~~full-time~~ staff, employees shall be eligible for vacation benefits as follows:

Within 1 <sup>st</sup> year of service	10 Work Days	4.0%
Within 2-5 years of service	15 Work Days	6.0%
Within 6-14 years of service	20 Work Days	8.0%
Within 15-24 years of service	25 Work Days	10.0%
Within 25+ years of service	30 Work Days	12.0%

2.2 For all ~~senior management~~ **supervisory** staff, employees shall be eligible for vacation benefits as follows:

Within 1 <sup>st</sup> year of service	15 Work Days	6.0%
Within 2-5 years of service	20 Work Days	8.0%
Within 6-14 years of service	25 Work Days	10.0%
Within 15-19 years of service	30 Work Days	12.0%
Within 20+ years of service	35 Work Days	14.0%

2.3 During the first year of employment, an employee's vacation allotment shall be prorated beginning on their start date **based on the number of days remaining in the vacation year**. ~~and can only be used at the Chief Administrative Officer or their designee's discretion.~~

2.4 The vacation year is from January 1<sup>st</sup> to December 31<sup>st</sup>.

### 3.0 Vacation Use

3.1 All **requested** periods of vacation must be approved by the **employee's Supervisor** prior to an employee accessing their vacation allotment. The approved vacation allotment must be submitted to payroll each pay period for processing. ~~Chief Administrative Officer or their designee and filed with a payroll representative.~~

3.2 Vacation may be taken at any time during the calendar year by mutual agreement between the employee and **their Supervisor** administration. However, all vacation scheduling must be arranged to suit the work schedules of the County. **If the Supervisor and the employee are unable to agree on a mutually satisfactory date to start the employee's vacation, the County, as represented by the employee's Supervisor, will give the employee at least 2 weeks' written notice of the date on which the employee's vacation is to start, and the employee must take the vacation at that time.**

3.3 Vacation should be completed in the calendar year in which the employees become entitled to them. Employees wishing to carry-over vacation to the following vacation year must request in writing to their immediate **Supervisor** by December 1<sup>st</sup> of each year. **Requested carry-over of vacation must be approved by the employee's immediate Supervisor. The County reserves the right in its absolute discretion to deny an employee's request to carry-over vacation to the following vacation year.**

3.4 ~~Requested carry-over vacation must be approved by the Chief Administrative Officer of their designee and~~ **Any vacation that is approved under section 3.3 of this policy to be carried-over** must be used by March 31 of the following year. If an employee is unable to use their **carried-over** vacation allotment by March 31, they must submit a request in writing to their **Supervisor** ~~Chief Administrative Officer or their designee~~ outlining their reasons. The **Chief Administrative Officer** ~~CAO or designee~~ will **then** decide **if the vacation allotment will be carried over or paid out.**~~based on this request.~~

3.5 Vacation can be taken, at a minimum, in thirty (30) minute increments.

3.6 Requests for vacation periods **in excess of one (1) week** must be submitted to the **employee's Supervisor** ~~Chief Administrative Officer or their designee~~ at least one (1) month ~~ahead~~. **prior to the requested vacation starting. Requests for vacation periods less than one (1) week must be submitted to the employee's Supervisor at least one (1) day prior to the requested vacation starting. When a period of less than one week is to be taken, one (1) day of notice is required.**

3.7 Hourly employees will be paid vacation pay on every cheque as per the Alberta *Employment Standards Code*. **Corresponding vacation days will be taken without**

pay as the employee will have received the vacation pay, and with the prior approval of the employee's Supervisor.

### **3.0 Vacation Pay**

3.1 ~~Vacation pay for hourly employees shall be paid as follows:~~

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

~~Within 1<sup>st</sup> year 9.60%~~

~~Within 2-5 years 10.60%~~

~~Within 6-14 years 12.60%~~

~~Within 15-24 years 14.60%~~

~~Within 25+ years 16.60%~~

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

~~Within 1<sup>st</sup> year 4.00%~~

~~Within 2-5 years 6.00%~~

~~Within 6-14 years 8.00%~~

~~Within 15-24 years 10.0%~~

~~Within 25+ years 12.0%~~

3.8 If an employee changes from an hourly position to a salary position, their years of service will be considered in establishing their vacation time.

### **4.0 Unique Circumstances**

4.1 An employee who becomes ill, is hospitalized, or confined to their residence under a physician's direction, or a combination thereof, during a vacation leave, ~~for a period of at least three (3) consecutive days, may request in writing to their Supervisor the Chief Administrative Officer or their designee to have this time converted from vacation time to sick time or other form of leave that may be applicable in the circumstances. Applications should include all necessary documentation, medical certificates, and details to support the conversion request.~~

4.2 Employees retiring or terminating the employment relationship in the middle of the calendar year will be entitled to a prorated amount of vacation time consistent with the amount of the calendar year worked and based on their years of service.

4.3 In the event that an employee retires or terminates the employment relationship in the middle of the calendar year, but has already used vacation time that exceeds the prorated amount they would be allotted under this Policy, the County ~~may~~ **shall** be ~~entitled to deduct the difference between the amount of vacation the employee actually used and the prorated amount that the employee was entitled to under this Policy from the employee's final pay cheque.~~

4.4 In accordance with section 44 of the *Employment Standards Code*, which may be amended from time to time, when an employee is absent from work, the County may reduce the employee's vacation and vacation pay in proportion to the number of days the employee was or would normally have been scheduled to work, but did not.

~~4.4 Should an employee take a leave of absence in excess of forty-five calendar days, vacation accrual will be frozen until the employee returns to work.~~

~~15. In the event where an employee does not have enough vacation time as a result of commencing their employment after September 1, a request may be submitted to the Chief Administrative Officer requesting additional time off. Any additional time off beyond their accrued vacation will be unpaid and may not exceed five additional working days.~~

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

~~21. Under exceptional circumstances such as when an employee is engaged in volunteer activities in the community or when banked hours and vacation time have been exhausted, the Chief Administrative Officer or their designee may approve, for a defined period of time, a plan for an employee to make up time.~~

Council Approval: September 14, 2010  
Amended: October 11, 2016  
Amended: October 10, 2017  
Amended: October 8, 2019



## Request for Decision

Council Meeting: October 8, 2019

### 8.10 County Library Board Member at Large

#### Request

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Administration advertised for a Library Board member-at-large to replace Lorna Connor, who stepped down from her position on the board. The appointment will be for a one-year term to align with the other board members appointed to the board.

Administration has received the following applications to serve as a member-at-large on the board:

- Calvin Leckie – Division 3
- Carmel Michaud – Division 5
- Sharon Quinney – Division 5

The current Library Board members-at-large are residents of Division 2 and 3. Councillor Amyotte and Councillor Fodness sit on this Board.

#### Alternatives

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#### Recommendation

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Council to appoint a member at large for the County of St. Paul Library Board for a one-year term.

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**Submitted by:** Phyllis Corbiere, Executive Assistant



September 19, 2019

County of St. Paul

I would like to take this opportunity to express my interest in becoming a member-at-large on the County Library Board.

I have over twenty-five years experience as an educator, from grade one to college level. As well, I have been involved in education administration, as a school vice-principal, principal and as a coordinator for Portage College. I have sat on several boards and am currently a member of appeal panels for Alberta Community and Social Services. I have a Bachelors Degree in Education and a Masters Degree in Integrated Studies. My Masters Degree included courses on Community Development and Program Planning which would be applicable to the position on the Library Board.

I have been a regular user of the St. Paul Municipal Library for many years and understand its importance in the community. I also understand the importance of the other community libraries in the County. My work in the education system and on boards have helped hone my communication skills and ability to work with groups like the Library Board.

I am certain that I would be an asset to the County Library Board. Thank you for your consideration of my application.

Calvin Leckie

County of St. Paul

Att Phyllis Corbiere

Hello

I am interested in serving on the County of St.Paul Library board. I live close to Mallaig and my children went to school there. I previously served on the library board when my children were still in school. I enjoy reading and I think the library is an important asset to Mallaig and Ashmont. It serves all ages and it gives people access to information that they may not otherwise be able to get.

It is important that we continue to have services like the library in our smaller towns and distant communities. I thank you in advance for considering me for the position.

Sincerely

Carmel Michaud

One of the main reasons I am interested in serving on the library board is I would like to be more involved in the community.

I am a stay at home mom with three children. My oldest son attends Ashmont secondary and my younger two enjoy attending programs at the library.\

Before my younger two were born I owned and operated my own business for ten years and before that helped with my family's business.

I have an easygoing personality and get along with pretty much everyone. I look forward to hearing from you.

Shannon Quinney



## Request for Decision

Council Meeting: October 8, 2019

### 8.11 Alberta Recreation and Parks Association Conference, Oct. 25 & 26

#### Request

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The 2019 ARPA Conference and Energize Workshop, Growing Recreation Together, will be held October 25 & 26, 2019 in Lake Louise. Registration for the Conference is \$695.

The conference agenda can be viewed at -

[https://s3.amazonaws.com/s3.arpaonline.ca/2019+Conference/Conference\\_Program\\_2019\\_Web.pdf](https://s3.amazonaws.com/s3.arpaonline.ca/2019+Conference/Conference_Program_2019_Web.pdf).

#### Alternatives

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#### Recommendation

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Administration is recommending approving Councillor Hedrick and Councillor Wirsta to attend the 2019 ARPA Conference in Lake Louise on October 25 & 26, 2019.

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**Submitted by:** Phyllis Corbiere, Executive Assistant



## Request for Decision

Council Meeting: October 8, 2019

### 8.12 Canola Discovery Forum 2019

#### Request

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Keith Kornelson has been invited by the Canola Council to speak at the 2019 Canola Discovery Forum which runs from November 13 to 15 in Winnipeg. Keith will be sharing the County's experience.

#### Alternatives

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#### Recommendation

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Administration is recommending approving Keith Kornelson to attend the 2019 Canola Discovery Forum on November 13 to 15, 2019 in Winnipeg.

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**Submitted by:** Phyllis Corbiere, Executive Assistant



## Request for Decision

Council Meeting: October 8, 2019

### 8.13 FCSSAA Conference–Resilient People Strong Communities, Nov. 17-19

#### Request

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The 2019 FCSSAA Conference, Resilient People Strong Communities will be held November 27 – 29, 2019 in Edmonton. Registration for the Conference is \$425.

The conference agenda can be viewed at - <http://fcssaa.org/wp-content/uploads/2019/07/Save-the-Date-2019.pdf>

#### Alternatives

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#### Recommendation

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Administration is recommending approving Councillor Fodness and Councillor Younghans to attend the 2019 FCSSAA Conference from November 27-29, 2019 in Edmonton.

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**Submitted by:** Phyllis Corbiere, Executive Assistant



## Request for Decision

Council Meeting: October 8, 2019

### 8.14 St. Paul Fire Department 75<sup>th</sup> Anniversary Spring Ball

#### Request

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The St. Paul Fire Department will be holding their 75<sup>th</sup> Anniversary Spring Ball on April 18, 2020. Tickets go on sale November 1. They are \$65 each or a table of 8 for \$450.

The Fire Department is also requesting a Council representative to say a few words.

#### Alternatives

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#### Recommendation

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Administration is recommending that the County support the St. Paul Fire Department by purchasing a table of 8 at a cost of \$450 for the 75<sup>th</sup> Anniversary Spring Ball.

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**Submitted by:** Phyllis Corbiere, Executive Assistant



September 18, 2019

Reeve Steve Upham & Council of the County of St. Paul

Back in 1945, two men promoted the organization and charter of the St. Paul Fire Department. Mac Mailloux and George Julian gathered with a group of veterans and local residents to supply fire protection in the Town of St. Paul. By doing this, it would allow the businesses of St. Paul to obtain insurance.

Today, the only thing that has really changed since then is the equipment and technological advancements the fire service has experienced. What has not changed is the dedication of the men and women who make up this great Fire Department.

Please consider this as your official invitation to our 75<sup>th</sup> Anniversary Spring Ball, on Saturday April 18, 2020. Further, we would be pleased if you would make yourself available to address the 300 guests, many of whom will be passed members of the Fire Department, along with current serving members and counterparts from neighboring jurisdictions and departments.

Tickets go on sale on November 1, 2019. Individual tickets are \$65 each, or a table of 8 is \$450. If you have any questions, please don't hesitate to reach out. See you in 2020!



Trevor Kotowich  
Director of Protective Services/Fire Chief

5101 – 50 Street  
Phone: (780)645-4100

Box 1480  
Email: [tkotowich@town.stpaul.ab.ca](mailto:tkotowich@town.stpaul.ab.ca)

St. Paul, Alberta T0A 3A0  
Fax: (780)645-2942



## Request for Decision

Council Meeting: October 8, 2019

### 8.15 St. Paul Ag Society - Request for Gravel

#### Request

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Administration received a request from the St. Paul Ag Society for 10 yards of gravel to repair a low spot in the back of the Ag Barn. The County has gravel in Roman Fodchuk's yard. The Town of St. Paul has agreed to haul it and spread it for the Ag Society.

#### Alternatives

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#### Recommendation

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Administration is recommending approving a donation of 10 yards of gravel for the St. Paul Ag Society to repair a low spot in the back of the Ag Barn.

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**Submitted by:** Phyllis Corbiere, Executive Assistant