

# County of St. Paul No 19 Council Meeting AGENDA

## Tuesday, January 14, 2020 10:00 AM

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1.	Call to Order			
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3.	Bank Reconciliation			
4.	Additions to Agenda and Acceptance of Agenda			
5.	Closed Session			
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		CAO Report to be presented at the meeting.		
11.	Upcoming Meetings			
	11.1	Jan. 21 - 24 - ASB Conference		
	11.2	Feb. 7 - RMRF Law Seminar		
	11.3	Feb. 13 - Brownlee LLP Law Seminar		
12.	Finan	inancial		

## 12.1 Budget to Actual

## 12.2 Listing of Accounts Payable

A listing of Accounts Payable will be circulated for Council's reveiw.

## 12.3 Council Fees - None

## 13. Adjournment



#### County of St. Paul No 19

#### **Council Meeting**

#### **Minutes**

## Tuesday, December 10, 2019 10:00 AM Council Room

Present Reeve Steve Upham

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

Staff Present Sheila Kitz, CAO

Tim Mahdiuk, Director of Community Services Kyle Attanasio, Director of Corporate Services

Daniel Reid, Director of Public Works Phyllis Corbiere, Executive Assistant

Arlene Shwetz, Communications Coordinator

Others Present Claire Gauvreau, St. Paul Journal

#### 1. Call to Order

The regular meeting of the Council of the County of St. Paul No. 19 was called to order by Reeve Steve Upham at 10:09 a.m.

#### 2. Minutes

#### Resolution CM20191210.1001

Moved By: Councillor Laurent Amyotte

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

#### 3. Bank Reconciliation

#### Resolution CM20191210.1002

Moved By: Councillor Maxine Fodness

to adopt the Bank Reconciliation for the month ending November 30, 2019.

**Carried** 

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

#### Resolution CM20191210.1003

Moved By: Councillor Cliff Martin

to adopt the agenda for the Regular Meeting of Council for December 10, 2019 with the following amendments -

Remove Item 7.4 - St. Paul BMX Skate Park

Add - 8.35 - Ashmont Well Loan Repayment

Carried

#### 5. Closed Session

#### 5.1 Closed Session

#### Resolution CM20191210.1004

Moved By: Councillor Cliff Martin

that pursuant to Section 197(2) of the MGA, County Council move into closed session and close the meeting to the public as per Sections 17, 21 and 27, Division 2, Part 1 of the FOIP Act.

Carried

Claire Gauvreau, St. Paul Journal and Arlene Shwetz, Communications Coordinator left the Council Room at 10:12 a.m.

Staff Tim Mahdiuk, Daniel Reid, Kyle Attanasio and Phyllis Corbiere left the Council Room at 10:25 a.m.

CAO Sheila Kitz remained during the closed session to provide info to Council as required.

#### Resolution CM20191210.1005

Moved By: Councillor Darrell Younghans

to revert to an open meeting at 10:44 am

Staff Tim Mahdiuk, Daniel Reid, Kyle Attanasio, Phyllis Corbiere, Arlene Shwetz and Claire Gauvreau, St. Paul Journal entered the Council Room at 10:45 a.m.

#### Resolution CM20191210.1006

Moved By: Councillor Laurent Amyotte

to cancel the outstanding back taxes and penalties in the amount of \$488.54 from 2015 and 2016 on Roll 9702516, as per section 347 of the MGA.

Carried

#### 6. Business Arising from Minutes

#### 6.1 CNRL Request for Decrease in Property Taxes

#### Resolution CM20191210.1007

Moved By: Councillor Darrell Younghans

to deny the request from the CNRL delegation at the September 10, 2019 Council Meeting for a 30% reduction in their 2020 property taxes.

Carried

#### 6.2 Lot A, Block 2, Plan 527MC, Vincent Lake

#### Resolution CM20191210.1008

Moved By: Councillor Dale Hedrick

to table a decision on the request from the owner of Lot A, Block 2, Plan 527MC to purchase additional land north of their property, pending more information.

Carried

#### 6.3 Town of St. Paul Recreation Board Member at Large

#### Resolution CM20191210.1009

Moved By: Councillor Dale Hedrick

to rescind motion CM20191112.1046 appointing Danny Weinmeier as a member at large on the Town of St. Paul Recreation Board, for the remainder of the four-year term.

Moved By: Councillor Maxine Fodness

to appoint Andre Chamberland as the member at large on the Town of St. Paul Recreation Board for the remainder of the four-year term, until 2021.

Carried

#### 8. New Business

#### 8.1 2020 Municipal Interim Budget

#### Resolution CM20191210.1011

Moved By: Councillor Maxine Fodness

to approve the interim budget for 2020, as per section 242(2) of the MGA:

•	Operating and Capital Revenues	\$	34,570,653
•	Debenture & Funding from Restricted Surplus	\$	6,667,466
•	Operations Expenditures	\$ 2	28,043,438
•	Replacement Reserves	\$	256,000
•	Debenture Repayment	\$	801,324
•	Capital Expenditures	\$ 1	12,105,878
•	Surplus	\$	31,479

Carried

## 7. Delegation

## 7.1 11:00 am - Public Hearing - Bylaw 2019-26, Amend Municipal Development Plan

Reeve Upham declared the Public Hearing open at 11:01 a.m.

Krystle Fedoretz, Director of Planning and Development, informed Council that the Public Hearing was advertised in accordance with section 606 of the MGA.

She then informed Council that the purpose of the Public Hearing scheduled for 11:00 am is to discuss Bylaw 2019-26, as it relates to amending Section 2.2 of Municipal Development Plan 2013-51 to include a notwithstanding clause to permit one parcel not exceeding 50.08 acres

in Lot 1, Block 1, Plan 1922940 (contained within NE 34-58-10-W4) for residential purposes.

There were no written submissions in favor of or in opposition to the proposed bylaw.

There was no one present to speak in favor of or in opposition to the proposed bylaw.

Reeve Upham declared the Public Hearing closed at 11:02 a.m.

#### Resolution CM20191210.1012

Moved By: Councillor Cliff Martin

to give second reading to Bylaw 2019-26.

Carried

#### Resolution CM20191210.1013

Moved By: Councillor Kevin Wirsta

to give third reading to Bylaw 2019-26.

Carried

#### 8. New Business

#### 8.2 2020 County Library Board Budget

#### Resolution CM20191210.1014

Moved By: Councillor Kevin Wirsta

to approve the County of St. Paul Library Board's request for funding in the amount of \$133,954.82 for 2020.

Carried

#### 8.3 Northern Lights Library Board Request for Funding Increase

#### Resolution CM20191210.1015

Moved By: Councillor Laurent Amyotte

to approve the request from the Northern Lights Library System for a 1.5% levy increase to \$5.23 per capita.

Defeated

#### 8.4 Elk Point Economic Development Committee Request

#### Resolution CM20191210.1016

Moved By: Councillor Cliff Martin

to table the request from the Elk Point Economic Development Committee for a funding contribution until Council meets with the Town of Elk Point.

Carried

#### Resolution CM20191210.1017

Moved By: Councillor Maxine Fodness

to appoint Councillor Wirsta to the Elk Point Economic Development Committee for the 2020 year.

Carried

#### 7. Delegation

#### 7.2 11:15 am - Public Hearing - Bylaw 2019-27, Amend Land Use Bylaw

Reeve Upham declared the Public Hearing open at 11:20 a.m.

Krystle Fedoretz, Director of Planning and Development, informed Council that the Public Hearing has been advertised in accordance with section 606 of the MGA.

She then informed Council that the purpose of the Public Hearing is to discuss Bylaw 2019-27, as it relates to amending Section 7.32(1), 7.32(5) and 8.2(c) of Land Use Bylaw 2013-50 to include a notwithstanding clause to permit one country residential parcel with an area not exceeding 50.08 acres in size to be created on Lot 1, Block 1, Plan 1922940 (contained within NE 34-58-10-W4).

There were no written submissions in favor of or in opposition to the proposed bylaw.

There was no one present to speak in favor of or in opposition to the proposed bylaw.

Reeve Upham declared the Public Hearing closed at 11:21 a.m.

#### Resolution CM20191210.1018

Moved By: Councillor Maxine Fodness

to give second reading to Bylaw 2019-27.

Moved By: Councillor Kevin Wirsta

to give third reading to Bylaw 2019-27.

Carried

#### 8. New Business

#### 8.5 Reserves for Riverview Sewer

#### Resolution CM20191210.1020

Moved By: Councillor Darrell Younghans

to transfer \$125,000 to replace the sewer lines in Riverview with private sewage holding tanks from the 2019 budget into Future Operating Reserves.

Carried

#### 8.6 Elk Point Recreation Grant Funding

#### Resolution CM20191210.1021

Moved By: Councillor Cliff Martin

to allocate the balance of the Elk Point Recreation Grants funding as follows:

- \$15,000 Elk Point Curling Club
- \$30,000 AG Ross Arena
- \$ 7,800 CG Baker Arena

Carried

#### Resolution CM20191210.1022

Moved By: Councillor Darrell Younghans

to allocate \$5,000 from the Elk Point Recreation Grant Funding Account into reserve for future expenditures.

#### 8.7 2019 MSI Allocation for Recreational Facilities Grants

#### **Resolution CM20191210.10**

Moved By: Councillor Maxine Fodness

to approve the allocation of the 2019 Recreational Facilities Grant as follows:

- \$2,400 Ashmont Legion
- \$2,400 Ashmont Seniors Club
- \$4,600 Boscombe Community Hall
- \$2,400 Camp Whitney Society
- \$2,400 Cork Hall Association
- \$2,400 Ferguson Flats Association
- \$2,400 Frog Lake Community Club
- \$2,400 Haying in the 30's
- \$4,600 Heinsburg Community Club
- \$1,500 Lac Sante Family Rec. Society
- \$2,400 Mallaig & District Museum
- \$4,600 Mallaig & District Seniors
- \$2,400 Mallaig Chamber of Commerce
- \$4,600 Mallaig Legion
- \$2,400 McRae Recreation Centre
- \$ 730 Riverview Seniors
- \$2,400 St. Lina Senior Dew Drop Inn Club
- \$2,400 St. Vincent Recreation Centre
- \$2,400 Sugden Community Centre

#### Ag Societies

- \$ 4,000 Ashmont Ag Society
- \$12,500 Elk Point Ag Society A.G. Ross Arena
- \$ 3,000 Elk Point Ag Society Livestock Div.
- \$ 4,500 Lac Bellevue Rec. & Ag. Society
- \$14,500 Mallaig & District Ag Society
- \$ 3,000 St. Lina Ag Society
- \$10,000 St. Paul and District Ag Society
- \$ 7,300 Stoney Lake Community Association

#### 7. Delegation

#### 7.3 11:30 am - Brenda Rosychuk, MS Society

Brenda Rosychuk, on behalf of the MS Society, entered the Council Room at 11:30 a.m. to discuss the Annual Lakeland Jayman Built MS Walk, which is the primary fundraising event of the year for the Lakeland MS Region. Ms. Rosychuk informed Council that their group is continually working to get more people involved and increase the amount of money raised. She requested that Council consider being a sponsor for their fundraising event.

Following her presentation, Brenda Rosychuk left the Council Room at 11:39 am4

#### Resolution CM20191210.1024

Moved By: Councillor Darrell Younghans

to approve a \$1,000 donation for the Annual Lakeland Jayman Built MS Walk to be held in May 2020.

Carried

#### 8. New Business

#### 8.8 FCM Rural Alberta Reception Proposal

#### Resolution CM20191210.1025

Moved By: Councillor Darrell Younghans

to deny the request for funding for a reception focused on highlighting the Alberta economy during the 2020 FCM Convention in Toronto.

Carried

#### 8.9 Bylaw 2019-25 - County of Vermilion River - County of St. Paul ICF

#### Resolution CM20191210.1026

Moved By: Councillor Cliff Martin

to give first reading to Bylaw 2019-25, County of Vermilion River - County of St. Paul Intermunicipal Collaboration Framework.

Moved By: Councillor Maxine Fodness

to give second reading to Bylaw 2019-25.

Carried

#### Resolution CM20191210.1028

Moved By: Councillor Darrell Younghans

to present Bylaw 2019-25 for third reading.

**Carried Unanimously** 

#### Resolution CM20191210.1029

Moved By: Councillor Kevin Wirsta

to give third reading to Bylaw 2019-25.

Carried

#### 8.10 Board Member for ICF Committee with County of Vermilion River

#### Resolution CM20191210.1030

Moved By: Councillor Laurent Amyotte

to appoint Councillor Darrell Younghans and CAO Sheila Kitz to the ICF Committee with the County of Vermilion River.

Carried

#### 8.11 Bylaw 2019-29 - Town of St. Paul - County of St. Paul ICF

#### Resolution CM20191210.1031

Moved By: Councillor Maxine Fodness

to give first reading to Bylaw 2019-29, the Town of St. Paul - County of St. Paul No. 19 Intermunicipal Collaboration Framework.

Carried

#### Resolution CM20191210.1032

Moved By: Councillor Cliff Martin

to give second reading to Bylaw 2019-29.

Moved By: Councillor Dale Hedrick

to present Bylaw 2019-29 for third reading.

**Carried Unanimously** 

#### Resolution CM20191210.1034

Moved By: Councillor Laurent Amyotte

to give third reading to Bylaw 2019-29.

Carried

#### 8.12 Bylaw 2019-30 - Town of Elk Point - County of St. Paul ICF

#### Resolution CM20191210.1035

Moved By: Councillor Darrell Younghans

to give first reading to Bylaw 2019-30, the Town of Elk Point - County of St. Paul No. 19 Intermunicipal Collaboration Framework.

Carried

#### Resolution CM20191210.1036

Moved By: Councillor Kevin Wirsta

to give second reading to Bylaw 2019-30.

Carried

#### Resolution CM20191210.1037

Moved By: Councillor Cliff Martin

to present Bylaw 2019-30 for third reading.

**Carried Unanimously** 

#### Resolution CM20191210.1038

Moved By: Councillor Maxine Fodness

to give third reading to Bylaw 2019-30.

## 8.13 Bylaw 2019-31 - Summer Village of Horseshoe Bay - County of St. Paul ICF

#### Resolution CM20191210.1039

Moved By: Councillor Dale Hedrick

to give first reading to Bylaw 2019-31, the Summer Village of Horseshoe Bay - County of St. Paul No. 19 Intermunicipal Collaboration Framework.

Carried

#### Resolution CM20191210.1040

Moved By: Councillor Laurent Amyotte

to give second reading to Bylaw 2019-31.

Carried

#### Resolution CM20191210.1041

Moved By: Councillor Darrell Younghans

to present Bylaw 2019-31 for third reading.

**Carried Unanimously** 

#### Resolution CM20191210.1042

Moved By: Councillor Kevin Wirsta

to give third reading to Bylaw 2019-31.

Carried

#### 8.14 Board Members for Urban ICF Committees

#### Resolution CM20191210.1043

Moved By: Councillor Maxine Fodness

to appoint Councillor Laurent Amyotte, Councillor Dale Hedrick and CAO Sheila Kitz to the ICF Committee with the Summer Village of Horseshoe Bay.

Carried

#### Resolution CM20191210.1044

Moved By: Councillor Cliff Martin

to appoint Councillor Kevin Wirsta, Councillor Darrell Younghans and CAO Sheila Kitz to the ICF Committee with the Town of Elk Point.

Moved By: Councillor Darrell Younghans

to appoint Councillor Maxine Fodness, Councillor Cliff Martin and CAO Sheila Kitz to the ICF Committee with the Town of St. Paul.

Carried

#### 8.15 Bylaw 2019-32 - Borrowing Bylaw - Master Card Account

#### Resolution CM20191210.1046

Moved By: Councillor Dale Hedrick

to give first reading to Bylaw 2019-32, Master Card Borrowing Bylaw.

Carried

#### Resolution CM20191210.1047

Moved By: Councillor Laurent Amyotte

to give second reading to Bylaw 2019-32.

Carried

#### Resolution CM20191210.1048

Moved By: Councillor Darrell Younghans

to present Bylaw 2019-32 for third reading.

**Carried Unanimously** 

#### Resolution CM20191210.1049

Moved By: Councillor Kevin Wirsta

to give third reading to Bylaw 2019-32.

Carried

#### 8.16 County Credit Cards

#### Resolution CM20191210.1050

Moved By: Councillor Cliff Martin

to approve Phyllis Corbiere, Janice Fodchuk, Paul Perrier and DD Skawronski for a County Credit Card for the 2020 calendar year, as per Policy ADM-77.

Carried

#### 8.17 Bylaw 2019-34 - Loan Guarantee for Elk Point Regional Allied Arts

#### Resolution CM20191210.1051

Moved By: Councillor Maxine Fodness

to give first reading to Bylaw 2019-34, Elk Point Regional Allied Arts Loan Guarantee for the financial year commencing January 1, 2020.

Carried

#### Resolution CM20191210.1052

Moved By: Councillor Dale Hedrick

to give second reading to Bylaw 2019-34.

**Carried** 

#### Resolution CM20191210.1053

Moved By: Councillor Laurent Amyotte

to present Bylaw 2019-34 for third reading.

**Carried Unanimously** 

#### Resolution CM20191210.1054

Moved By: Councillor Darrell Younghans

to give third reading to Bylaw 2019-34.

Carried

#### 8.18 Bylaw 2019-33 - Borrowing Bylaw - Current Expenditures

#### Resolution CM20191210.1055

Moved By: Councillor Laurent Amyotte

to give first reading to Bylaw 2019-33, Borrowing Bylaw for Current Expenditures.

Moved By: Councillor Darrell Younghans

to give second reading to Bylaw 2019-33.

Carried

#### Resolution CM20191210.1057

Moved By: Councillor Kevin Wirsta

to present Bylaw 2019-33 for third reading.

**Carried Unanimously** 

#### Resolution CM20191210.1058

Moved By: Councillor Cliff Martin

to give third reading to Bylaw 2019-33.

**Carried Unanimously** 

#### 8.19 Bylaw 2019-35 - Fee Schedule Bylaw

#### Resolution CM20191210.1059

Moved By: Councillor Cliff Martin

to give first reading to Bylaw 2019-35, Fee Schedule Bylaw.

Carried

#### Resolution CM20191210.1060

Moved By: Councillor Maxine Fodness

to give second reading to Bylaw 2019-35.

Carried

#### Resolution CM20191210.1061

Moved By: Councillor Dale Hedrick

to present Bylaw 2019-35 for third reading.

**Carried Unanimously** 

Moved By: Councillor Laurent Amyotte

to give third reading to Bylaw 2019-35.

Carried

The meeting adjourned for lunch at 12:00 pm and reconvened at 1:15 pm with all members of Council present.

#### 8.20 Bylaw 2019-36 - Penalties Bylaw

#### Resolution CM20191210.1063

Moved By: Councillor Darrell Younghans

to give first reading to Penalties Bylaw 2019-36.

**Carried** 

#### Resolution CM20191210.1064

Moved By: Councillor Kevin Wirsta

to give second reading to Bylaw 2019-36.

Carried

#### Resolution CM20191210.1065

Moved By: Councillor Cliff Martin

to present Bylaw 2019-36 for third reading.

Carried Unanimously

#### Resolution CM20191210.1066

Moved By: Councillor Maxine Fodness

to give third reading to Bylaw 2019-36.

Carried

#### 8.21 Bylaw 2019-37 - Utilities Bylaw

#### Resolution CM20191210.1067

Moved By: Councillor Dale Hedrick

to give first reading to Utilities Bylaw 2019-37.

Moved By: Councillor Laurent Amyotte

to give second reading to Bylaw 2019-37.

Carried

#### Resolution CM20191210.1069

Moved By: Councillor Darrell Younghans

to present Bylaw 2019-37 for third reading.

**Carried Unanimously** 

#### Resolution CM20191210.1070

Moved By: Councillor Kevin Wirsta

to give third reading to Bylaw 2019-37.

Carried

## 8.22 Bylaw 2019-28 - Non-Profit Community Organizations Tax Exemption Bylaw

#### Resolution CM20191210.1071

Moved By: Councillor Cliff Martin

to give first reading to Bylaw 2019-28, Non-Profit Community Organizations Tax Exemption Bylaw

Carried

#### Resolution CM20191210.1072

Moved By: Councillor Maxine Fodness

to give second reading to Bylaw 2019-28.

Carried

#### Resolution CM20191210.1073

Moved By: Councillor Dale Hedrick

to present Bylaw 2019-28 for third reading.

**Carried Unanimously** 

Moved By: Councillor Laurent Amyotte

to give third reading to Bylaw 2019-28.

Carried

#### 8.23 ADM-13 Driving and Vehicle Use Policy

#### Resolution CM20191210.1075

Moved By: Councillor Cliff Martin

to approve Driving and Vehicle Use Policy ADM-13, as per the recommendations of the Policy Committee, effective January 1, 2020.

Carried

#### 8.24 HR-27 Hiring Policy

#### Resolution CM20191210.1076

Moved By: Councillor Darrell Younghans

to approve Hiring Policy HR-27, as per the recommendations of the Policy Committee.

Carried

#### 8.25 SAF-38 Safety Training Policy

#### Resolution CM20191210.1077

Moved By: Councillor Maxine Fodness

to approve Safety Training Policy SAF-38, as recommended by the Policy Committee.

**Carried** 

#### 8.26 PW-55 Driveway Snow Removal Policy

#### Resolution CM20191210.1078

Moved By: Councillor Dale Hedrick

to approve Policy PW-55, Driveway Snow Removal Policy as per the recommendations of the Policy Committee.

#### 8.27 ADM-80 Street Lighting Request Policy

#### Resolution CM20191210.1079

Moved By: Councillor Laurent Amyotte

to approve Street Lighting Request Policy ADM-80 as recommended by the Policy Committee.

Carried

#### 8.28 Appendixes for 2020 Public Works Strategic Plan

#### Resolution CM20191210.1080

Moved By: Councillor Kevin Wirsta

to approve the Equipment List and Scopes Appendixes for the 2020 Public Works Strategic Plan.

Carried

#### 8.29 Signing Authority

#### Resolution CM20191210.1081

Moved By: Councillor Cliff Martin

file for information.

Carried

#### 8.30 Economic Developers Conference - April 1-3, 2020

#### Resolution CM20191210.1082

Moved By: Councillor Dale Hedrick

to approve Reeve Upham and Councillor Laurent Amyotte to attend the Economic Developers Alberta Conference to be held April 1 to 3, 2020 in Kananaskis.

Carried

#### 8.31 Saddle Lake Cree Nation Request for Letter of Support

#### Resolution CM20191210.1083

Moved By: Councillor Darrell Younghans

to deny the request for a letter to Saddle Lake Cree Nation in support of their application for emergency funding from the Government of Canada.

#### 8.32 Whitney Lake Lagoon

#### Resolution CM20191210.1084

Moved By: Councillor Dale Hedrick

to reopen the Whitney Lake Lagoon to haulers effective January 1, 2020, providing they monitor their loads for chlorides.

Carried

## 8.33 Canada Post Licence of Occupation for Heinsburg Community Mailboxes

#### Resolution CM20191210.1085

Moved By: Councillor Darrell Younghans

to enter into a Licence of Occupation with Canada Post as amended, to ensure the provision of mail delivery services for Heinsburg and the surrounding area.

Carried

#### 8.34 Tradeshows in Sherwood Park and Fort McMurray

#### Resolution CM20191210.1086

Moved By: Councillor Maxine Fodness

to partner with the Town of St. Paul for the Great Canadian Trade Fair and Sale in Sherwood Park on April 17-19, 2020 and the Fort McMurray Spring Tradeshow on April 24-26, 2020 and that Councillor Dale Hedrick man the booths on behalf of the County.

Carried

#### 8.35 Ashmont Well Loan Repayment

#### Resolution CM20191210.1087

Moved By: Councillor Dale Hedrick

to pay out Loan 310055 through Alberta Capital Finance Authority in the amount of \$97,835.17 plus penalty for the Ashmont Wells from the Reserve for Debt Reduction, and further that any proceeds from the sale of the land will be transferred to Reserve for Debt Reduction.

#### 9. Correspondence

#### 9.1 Frog Lake Cemetery

#### Resolution CM20191210.1088

Moved By: Councillor Cliff Martin

to file the letter from the Frog Lake Cemetery Company thanking Council for assistance in completing the east side development at their cemetery.

Carried

#### 10. Reports

#### 10.1 CAO Report

Councillor Darrell Younghans left the Council Room at 2:01 pm. and entered at 2:03 pm.

#### Resolution CM20191210.1089

Moved By: Councillor Maxine Fodness

to accept the CAO Report as presented.

Carried

#### 12. Financial

#### 12.1 Budget to Actual

#### Resolution CM20191210.1090

Moved By: Councillor Cliff Martin

to approve the budget to actual as of November 30, 2019.

Carried

#### 12.2 Listing of Accounts Payable

#### Resolution CM20191210.1091

Moved By: Councillor Dale Hedrick

to file the listing of Accounts Payable as circulated.

#### 12.3 Council Fees

## **Resolution CM20191210.1092**

Moved By: Councillor Cliff Martin

to approve the Council Fees for the Months of November and December 2019 with an addition to Reeve Upham's paysheet.

Carried

## 13. Adjournment

Business on the a	igenda being conc	luded, Chairm	ian S. Uphan	n adjourned the
meeting at 2:15 pi	m.			

Reeve		Chief A	dministrative (	Officer

5015 - 49 Avenue, St. Paul, AB



## **Request for Decision**

Council Meeting: January 14, 2020

#### **5.1 Closed Session**

## Request

Information to be discussed in closed session to be presented at the meeting.

**Budget/Financial** – N/A

<u>Legislation/Bylaw/Policy Consideration</u> – Section 23, Division 2, Part 1 of the FOIP Act.

## **Alternatives**

#### Recommendation

To move into closed session.

5015 - 49 Avenue, St. Paul, AB



## **Request for Decision**

Council Meeting: January 14, 2020

## 6.1 Elk Point Economic Development Committee Request for Funding

#### Request

At the December 10 regular meeting, Council was presented with a request from the Elk Point Economic Development Committee for a \$5,000 contribution towards their 2020 budget to assist with their plans and strategies. The item was tabled until after the joint meeting with the Town of Elk Point. Based on discussions from the joint meeting on December 19, it appears to be premature to allocate funds for the Elk Point Economic Development Committee and would be more feasible to wait for the ACP grant for the Economic Development Strategy.

**Budget/Financial** - \$5,000

<u>Legislation/Bylaw/Policy Consideration</u> – N/A

#### **Alternatives**

Refer to final budget.

Provide funds from 2019 for the Town of Elk Point to allocate to their 2020 budget.

Deny the request.

#### Recommendation

Administration is recommending to deny the request for funding for the Elk Point Economic Development Committee as it is premature.

Submitted by: Sheila Kitz, CAO

## COUNTY OF ST. PAUL 5015 – 49 Avenue, St. Paul, AB



## **Request for Decision**

Council Meeting: January 14, 2020

#### 7.1 11:00 am - St. Paul BMX Skate Park

#### Request

Aaron Reid, Representing the St. Paul Skatepark Initiative, will make a presentation to Council regarding the status of the Park in its Construction and update on the funds required for completion of the Skate Park.

Objective: To be 100% ready to pay all contracts and services rendered for the Skate Park Construction.

The St. Paul BMX & Skate Park Initiative is requesting an interim loan in the amount of 145,000.00. The Initiative has many potential donors and committed donors pending for payment. The Skate Park Society will continue to fundraise with the full focus on receiving all the remaining funds through donations and grants.

The Town of St. Paul will be considering this request at the January 13<sup>th</sup> Council Meeting.

If Council considers loaning the St. Paul BMX & Skate Park money to provide interim funding, a loan bylaw is needed and requires advertising and opportunity for public comment.

#### **Budget/Financial** – N/A

<u>Legislation/Bylaw/Policy Consideration</u> – Section 264 and 265 of the MGA allows a municipality to loan funds to a not-for-profit organization.

#### **Alternatives**

To consider the approval of first reading for a Loan Bylaw.

To deny the request for a loan.

5015 - 49 Avenue, St. Paul, AB



## Recommendation

Administration is recommending to consider the approval of first reading for a Loan Bylaw.

Submitted by: Sheila Kitz, CAO

5015 - 49 Avenue, St. Paul, AB



## **Request for Decision**

Council Meeting: January 14, 2020

#### 8.1 RMRF Law Seminar

## Request

The 35<sup>th</sup> Annual RMRF Law Seminar will be held February 7 in Edmonton. The agenda can be viewed at <a href="https://www.eventbrite.ca/e/35th-annual-central-municipal-law-seminar-edmonton-tickets-85286942541">https://www.eventbrite.ca/e/35th-annual-central-municipal-law-seminar-edmonton-tickets-85286942541</a>

#### **Budget/Financial**

- Registration is \$175
- Additional Expenses /Mileage/Hotel/Meals/Per Diem (Mileage calculated based on each person driving on their own)
  - \$1,155 per Councillor
  - \$627 per staff over and above salary

#### **Legislation/Bylaw/Policy Consideration** – N/A

#### **Alternatives**

#### Recommendation

Administration is recommending to approve Reeve Upham, Councillors Amyotte, Fodness, Martin, Wirsta, Sheila Kitz and Crystal St. Arnault to attend the 35th Annual RMRF Law Seminar on February 7 in Edmonton.

5015 - 49 Avenue, St. Paul, AB



## **Request for Decision**

Council Meeting: January 14, 2020

## 8.2 Emerging Trends in Municipal Law Seminar

### Request

The Emerging Trends in Municipal Law Seminar sponsored by Brownlee LLP will be held February 13 in Edmonton. The agenda can be viewed at <a href="https://brownleelaw.com/event/emerging-trends-in-municipal-law-yeg-2/">https://brownleelaw.com/event/emerging-trends-in-municipal-law-yeg-2/</a>.

#### **Budget/Financial**

- Registration is \$180
- Additional Expenses /Mileage/Hotel/Meals/Per Diem (Mileage calculated based on each person driving on their own)
  - \$1,170 per Councillor
  - \$642 per staff over and above salary

#### Legislation/Bylaw/Policy Consideration - N/A

#### **Alternatives**

#### Recommendation

Administration is recommending to approve Reeve Upham, Councillors Amyotte, Fodness, Martin, Wirsta, Sheila Kitz and Daniel Reid to attend the 2020 Emerging Trends in Municipal Law Seminar on February 13 in Edmonton.

5015 - 49 Avenue, St. Paul, AB



## **Request for Decision**

Council Meeting: January 14, 2020

## 8.3 10th Annual Spring Alberta CARE Seminar

## Request

The Annual Spring Alberta CARE Seminar will be held February 26-28, 2019 in Westlock. Reeve Upham has expressed interest in attending as it relates the Evergreen Commission. The agenda can be viewed at <a href="https://albertacare.org/images/2020/Brochure\_%20Revised\_Dec%2019.pdf">https://albertacare.org/images/2020/Brochure\_%20Revised\_Dec%2019.pdf</a>.

#### **Budget/Financial**

- Registration is \$475.00
- Additional Expenses /Mileage/Hotel/Meals/Per Diem \$1582

#### **Legislation/Bylaw/Policy Consideration** – N/A

#### **Alternatives**

#### Recommendation

Administration is recommending approving Reeve Upham to attend the Annual Spring Alberta CARE Seminar from February 26-28, 2019 in Westlock.

5015 - 49 Avenue, St. Paul, AB



## **Request for Decision**

Council Meeting: January 14, 2020

8.4 Town of Elk Point - Request to Cost Share Pancake Breakfast held during Seniors' Week

#### Request

We have received an invoice from the Town of Elk Point for \$158.03, being half of the Pancake Breakfast held on June 2, during Seniors' Week. There is no prior motion agreeing to partner on this event.

Budget/Financial - \$158.03

**Legislation/Bylaw/Policy Consideration** – N/A

#### **Alternatives**

Approve the request to fund half of the Pancake Breakfast held during Seniors' week.

Deny the request to fund half of the Pancake Breakfast held during Seniors' week.

#### Recommendation

Administration is recommending paying the Town of Elk Point \$158.03, half of the Pancake Breakfast held during Seniors' Week.

5015 - 49 Avenue, St. Paul, AB



## **Request for Decision**

Council Meeting: January 14, 2020

### 8.5 St. Paul Junior Curling Club

## Request

The. St. Paul Junior Curling Association consists of 19 curlers ranging in age from 8-11 years old. They will be holding their annual bonspiel on January 26, 2020 and are seeking financial assistance or prizes appropriate for that age group.

In 2019 Council donated \$300 for the bonspiel.

Budget/Financial - \$300.00

<u>Legislation/Bylaw/Policy Consideration</u> – N/A

#### **Alternatives**

Deny the request for funding.

Approve a \$300 donation based on previous years.

#### Recommendation

Administration is recommending to approve a \$300 donation for the St. Paul Junior Curling Association for their annual bonspiel on January 26, 2020.



## St. Paul Junior Curling Club

January 7, 2020

County Council County of St. Paul 5015 – 49 Ave St. Paul, Alberta TOA 3A4

To whom it may concern,

The St. Paul Junior Curling Association consists of 19 curlers aging in range from 8-11 years of age. Each year the Junior Curlers learn the basics of curling including ice safety skills and most importantly sportsmanship. To display their newly learned skills the Junior Curling League will be hosting a Junior Curling Bonspiel on Sunday January 26, 2020.

The bonspiel will include all the St. Paul Curlers which would make 5 teams of our local youth.

We humbly ask for your support in hosting this event by a monetary donation or prizes can be donated that are age appropriate for ages 8 – 11 years. We truly appreciate your support and any contribution would be much appreciated – no matter how big or how small.

All sponsors will be acknowledged with their names prominently displayed at the Curling Rink and in the St. Paul Journal.

If you are able to help donate to this wonderful event, please contact myself at 780-645-0760. Thank you, in anticipation of your kind assistance.

Sincerely,

Jaime Robinson

St. Paul Junior Curling Coordinator Box 1392, St. Paul, AB., TOA 3A0

5015 - 49 Avenue, St. Paul, AB



## **Request for Decision**

Council Meeting: January 14, 2020

## 8.6 Request for Funding - St. Paul and District Chamber of Commerce

#### Request

The St. Paul and District Chamber of Commerce is requesting continued support of \$10,000 from the County for the 2020 year. The Chamber has attached a summary of their 2019 year and their expectations for 2020.

The County has provided \$10,000 to the St. Paul Chamber of Commerce since 2016 and \$5,000 to the Mallaig Chamber of Commerce and the Elk Point Chamber of Commerce.

In the past, allocations for all three Chambers of Commerce have been approved at the same time.

Budget/Financial - \$20,000

<u>Legislation/Bylaw/Policy Consideration</u> – N/A

#### **Alternatives**

Table the request for funding until final budget.

Approve the request for funding.

Deny the request for funding.

#### Recommendation

Administration is recommending to approve a \$10,000 grant for the St. Paul and District Chamber of Commerce for the 2020 operating year.

Administration is also recommending approving a \$5,000 grant for the Mallaig Chamber of Commerce and the Elk Point Chamber of Commerce.

5015 - 49 Avenue, St. Paul, AB



## **Request for Decision**

Council Meeting: January 14, 2020

#### 8.7 Letter of Support for Fire Services Training

### Request

The Fire Services Training Grant Application was posted on December 16<sup>th</sup> with a deadline of January 15, 2020. The St. Paul Fire Department submitted an application for funding to provide training to the local volunteers. Due to the quick turnaround and with the Christmas season, administration prepared the letter of support, as attached.

**Budget/Financial** – N/A

<u>Legislation/Bylaw/Policy Consideration</u> – N/A

#### **Alternatives**

#### Recommendation

Administration is recommending ratifying the letter of support for the St. Paul Fire Department to accompany their grant application for funding to provide further training to volunteers.

Submitted by: Phyllis Corbiere, Executive Assistant

5015 – 49 Avenue, St. Paul, Alberta, T0A 3A4 www.county.stpaul.ab.ca

Our Mission - To create desirable rural experiences

December 17, 2019

Grants Co-ordinator
Public Safety Division
Alberta Municipal Affairs

Dear Sirs:

Please accept this letter as a show of support in principle for the St. Paul Fire Department's grant application through the Fire Services Training Program for funding to provide training for the local volunteers.

Hosting regional training in collaboration with the Towns of St. Paul and Elk Point and the Summer Village of Horseshoe Bay, reduces the financial burden for municipalities and provides volunteers with a high level of training without having to travel great distances or being absent from work.

These grants are instrumental in ensuring the County continues to have an adequate number of trained personnel to respond to any type of emergency within our region. Any reduction in funding could have a detrimental effect on our number of trained volunteers.

County Council is pleased with the fire department's commitment to host regional training for the benefit of local fire fighters and our community as a whole and would like to congratulate the Government of Alberta for it's continued support of this program, making Alberta a safer place.

Yours truly,

Śheila Kitz, CLGM

Chief Administrative Officer

/pjc

Phone: 780-645-3301

Email: countysp@county.stpaul.ab.ca

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5015 - 49 Avenue, St. Paul, AB



## **Request for Decision**

Council Meeting: January 14, 2020

8.8 Letter of Support for Town of Bonnyville Expression of Interest for Family Resource Network HUB

#### Request

The Town of Bonnyville decided to submit an Expression of Interest to the Ministry of Children's Services to serve as the Hub for the Region, which includes the Town and MD of Bonnyville, the Town and County of St. Paul, the Town of Elk Point and Villages of Glendon and Vilna. Director of FCSS, Janice Fodchuk, endorses the Town of Bonnyville's expression of interest.

The operations costs for the Family Resource Network are to be fully funded by the grants through the Ministry, with no expectation of financial contributions from the municipalities. The deadline to apply is January 20, 2020. Due to the quick turnaround after the holidays, administration provided the letter of support prior to the Christmas break.

**Budget/Financial** – N/A

<u>Legislation/Bylaw/Policy Consideration</u> – N/A

#### **Alternatives**

#### Recommendation

Administration is recommending ratifying the letter of support for the Town of Bonnyville for their Expression of Interest for the Family Resource Network Hub.

Submitted by: Phyllis Corbiere, Executive Assistant



# Town of Bonnyville

It's Multi-Natural

POSTAL BAG 1006 BONNYVILLE, AB T9N 2J7 TELEPHONE: (780) 826-3496 FAX: (780) 826-4806 TOLL FREE 1-866-826-3496

PLEASE VISIT BONNYVILLE ON THE WORLD WIDE WEB www. bonnyville.ca

December 10, 2019

Reeve Steve Upham 5015 - 49 Avenue St. Paul, Alberta TOA 3A4

Dear Reeve Upham,

#### RE: Town of Bonnyville's Expression of Interest for the Family Resource Network Hub

The Town of Bonnyville has decided to submit an Expression of Interest to the Ministry of Children's Services to serve as the Hub for the region as defined by the Ministry that includes the Town and M.D. of Bonnyville, the County and Town of St Paul, the Town of Elk Point and the Villages of Glendon and Vilna. We are seeking your support in principal for this application.

Bonnyville F.C.S.S is working closely with St. Paul F.C.S.S so that the Region can continue to receive Children's Services under the ne Family Resource Network model.

The operational cost to deliver the "Hub" and the 'Spoke" services for the Family Resource Network are to be fully funded by the grants being offered by the Ministry, there is no expectation of financial contributions from any of the municipalities. There is the possibility that there may be requests for a contribution in-kind of staff time, physical space, material or other gift in kind in the future.

See the attached one page backgrounder and a sample template for a letter of support.

Thank you for your consideration.

Sincerel

Mayor Gene Sobolewski Town of Bonnyville

TOB DM#: 195771 12/10/2019

#### **FAMILY RESOURCE NETWORKS – Background Description**

On Nov 7<sup>th</sup> 2019 the Alberta Government announced a major change in how family supports will be funded by the Ministry of Children's Services. Qualified vendors were encouraged to provide an Expression of Interest (EOI) for the new Family Resource Networks (FRN). These E.O.I. documents are required to be delivered to the Ministry by Jan 20<sup>th</sup> 2020. The E.O.I. and all related documentation is available on the Alberta Purchasing Connection.

Quoting from the call for E.O.I.

Currently, Children's Services' funds and supports a diverse array of early intervention, prevention, early childhood development, community-based prevention, and community capacity building services throughout Alberta, including (but are not limited to) Parent Link Centres, mentorship initiatives, Community Resource Centres, Early Childhood Coalitions, community-based parent and family support, outreach services, and Home Visitation program.

Family Resource Networks (FRNs) will help ensure that, though a 'Hub-and-Spoke' network design approach, Alberta children and youth aged 0-18 years and their families have equitable access to a range of evidence-based/informed universal, targeted and intensive services that support child safety, well-being and development, and caregiver capacity and support. The anchor organization, the 'Hub', will coordinate and facilitate the delivery of all services and programs (the 'Spokes'), which align with the three core service delivery domains of: child development and well-being supports, caregiver capacity building supports, and social connections and supports.

The Ministry has predefined the geographical regions and while boundary changes are possible it is unclear if such changes will be approved. We are not requesting changes to these boundaries for our E.O.I. however should the boundaries be changed; adjustments will be necessary. Our region includes the M.D and Town of Bonnyville, the Town and County of St Paul, the Town of Elk Point and the Villages of Glendon and Vilna. The Ministry has also established a maximum grant of \$499,000 for this region. We are seeking a formal letter of support from each of the municipalities in our region for the Town of Bonnyville to serve as the "anchor agency" or Hub for our FRN.

The Town of Bonnyville has reviewed the call for an E.O.I. and have staff working on developing our E.O.I. As a Hub we would be responsible to coordinate and report on the services being provided in our region. In this model the Hub is not responsible for financial administration. Each 'spoke' that provides services has a separate contract with the Ministry.

We are also developing some direct services to be delivered as a 'spoke' within our own community. We are working with other agencies also working on 'spokes' to deliver all of the required services in our region.

If you have questions or wish to have a presentation to your council about the F.R.N. please contact Mr. David Beale, Town of Bonnyville Director of Community Services. (<a href="mailto:dbeale@town.bonnyville.ab.ca">dbeale@town.bonnyville.ab.ca</a> – 780-826-2120).

TOB DM#: 195766 12/9/2019

5015 – 49 Avenue, St. Paul, Alberta, T0A 3A4 www.county.stpaul.ab.ca

Our Mission - To create desirable rural experiences

December 16, 2019



To Whom it May Concern;

RE: Town of Bonnyville Family Resource Network Hub Letter of Support

The County of St. Paul fully supports the Town of Bonnyville's Expression of Interest to serve as the "Hub" for the Ministry of Children's Services Family Resource Network (FRN) for our community.

The new FRN approach to family support funded by the Ministry of Children's Services will include a full range of "spoke" services to meet the varied needs of families in our community. The County of St. Paul is confident that the Town of Bonnyville will meet the required commitments for the role of 'Hub' for these services and will fairly and appropriately coordinate the delivery of services within the scope of the grants provided.

The County of St. Paul is prepared to consider the provision of supports to these services and County administration will work with the new FRN staff to ensure that families in our community receive the services they require.

This letter of support does not commit the County of St. Paul to any financial contribution for this project. Staff support or other in-kind contributions will be given fair consideration upon request. The intent of this project is for all services to be fully funded by the Government of Alberta through the FRN Grants.

The County of St. Paul supports the Town of Bonnyville with this very worthwhile initiative.

Yours truly,

Sheila Kitz, CLGM

Chief Administrative Officer

Phone: 780-645-3301

Email: countysp@county.stpaul.ab.ca

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5015 - 49 Avenue, St. Paul, AB



## **Request for Decision**

Council Meeting: January 14, 2020

### 8.9 2019 4th Quarter Strategic Plan

#### Request

The 2019 Strategic Plan which has been updated for the 4<sup>th</sup> Quarter is being presented for Council approval.

The Strategic Plan will be forwarded in a separate email.

#### **Alternatives**

#### Recommendation

Administration is recommending that Council accept the 4<sup>th</sup> Quarter Strategic Plan for 2019 as presented.

Submitted by: Phyllis Corbiere, Executive Assistant

5015 - 49 Avenue, St. Paul, AB



## **Request for Decision**

Council Meeting: January 14, 2020

#### 8.10 2019 Summary of Donations

#### Request

The County of St. Paul, upon request provides promotional items to individuals, teams and various organizations at the discretion of Administration. The list is to be provided semi-annually to Council. Attached is the list of donations that were distributed during the 2019 calendar year. Items donated outside of policy and approved by Council are not included on this list.

**Budget/Financial** – approximately \$3500

Legislation/Bylaw/Policy Consideration - Promotional Items Policy ADM-14

#### **Alternatives**

#### Recommendation

Administration is recommending to file the 2019 Summary of Donations as information.

Submitted by: Phyllis Corbiere, Executive Assistant

Function  Mon's Curling Reported	Group	<u>Item</u>	
Monto Curling Possesial			
Monto Curling Donanial		Caps/ Blue Tooth	
Men's Curling Bonspiel	Mallaig Curling Club	Speakers	Phyllis
Clubroot Presentation	ASB	Water Bottles	Tim
Ladies Curling Bonspiel	Mallaig Curling Club	Coaster Set	Phyllis
Open Mixed Bonspiel	Mallig Curling Club	Coffee Mugs	Phyllis
Annual Crib Tournament	Boscombe Community	Basket	Phyllis
Trade Show	Sherwood Park	Cutting Board	Phyllis
Trade Show	Fort McMurray	Cooler	Phyllis
Supper & Auction	St. Paul Fish & Game	Safety Kit	Phyllis
Training	AAAF Corveta	Safety Kit	Phyllis
Block Party - Floatingstone		2 Safety Kits/2 Coolers	Tim
Hill Billy Jam	Boscombe Community	Crib Board	Phyllis
			Phyllis
			. rryino
Car Show	Mallaig Museum		Phyllis
100 100 100 100 100 100 100 100 100 100			Phyllis
- Carriament	· ·		1 Hymo
Cantarana	Albarta CADE		T:
			Tim
Goit Lournament	AKIVIAA		Kyle
Golf Tournament	County	4 Coolers / Knife Set / Tea Set / Cheese Board/ 8 Sleeves Golf Balls	Phyllis
Stock & Shrima Fundraigar	CNDI	Crib Board	Dhallia
Steak & Shrimp Fundraiser	CNRL	Crib Board	Phyllis
Toom Building	County	9 Motor Pottles/9 Cana	Dhyllia
ream building	County	o vvaler bottles/o Caps	Phyllis
Meeting	Waste Management Group	Cheese Boards/ Golf Balls/ Tea / Water Bottles/ Caps	Tim
Mallaig Farmer's Spiel	Mallaig Curling Club	Knives	Phyllis
manang rammer o opioi	internet great and a second	,	. Hyme
Silent Auction - Christmas Party	Elk Point Heritage Lodge	Basket	
County Christmas Party		Steak Knives/Crib Board/Golf Balls/Tea /Coasters	
New Years Eve Dance	St. Paul Family Benefit	Crib Board	Phyllis
I daid Eto Balloo	23. aa. anni Bonone		. rrymo
Meeting	CNRL	Tea	Tim
Meeting	Alberta Environment	Tea	Tim
	Annual Crib Tournament Trade Show Trade Show Supper & Auction Training Block Party - Floatingstone Hill Billy Jam Golf Tournament Car Show Golf Tournament  Conference Golf Tournament  Steak & Shrimp Fundraiser  Team Building  Meeting Mallaig Farmer's Spiel  Silent Auction - Christmas Party  New Years Eve Dance  Meeting	Trade Show Trade Show Fort McMurray Supper & Auction St. Paul Fish & Game Training Block Party - Floatingstone Hill Billy Jam Boscombe Community Golf Tournament MS Society  Car Show Mallaig Museum Golf Tournament  Conference Alberta CARE Golf Tournament County  Steak & Shrimp Fundraiser  CNRL  Team Building  Meeting  Mallaig Curling Club  Silent Auction - Christmas Party  New Years Eve Dance  St. Paul Family Benefit  Meeting  CNRL  Fort McMurray  St. Paul Family Benefit  Meeting  CNRL  St. Paul Family Benefit  Meeting  CNRL	Annual Crib Tournament Boscombe Community Basket Trade Show Sherwood Park Cutting Board Trade Show Fort McMurray Cooler Supper & Auction St. Paul Fish & Game Safety Kit Training AAAF Corveta Safety Kit Block Party - Floatingstone ASS Society Crib Board Golf Tournament Ms Society Cooler on Wheels 4 Baskets - Water Bottle / Coasters / Blanket / Golf Tournament Muni Corr Steak Knives Golf Tournament ARMAA 1 Box Golf Balls Golf Tournament ARMAA 1 Box Golf Balls Team Building County 8 Water Bottles/8 Caps Meeting Waste Management Group Cheese Boards / Golf Balls Meeting County Christmas Party Elk Point Heritage Lodge Meeting Meeting CNRL Crib Board  County Christmas Party New Years Eve Dance CNRL  Crib Board  Crib Board  Knives  Cheese Boards / Golf Balls/ Tea / Water Bottles/ Caps  Steak Knives  Cheese Boards / Golf Balls/ Tea / Water Bottles/ Caps  Steak Knives  Cheese Boards / Golf Balls/ Tea / Water Bottles/ Caps  Cheese Boards / Golf Balls/ Tea / Water Bottles/ Caps  Mallaig Farmer's Spiel Mallaig Curling Club Knives  Steak Knives/Crib Board / Coasters  New Years Eve Dance St. Paul Family Benefit Crib Board  Meeting CNRL Tea

5015 - 49 Avenue, St. Paul, AB



## **Request for Decision**

Council Meeting: January 14, 2020

#### 8.11 Policy Manual – Review, Reformatting, and Renumbering

#### Request

In May, County Administration discussed ways to improve the Policy Manual and how to more effectively ensure that Manuals are being updated accordingly.

It was determined that a reformatting of the manual as well as a new numbering system would be beneficial.

As well, the County's Policy Manual Review Policy encourages a review of all policies every three (3) years. Administration has completed this review in 2019.

All policies being identified as requiring changes during the review will be brought forward to the Policy Committee in 2020.

Administration staff have completed the reformatting and renumbering of the Policy Manual in addition to correcting minor typographical errors when located.

#### **Budget/Financial** – N/A

<u>Legislation/Bylaw/Policy Consideration</u> – N/A

#### **Alternatives**

- Approve the Policy Manual review, reformatting, and renumbering
- Do not approve the Policy Manual review, reformatting and renumbering

#### Recommendation

Administration is recommending to approve the Policy Manual review, reformatting and renumbering as presented.

Submitted by: Kyle Attanasio - Director of Corporate Services

5015 - 49 Avenue, St. Paul, AB



## **Request for Decision**

Council Meeting: January 14, 2020

#### 8.12 Date for Public Auction of Lands

#### Request

Each year, Council must set a date for the Public Auction of Lands.

#### **Budget/Financial** – N/A

#### **Legislation/Bylaw/Policy Consideration**

Section 418 of the MGA requires that a municipality must offer for sale at a public Auction any parcel of land shown on its tax arrears list if the tax arrears are not paid.

Section 421(1)(a) of the MGA states that the properties must be advertised for sale in the Alberta Gazette not less than 40 days and not more than 90 days and in one issue of a newspaper having general circulation in the municipality, not less than 10 days and not more than 20 days prior to the date on which the public auction is to be held.

#### **Alternatives**

#### Recommendation

Administration is recommending to set the date for the Public Auction of Lands for May 12, 2020 at 11:00 a.m.

Submitted by: Phyllis Corbiere, Executive Assistant

5015 - 49 Avenue, St. Paul, AB



## **Request for Decision**

Council Meeting: January 14, 2020

#### 8.13 Supply and Delivery of Fuels Tender

#### Request

As per the County's Procurement Policy, Administration staff conducted a tender for the supply and delivery of fuels, which was opened on November 8<sup>th</sup>, 2019 and closed on December 6<sup>th</sup>, 2019.

The tenderers were evaluated as per the criteria provided in the tender package and the evaluation results are attached here for Council's consideration.

Following the evaluation, the Cornerstone Co-Op and RMA Fuels were tied for the highest score.

<u>Budget/Financial</u> - Based on 2018 fuel usage, Administration estimates that the approximate cost of the tender will be \$1.5 – 1.75 million for 2020.

<u>Legislation/Bylaw/Policy Consideration</u> – The Canada Free Trade Agreement, Northwest Trade Partnership Agreement, and the County Procurement Policy dictate that the County shall conduct tenders for the delivery of goods in excess of \$75,000.

#### **Alternatives**

- Award the fuel tender to the Cornerstone Co-Op
- Award the fuel tender to RMA Fuels

#### Recommendation

Administration is recommending awarding the fuel tender to the Cornerstone Coop.

Submitted by: Kyle Attanasio, Director of Corporate Services

#### **2019 Supply and Delivery of Fuel Products**

Results of Tenders					Tender Evaluation Criteria							
	Dyed Diesel	Clear Diesel	Clear Gas	Grand Total (Excluding GST)	Delivery Process 20	Price 20	Fuel Specifications 20	Company Profile 10	Refrences 10	Availability 10	Safety Protocols 10	To 10
ve Energy	•											
Price/Liter	0.925	1.015										
2018 Quantities (L)	1,026,000.0	625,000.0	162,500.0									
Dollar Value	949,050.00	634,375.00	142,187.50	\$ 1,725,612.50	14	20	12	10	0	10	10	
Dyed Diesel price has yard and 1/	s been adjusted to r /3 delivered to sites											
stone Coop												
Price/Liter	0.9415	1.033	0.9065									
2018 Quantities (L)	1,026,000.0	625,000.0	162,500.0									
Dollar Value	965,979.00	645,625.00	147,306.25	\$ 1,758,910.25	18	17	18	10	10	10	8	
There is a rebate on v Price/Liter	volume of L, which	has been app	lied to									
	volume of L, which	has been app	0.8431									<u>                                     </u>
Price/Liter Fuels												
Price/Liter  Fuels  Price/Liter	0.9601	1.0601	0.8431	\$ 1,784,628.85	16	14	12	10	9	10	10	
Price/Liter  Price/Liter 2018 Quantities (L)	0.9601 1,026,000.0	1.0601 625,000.0	0.8431 162,500.0	\$ 1,784,628.85	16	14	12	10	9	10	10	
Price/Liter  Price/Liter 2018 Quantities (L)	0.9601 1,026,000.0	1.0601 625,000.0	0.8431 162,500.0 137,003.75	\$ 1,784,628.85	16	14	12	10	9	10	10	
Price/Liter  Fuels  Price/Liter 2018 Quantities (L)  Dollar Value	0.9601 1,026,000.0 985,062.60	1.0601 625,000.0 662,562.50	0.8431 162,500.0 137,003.75	\$ 1,784,628.85								
Price/Liter  Fuels  Price/Liter 2018 Quantities (L)  Dollar Value	0.9601 1,026,000.0 985,062.60 0.93465	1.0601 625,000.0 662,562.50	0.8431 162,500.0 137,003.75 0.91665 162,500.0	\$ 1,784,628.85 \$ 1,748,312.78	16	14	12	10	9	10	10	
Price/Liter Price/Liter 2018 Quantities (L) Dollar Value  Price/Liter 2018 Quantities (L)	0.9601 1,026,000.0 985,062.60 0.93465 1,026,000.0	1.0601 625,000.0 662,562.50 1.02465 625,000.0	0.8431 162,500.0 137,003.75 0.91665 162,500.0									
Price/Liter  Fuels  Price/Liter 2018 Quantities (L)  Dollar Value  Price/Liter 2018 Quantities (L)  Dollar Value	0.9601 1,026,000.0 985,062.60 0.93465 1,026,000.0 958,950.90	1.0601 625,000.0 662,562.50 1.02465 625,000.0 640,406.25	0.8431 162,500.0 137,003.75 0.91665 162,500.0 148,955.63	\$ 1,748,312.78								
Price/Liter  Price/Liter 2018 Quantities (L)  Dollar Value  Price/Liter 2018 Quantities (L)  Dollar Value	0.9601 1,026,000.0 985,062.60 0.93465 1,026,000.0 958,950.90	1.0601 625,000.0 662,562.50 1.02465 625,000.0 640,406.25	0.8431 162,500.0 137,003.75 0.91665 162,500.0 148,955.63	\$ 1,748,312.78								
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<sup>\*\*</sup> Note: Fuel Prices for the RFQ were quoted from Dec. 2 to 6, 2019

## COUNTY OF ST. PAUL 5015 – 49 Avenue, St. Paul, AB



## **Request for Decision**

Council Meeting: January 14, 2020

#### 8.14 2020-21 Alberta Community Partnership Grant Applications

#### Request

The objective of the Alberta Community Partnership (ACP) is to improve the viability and long-term sustainability of municipalities.

Key program outcomes include:

- new or enhanced regional municipal services
- improved municipal capacity to respond to municipal and regional priorities
- effective intermunicipal relations through joint and collaborative activities

Intermunicipal Collaboration project applications are due by January 20 of the current program year.

In consultation with the Town of Elk Point, Town of St. Paul, and Summer Village of Horseshoe Bay, County Administration is recommending applying for the following projects:

- Elk Point County Detailed Engineering Pre-Designs and Implementation Strategy
- Town of St. Paul County Detailed Engineering Pre-Designs and Implementation Strategy
- Summer Village County Detailed Engineering Pre-Designs and Implementation Strategy
- Elk Point County Area Structure Plan and Regional Economic Growth Strategy

<u>Budget/Financial</u> – The ACP Program will provide granting of up to \$200,000 for each individual project. The municipalities will not incur any expenses should the grant applications be successful.

5015 - 49 Avenue, St. Paul, AB



#### **Legislation/Bylaw/Policy Consideration** – N/A

#### **Alternatives**

- Approve the four (4) recommended grant applications for submission.
- Approve some of the recommended grant applications for submission.
- Do not approve the recommended grant applications for submission.

#### Recommendation(s)

Administration is recommending -

that the County partner with the Town of Elk Point on an Alberta Community Partnership Grant application for the purpose of completing detailed engineering stormwater pre-designs and an implementation strategy.

that the County partner with the Summer Village of Horseshoe Bay on an Alberta Community Partnership Grant application for the purpose of completing detailed engineering stormwater pre-designs and an implementation strategy.

that the County partner with the Town of St. Paul on an Alberta Community Partnership Grant application for the purpose of completing detailed engineering stormwater pre-designs and an implementation strategy.

that the County partner with the Town of Elk Point on an Alberta Community Partnership Grant application for the purpose of completing an Area Structure Plan and Utility Analysis.

Submitted by: Kyle Attanasio, Director of Corporate Services

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## **Request for Decision**

Council Meeting: January 14, 2020

8.15 Request for Municipal Development Plan and Land Use Bylaw Amendments Regarding Lot 1, Block 1, Plan 1922940 (Contained within NE 34-58-10-W4M)

#### Request

At the December 10, 2019 regular council meeting, Council passed Bylaw 2019-26 and Bylaw 2019-27. These bylaws amended the Municipal Development Plan and Land Use Bylaw to allow for the creation of a country residential lot 50.08 acres in size within the Agriculture District.

The landowner is requesting that the Municipal Development Plan and Land Use Bylaw be further amended to allow for a 6.43 acre country residential parcel within the agriculture district to be removed from the 50.08 acre parcel in absence of the requirement to re-district and create an Area Structure Plan. This request does not comply with the Municipal Development Plan or Land Use Bylaw.

To date, a subdivision application for the creation of a 50.08 acre and a 63.34 acre remnant parcel has not been received by the subdivision authority.

**<u>Budget/Financial</u>** - \$1,000 Re-Districting Application

- \$500 (estimate) advertising

#### <u>Legislation/Bylaw/Policy Consideration</u>

Municipal Development Plan 2013-51 Section 2.2(1)

Land Use Bylaw 2013-50 Section 7.32(1)

Land Use Bylaw 2013-50 Section 7.32(5)

5015 - 49 Avenue, St. Paul, AB



#### **Alternatives**

Uphold the Municipal Development Plan and Land Use Bylaw by denying the request. Advise the landowner to follow the provisions in the bylaws to achieve their desired outcome.

Table the decision until the registration of the parcels under Bylaw 2019-26 and 2019-27 is completed.

Direct administration to draft bylaws to amend the Municipal Development Plan and Land Use Bylaw.

#### Recommendation

Administration is recommending to uphold the Municipal Development Plan and Land Use Bylaw by denying the request. Advise the landowner to follow the provisions in the bylaws to achieve their desired outcome.

Submitted by: Krystle Fedoretz, Director of Planning and Development

#### **Krystle Fedoretz**

From:

mikeberlinguette <mikeberlinguette@yahoo.ca>

Sent:

Friday, December 13, 2019 9:45 AM

To:

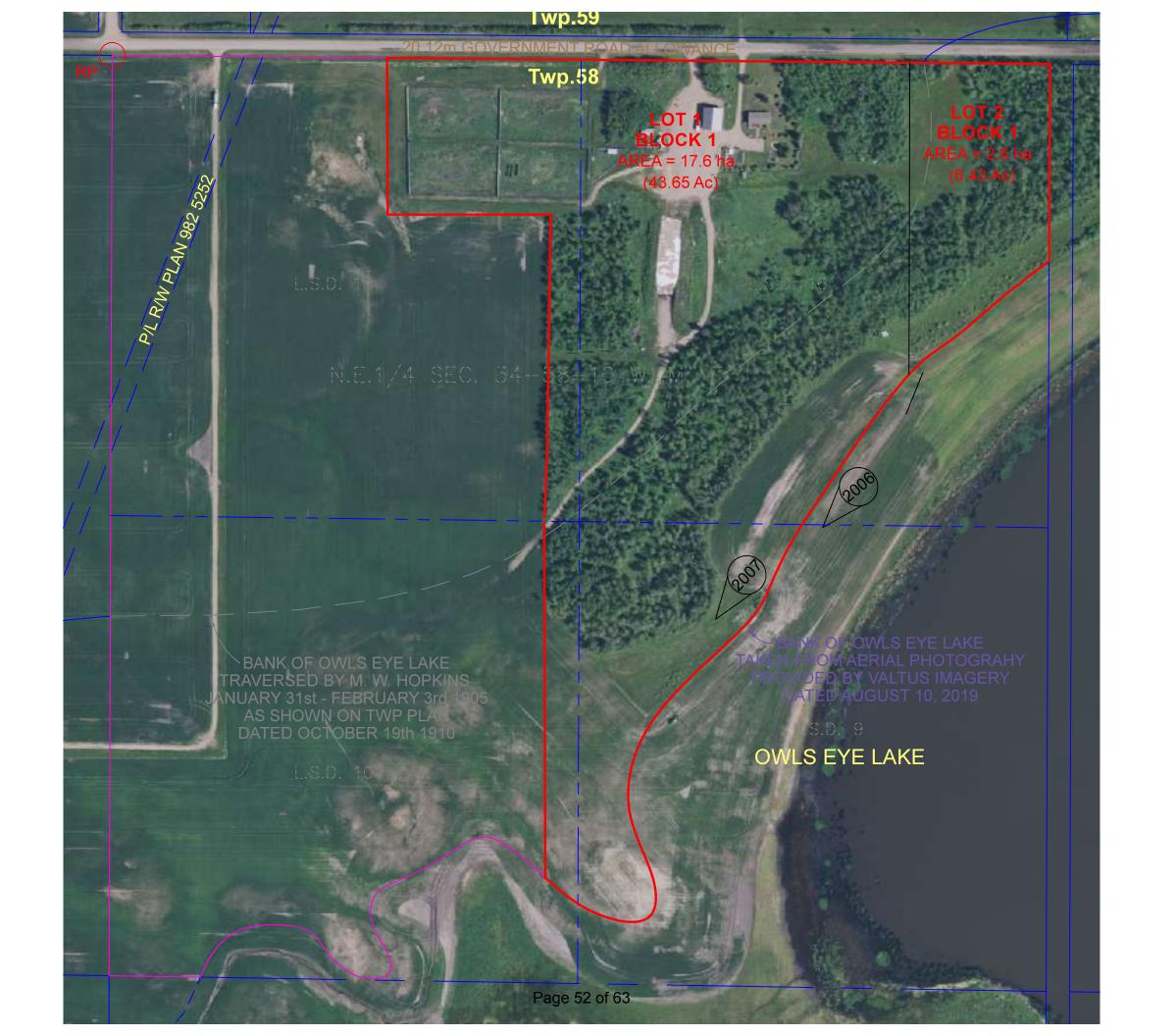
Krystle Fedoretz

Subject:

Mike Berlinguette

Good morning today I would like to summit a application for a 6.43 acre + -subdivion off of the 50.8 acres at east end of property. As to previous presentation map. To make this fesable I am asking for council to amend the Municipal Development plan bylaw to allow for the creation of a 6.43 acre parcel within the Agricultural District. Thank you for you attention on this matter. Mike Berlinguette

Sent from my Samsung Galaxy smartphone.



## COUNTY OF ST. PAUL 5015 – 49 Avenue, St. Paul, AB



## **Request for Decision**

Council Meeting: January 14, 2020

8.16 Request for Land Use Bylaw Amendments Regarding Lot 1, Block 1, Plan 0720985 (Contained within SW 29-56-10-W4M)

#### Request

The landowner of Lot 1, Block 1, Plan 0720985 is requesting that the Land Use Bylaw be amended to allow for the creation of a 16.32 acre country residential parcel within the agriculture district. The landowner is requesting the increase in size to accommodate the existing private sewage disposal system.

This request does not comply with the Land Use Bylaw as the parcel exceeds 4 .04 ha (10 acres). Due to the proposed size, the creation of this parcel does not comply with the Land Use Bylaw for residential use within an Agriculture district.

To achieve the desired outcome, the landowner could re-district a portion of the parcel to a Country Residential One use.

**<u>Budget/Financial</u>** - \$1,000 Re-Districting Application

\$500 (estimate) advertising

#### Legislation/Bylaw/Policy Consideration

Land Use Bylaw Section 7.32(1)

Land Use Bylaw Section 7.32(5)

5015 - 49 Avenue, St. Paul, AB



#### **Alternatives**

Uphold the Land Use Bylaw by denying the request. Advise the landowner to follow the provisions in the bylaw to achieve their desired outcome.

Direct administration to draft a bylaw to amend Land Use Bylaw.

#### Recommendation

Administration is recommending to uphold the Land Use Bylaw by denying the request. Advise the landowner to follow the provisions in the bylaw to achieve their desired outcome.

Submitted by: Krystle Fedoretz, Director of Planning and Development

#### **Krystle Fedoretz**

From:

Tony Devlin <devlin.tony78@gmail.com>

Sent:

Monday, December 23, 2019 5:40 AM

To:

Krystle Fedoretz

Subject:

sudivision request

**Attachments:** 

19-01-0006 TENT R2 2019 12 20.pdf

#### Good Morning Krystal,

I put the letter of request and attached a preliminary survey sketch for council approval. Let me know if there is anything else i need to do

Thanks

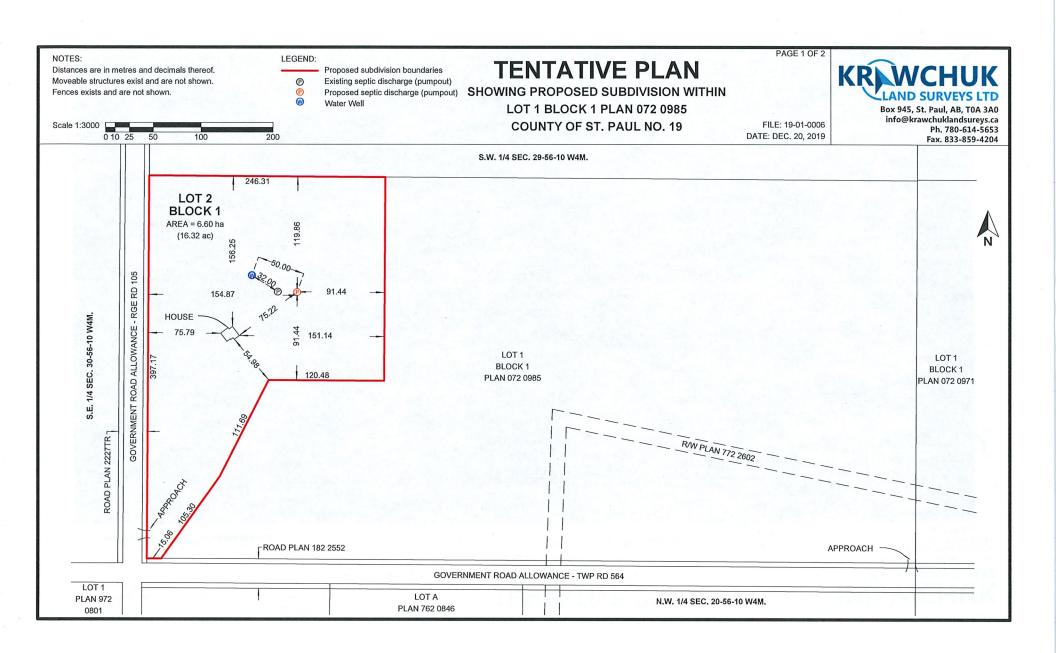
Tony

#### Good Morning Council,

Today I am requesting an application for a division of my 80 acre parcel, (Lot 1, Block 1, Plan 0720985). I would like to subdivide 16.32 acres off of this property in order to meet provincial water act regulations on the septic system. With the new parcel being over-size i am asking council to amend the municipal development plan bylaw. This land will then have a 16.32 acre residential parcel and a 63.62 parcel for agriculture use. I have also attached the preliminary survey sketch that shows where dividing lines will need to be when pertaining to legal boundaries. I thank you for your time and attention to this matter,

Sincerely,

Tony Devlin 780 614 1360



5015 - 49 Avenue, St. Paul, AB



## **Request for Decision**

Council Meeting: January 14, 2020

8.17 Request for Encroachment Agreement on Lot 10PUL (Public Utility Lot), Block 7, Plan 8121231

#### Request

The owner of Lot 9, Block 7, Plan 8121231 is requesting that County Council consider entering into an encroachment agreement for the portion of the retaining wall that encroaches on Lot 10PUL, Block 7, Plan 8121231. The landowner had a retaining wall installed and is suggesting that his property pin was removed after the County fixed a waterline break. The landowner was unaware until the survey was completed (Nov. 2019) that the retaining wall encroaches 0.74 meters onto County owned Public Utility Lot.

There is also a moveable shed that encroaches on Lot 38ER, Block 7, Plan 8121231.

<u>Budget/Financial</u> - \$1,200.00 (approximate cost of the Encroachment Agreement creation)

#### <u>Legislation/Bylaw/Policy Consideration</u> –

Portable Shed: Reserve Land Management Policy DEV-93 Land Use Bylaw, section 3.3(1) MGA, section 671 (1)

#### **Alternatives**

To enter into an Encroachment Agreement with the landowner for the portion of the retaining wall that encroaches on Lot 10PUL, Block 7, Plan 8121231. All costs of the encroachment agreement creation will be that of the landowner.

To uphold the Reserve Land Management Policy, Land Use Bylaw, section 3.3(1) and MGA 671 (1) and deny the request for an encroachment agreement.

Council directs administration to have the landowner remove the moveable shed from Lot 38ER, Block 7, Plan 8121231.

5015 - 49 Avenue, St. Paul, AB



#### Recommendation

Administration is recommending that Council uphold the Reserve Land Management Policy, Land Use Bylaw, section 3.3(1) and MGA 671 (1) and deny the request for an encroachment agreement.

Administration is recommending that the landowner be directed to remove the shed from Lot 38ER, Block 7, Plan 8121231.

Submitted by: Crystal St. Arnault, Taxation and Assessment Technician

From: Krystle Fedoretz

To: <u>Dewey Carew; Steve Upham; Crystal StArnault</u>
Subject: RE: Retaining wall permit encroachment

**Date:** January-02-20 8:59:38 AM

Hi Dewey,

To obtain an encroachment agreement, your request will be presented to County Council. Council makes the decision as to enter into the agreement or not. If Council decides to enter into the agreement, our taxation department will assist you with the agreement. I have cc'd Crystal (with taxation) who can help you through the process.

If you have any questions in the interim, please do not hesitate to ask.

~K

**Krystle Fedoretz** | Director of Planning and Development | County of St. Paul No. 19 | 780-645-3301 ext 205

From: Dewey Carew <deweycarew@gmail.com> Sent: Saturday, December 28, 2019 3:05 PM

To: Steve Upham <SUpham@county.stpaul.ab.ca>; Krystle Fedoretz

<kfedoretz@county.stpaul.ab.ca>

**Subject:** Retaining wall permit encroachment

#### Hello to whom it may concern

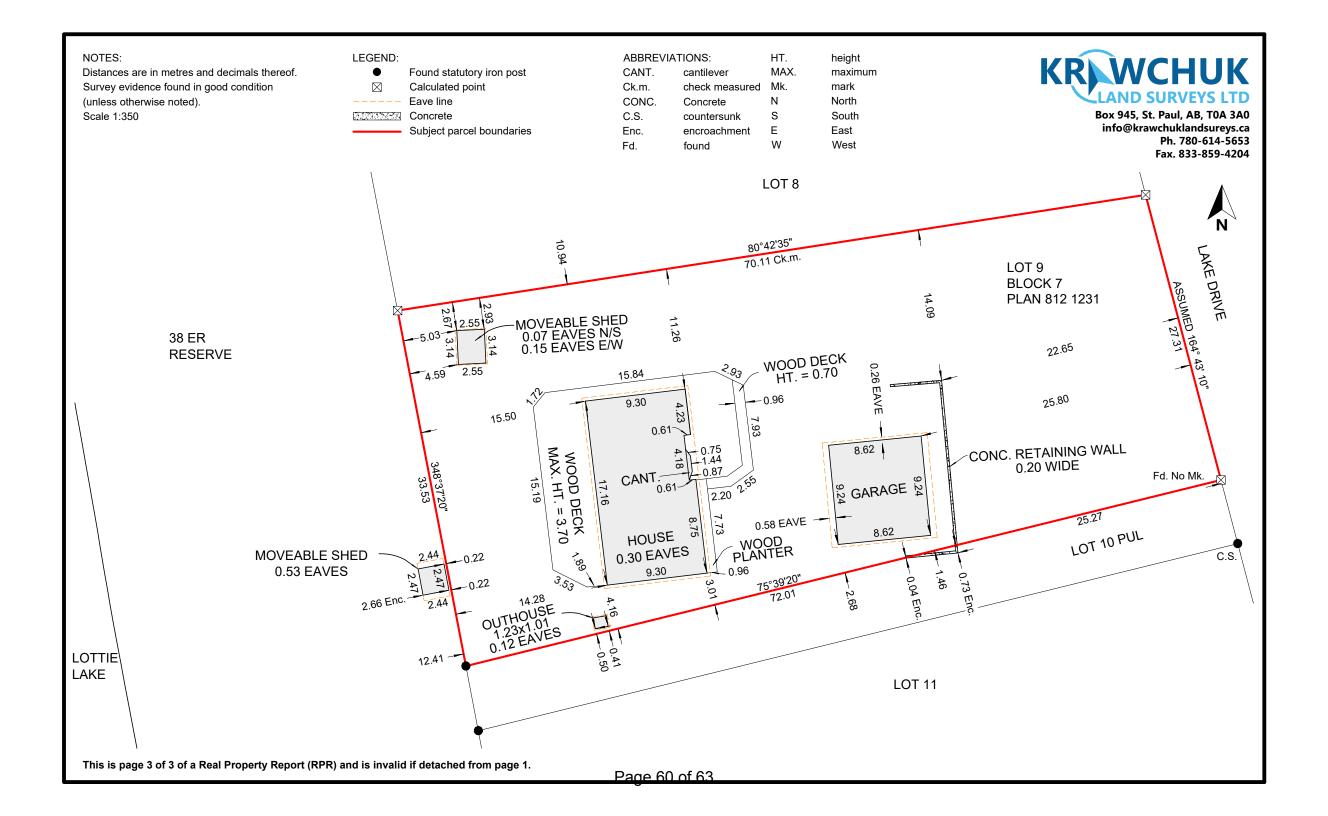
We had a retaining wall installed .The pin was removed while the county repaired the water main. After being surveyed we discovered the south east corner of the retaining wall is encroaching slightly onto the county land.

We are located in Lottie Lake Lot 9 Block 7 Plan 8121231

Would it be possible to receive an encroachment agreement.

Please contact us as to what can be done.

Thank you. Dewey Carew 780-469-7307



## COUNTY OF ST. PAUL 5015 – 49 Avenue, St. Paul, AB



## **Request for Decision**

Council Meeting: January 14, 2020

#### 8.18 Disposition for Boat Launch at Lac St. Cyr

#### Request

At the August 27 Public Works meeting, Council passed a motion to hire Explore Surveys to complete a disposition for the Boat Launch at Lac St. Cyr which has expired in 2013. During their efforts to survey the area for the boat launch, provincial staff have indicated to Explore that a disposition would need to include a much larger area for this particular boat launch. Attached is a survey plan of the area as proposed by provincial staff in order to apply for the disposition. This is a much larger area than the County previously had at Lac St. Cyr. Administration has a concern that including the area proposed could present a number of challenges as the area has been known for camping and partying that could then become a municipal issue if we have a disposition on all of this property. The increased area would likely result in increased maintenance of the access road to the Lac St. Cyr boat launch. Indications from provincial staff are that a disposition would not be approved for any less area at this location.

<u>Budget/Financial</u> - Minimal maintenance cost if we proceed with the disposition. Additional cost associated with the removal of old boat launch pads – would require Water Act Approval.

<u>Legislation/Bylaw/Policy Consideration</u> - Public Lands Act Section 15

#### **Alternatives**

Continue with the disposition with the area included in the survey plan. This may require us putting in a waste bin, mow/trim grass, pick garbage, supply gravel, blading in summer and winter. Minimal cost.

Cancel the renewal of a disposition at Lac St. Cyr. Administration has heard from provincial staff that we may need to remove the old boat launch pads if we no longer wish to have disposition there.

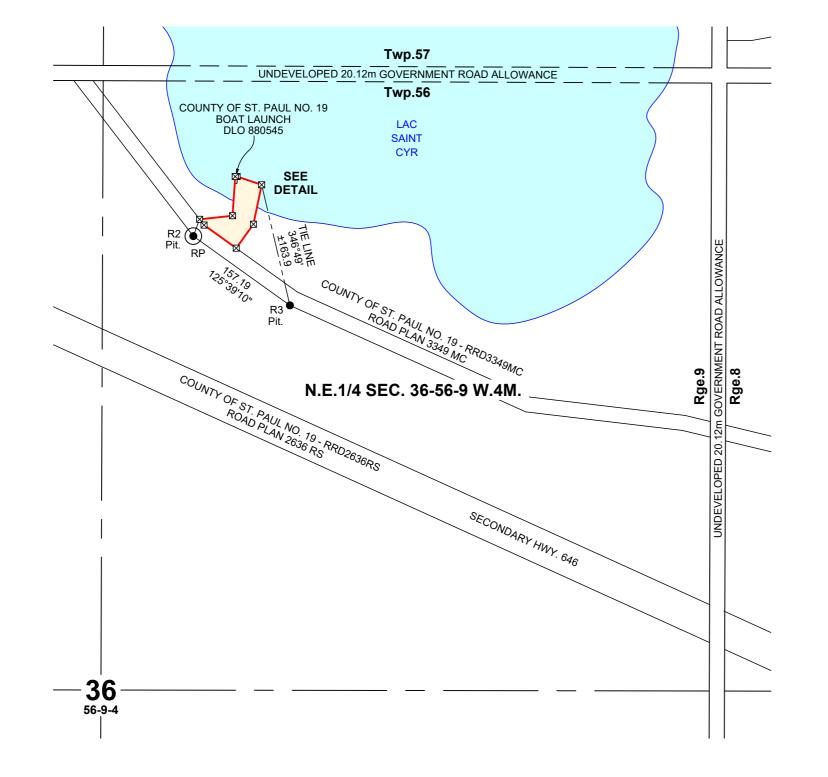
5015 - 49 Avenue, St. Paul, AB

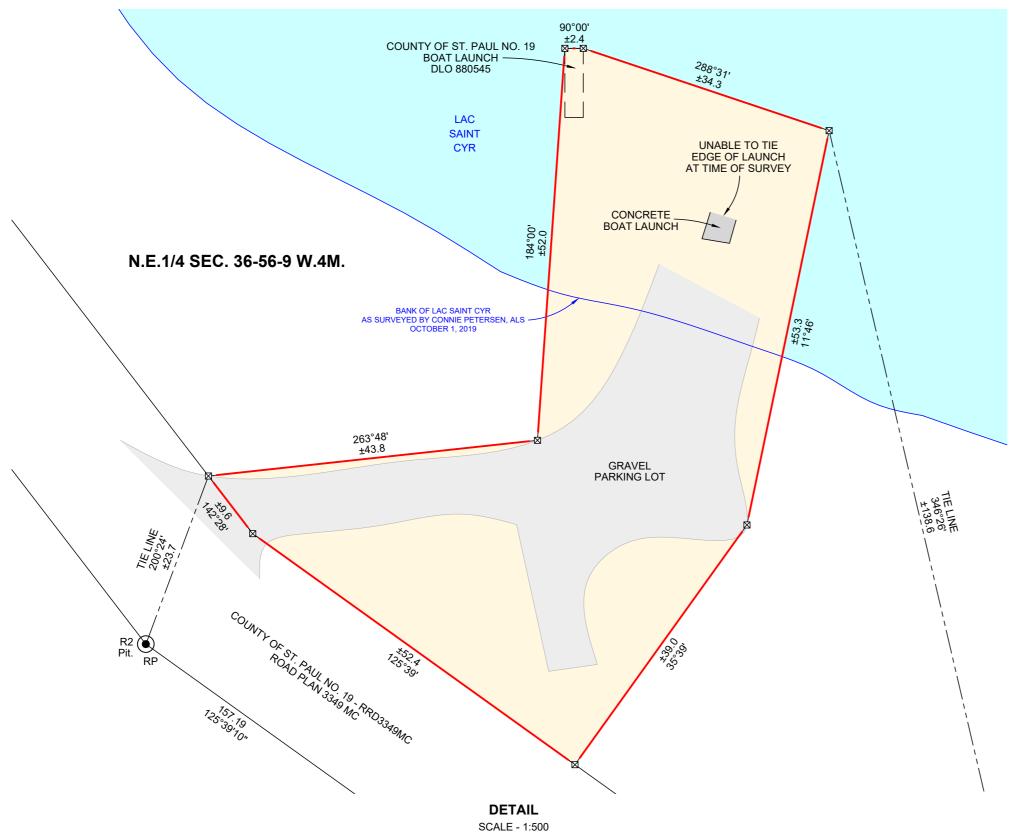


### Recommendation

To proceed with the disposition for the boat launch at Lac St. Cyr as per the survey provided by Explore.

Submitted by: Sheila Kitz, CAO





#### ISSUED/REVISIONS DATE **DESCRIPTION** October 11, 2019 Plan Issued October 18, 2019 Adjusted boundary to be 20.0m wide December 23, 2019 Added area to include DLO 880545 and Access Road

## LEGEND:

STATUTORY IRON POSTS 'FOUND' SHOWN THUS: . . . . . . . . . . . . . . . . . AREAS TO BE REGISTERED ARE SHOWN THUS: . . AND CONTAINS 0.331 ha

#### **ABBREVIATIONS:**

c.s
E
Fd fou
GNSSGlobal Navigation Satellite Syste
ha hecta
I
Mkd mark
M mound or meridi
N
NAD North American Datu
Pit
Rge
RP
S
Sec secti
Twptownsh
UTM Universal Transverse Merca
W

#### **SURFACE RIGHTS INFORMATION**

N.E.1/4 SEC.36 OWNER: CROWN

PNT No. 721724 - St. Paul Office - Lands Dept. of SRD

- General Topographic Constraints PNT No. 910299 - Bonnyville Office - Lands Dept. of SRD

- Lakeshore Recreational Site Potential PNT No. 950070 - St. Paul Office - Fish and Wildlife Dept. of SRD

- Ungulate Habitat Protection Area

CNT No. 950044 - Bonnyville Office - Lands Dept. of SRD - Lakeshore Recreational Site Potential

TFA No. 186362 - Alberta Transportation

TFA No. 186625 - County of St. Paul No. 19

- Calc. Distances are not to be included in total line lengths
- Lands affected have no Historical Resource Value - The Geo-Referenced Point is the R2 on Plan 3349 MC
- and has UTM Coordinates (Zone 12 / NAD83 / Original / GNSS
- Observed): Northing 5971043.99 m, Easting 486613.85 m - Bearings are UTM NAD83; derived from GNSS observations
- and are referred to 111° West Longitude.
- Distances have been scaled to ground and are displayed in metres & decimals thereof unless otherwise indicated.
- Ground to grid Combined Scale Factor = 0.999503

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

**PLAN SHOWING SKETCH OF DLO (BOAT LAUNCH)** 

WITHIN

N.E.1/4 Sec.36 Twp.56 Rge.9 W.4M.

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

explore

CONFIRMATION No.: 2020000001 SCALE 1:5,000

CALC'D BY: C.P.

**EXPLORE SURVEYS INC. CONNIE PETERSEN, A.L.S.** TOLL FREE: 1-866-936-1805 FAX: 780-800-1927

Job No. X113419 Rev. /2