



County of St. Paul No 19
Public Works Meeting
AGENDA

Tuesday, July 22, 2025
9:00 AM
Council Chambers

Pages

1. Call to Order

The meeting will be live streamed at:

www.youtube.com/@countyofst.paulno.1987

2. Minutes Approval

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3. Addition to Agenda and Acceptance of Agenda

4. Closed Session

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9. Adjournment



County of St. Paul No 19

Public Works Meeting

Minutes

Tuesday, June 24, 2025

9:00 AM

Council Chambers

Present

Reeve Glen Ockerman
Councillor Darrell Younghans, Division 1
Councillor Kevin Wirsta, Division 2
Councillor Maxine Fodness, Division 4
Councillor Dale Hedrick, Division 5
Councillor Louis Dechaine, Division 6

Absent

Councillor Ross Krekoski, Division 3

Staff Present

Jason Wallsmith, CAO
Phyllis Corbiere, Director of Corporate Services
Scott Jeffery, Director of Public Works
Jason Storch, Director of Community Services
Ella Broeksma, Administrative Intern
Betty Richard, Executive Assistant
Emma Schreiner Vonk, Communications Coordinator
Tyler Fodchuk, IT/GIS Coordinator

Guests

Gary Buchanan, Director of Planning and Development

1. Call to Order

The Public Works Meeting of the County of St. Paul No. 19 was called to order by Reeve Glen Ockerman at 9:02 a.m.

The meeting was livestreamed at:

www.youtube.com/@countyofst.paulno.1987

2. Minutes Approval

2.1 May 27, 2025, Public Works Meeting Minutes

Resolution PW20250624.1001

Moved By: Councillor Maxine Fodness

to approve the Minutes of the May 27, 2025, Public Works meeting as presented.

Carried

3. Addition to Agenda and Acceptance of Agenda

Resolution PW20250624.1002

Moved By: Councillor Maxine Fodness

to approve the agenda for the June 24, 2025, Public Works meeting with the following additions:

8.9 Stoney Lake Mowing Request

8.10 Lafond Ball Diamonds Usage Request

Carried

4. Closed Session

4.1 Closed Session

Resolution PW20250624.1003

Moved By: Councillor Darrell Younghans

to move into closed session as per Section 17 & 21, Division 2, Part 1 of the FOIP Act at 9:03 a.m.

Carried

Meeting was closed to the public at 9:03 a.m.

Gary Buchanan, Director of Planning and Development left the meeting at 9:43 a.m.

Crystal St. Arnault, Assessment and Taxation Technician entered at Council Chamber at 9:53 p.m. and left at 10:08 a.m.

Reeve Glen Ockerman left Council Chambers at 10:08 a.m.

Meeting was livestreamed at 10:08 a.m.

Resolution PW20250624.1004

Moved By: Councillor Kevin Wirsta

to revert to an open meeting.

Carried

6. Delegation

6.1 10:00 a.m. - Delegation - STEP EDO - Cassava Animal Feed Project

Reeve Glen Ockerman re-entered the meeting at 10:10 a.m.

Chris Schuh, Agriculture and Waste Supervisor entered Council Chambers at 10:10 a.m.

Delegation Linda Sallstrom, STEP EDO entered the meeting at 10:09 a.m., being accompanied by Obioha Durunna, Livestock Research Scientist, Lakeland College.

Tyler Fodchuk, IT/GIS Coordinator left Council Chambers at 10:17 a.m. and re-entered at 10:19 a.m.

Delegations presented to Council the CASSAVA Animal Feed Project Proposal which is outlined as an opportunity to explore the feasibility and benefits of integrating forage cassava into livestock feed systems while showcasing agricultural research and development, progressive producers and small medium enterprises as catalysts for sustainable, innovative and progressive agriculture.

They outlined the rational behind the project, coupled with the project objectives, which were to:

- Introduce at least two forage cassava varieties to Alberta
- Establish capacity
- Study the growing conditions of forage
- Evaluate the potential for large scale
- Determine cassava production cost
- Study the effects of forage cassava on livestock methane emissions

- Commercialize forage cassava production as an alternative protein source
- How to get involved in the project
 - Producers - crop trials and feed trials
 - Research and Development - investment and collaboration
 - Manufacturing - planting and harvesting processes and equipment
 - Business - commercialization and market opportunities
 - Agricultural Service Boards/ Municipalities - support in research and development to highlight the region as an agricultural hub

Delegations left the meeting at 10:29 a.m.

Jason Storch, Director of Community Services and Chris Schuh, Agriculture and Waste Supervisor left Council Chambers at 10:29 a.m.

Resolution PW20250624.1005

Moved By: Councillor Louis Dechaine

to accept the presentation as information.

Carried

6.2 10:30 a.m. - Delegation County Resident Roll # 10714367

Crystal St. Arnault, Assessment and Taxation Technician entered the meeting at 10:31 a.m.

Delegation Carole Andrews, County resident located SW 14-57-10 W4 entered Council Chambers at 10:31 a.m.

Emma Schriender Vonk, Communications Coordinator left at 10:32 a.m. and re-entered at 10:35 a.m.

Ms. Andrews had requested time to speak directly with Council to seek out an explanation of why her tax assessments and the square footage of her residence have been fluctuating, as in her opinion she hasn't completed any improvements to her property over the last ten years. Ms. Andrews is requesting a refund for, in her opinion, the overcharges she has endured over the last ten years.

Crystal St. Arnault, Assessment and Taxation Technician and the Delegation left the meeting at 10:47 a.m.

Resolution PW20250624.1006

Moved By: Councillor Darrell Younghans

to file the delegations' presentation as information and further that, to direct Administration to follow up with the Assessors regarding the variations in square footage on Roll # 10714367, the unfinished basement inquiry and the terminology around the "storage" building.

Carried

Council recessed at 10:48 a.m. and reconvened at 10:56 a.m. with all Council, and staff as prior to the recess with the addition of the Director of Community Services, Jason Storch, Finance Officer Laura Pruneau and DD Skawronski-Munro Public Works Parts Administration Clerk.

5. Business Arising

5.1 Bank Reconciliation

Resolution PW20250624.1007

Moved By: Councillor Louis Dechaine

to adopt the Bank Reconciliation for the month ending May 31, 2025.

Carried

5.2 Budget to Actual

Resolution PW20250624.1008

Moved By: Councillor Maxine Fodness

to approve the budget to actual as of May 31, 2025.

Carried

Laura Pruneau, Finance Officer, left the meeting at 11:02 a.m.

5.3 Westcove Boat Launch – Update

Resolution PW20250624.1009

Moved By: Councillor Darrell Younghans

to proceed with the repair to the Westcove Boat Launch as presented, which included signage and mini-hoe work for an estimated cost of \$418.30

Carried

5.4 Equipment Items for Sale 2025 – Opening of Sealed Bids

Phyllis Corbiere, Director of Corporate Services, opened all sealed bids and presented them to Reeve Glen Ockerman for announcement. Reeve Ockerman then proceeded to read all submitted bids aloud.

Resolution PW20250624.1010

Moved By: Councillor Louis Dechaine

to table for later in the meeting to allow Administration adequate time to check for accuracy in all opened bids.

Carried

DD Skawronski-Munro Public Works Parts Administration Clerk left Council Chambers at 11:11 a.m. with all opened bids for verification.

7. Reports

7.1 Director of Public Works

Councillor Louis Dechaine left the meeting at 11:12 a.m.

Reeve Glen Ockerman left Council Chambers at 11:12 a.m. and reentered at 11:14 a.m.

Reeve Glen Ockerman left Council Chambers at 11:21 a.m. and reentered at 11:24 a.m.

Resolution PW20250624.1011

Moved By: Councillor Darrell Younghans

to accept the June 2025, Director of Public Works report as presented.

Carried

7.2 Director of Community Services

Scott Jeffery, Director of Public Works left Council Chambers at 11:39 a.m. and reentered at 11:41 a.m.

Resolution PW20250624.1012

Moved By: Councillor Maxine Fodness

to accept the Director of Community Services June 2025, report as presented.

Carried

7.3 Regional FCSS Director

Resolution PW20250624.1013

Moved By: Councillor Maxine Fodness
to accept as information.

Carried

7.4 CAO Report

Resolution PW20250624.1014

Moved By: Councillor Darrell Younghans
to accept the CAO report as presented.

Carried

DD Skawronski-Munro Public Works Parts Administration Clerk re-entered Council Chambers at 11:52 a.m. with the open/verified bids for the 2025 Equipment sale.

5. Business Arising

5.4 Equipment Items for Sale 2025 – Opening of Sealed Bids

5.4.1 Awarding of Tenders of Equipment Items for Sale 2025

Councillor Dale Hedrick left Council Chambers at 11:55 a.m. and re-entered at 11:57 a.m.

Resolution PW20250624.1015

Moved By: Councillor Maxine Fodness
to award the tenders as follows:

PW Equipment, Trucks

1990 International 4900 **(Inoperable)**

Serial # 1HT5DDBP4LH203304

- Cody Gordon \$460.00

2007 Chevrolet 1500 Crew Cab 4x4

Serial # 2GCEK13M071661482

- Cody Gordon \$1,660.00

1997 CAT 966F
Serial # 1SL02255

- Dean Smith \$76,500.00

1989 DynaPac CC50
Serial # 610047

- Mitchener Allen \$2,120.00

1988 JD 4650 (European) **(No Park)**
Serial # RW4650P014756

- Mitchener Allen \$25,288.00

WM Trucks

2020 Peterbilt 520 (Front End Load)
Serial # 3BPD LJ0X8LF106049

- Mitchener Allen \$67,800.00

2016 Peterbilt 520 (Front End Load)
Serial # 3BPZLJ0XXGF100233

- Mitchener Allen \$50,188.00

Fire Truck

2003 Freightliner FL80 (Pumper)
Serial # 1FVABXAK83DL90984

- Bryce Osinchuk \$21,600.00

Water & Sewer

2006 Chev 3500 Van (Old Ambulance)
Serial # 1GBJG312661205007

- Cody Gordon \$2,660.00

Misc.

Wooden Office Desk - no bids received

and further that, if the highest bidder should choose to not move forward with their bid, that Public Works has Council's approval to sell the item at the next equipment sale.

Carried

Council recessed for lunch at 12:12 p.m. and reconvened at 12:50 p.m. will all Council including Councillor Louis Dechaine and staff present as prior to the recess with the exception of Jason Storch, Director of Community Services and with the addition of STEP EDO Linda Sallstrom.

8. New Business

8.1 Windsor Salt Lindbergh Site Repurposing – Phase 2

Jason Storch, Director of Community Services entered Council Chambers at 12:52 p.m.

Resolution PW20250624.1016

Moved By: Councillor Dale Hedrick

to approval access to the remaining \$35,000 that was pre-approved in the 2025 budget, to execute Phase 2 activities as envisioned.

Carried

STEP EDO, Linda Sallstrom left the meeting at 1:00 p.m.

8.2 Encroachment Application Appeal for Lot 1, Block 1, Plan 7622036 Trespass onto Lot 1R, Block 1, Plan 7622036 and on the Roadway

Phyllis Corbiere, Director of Corporate Services left Council Chambers at 1:06 p.m. and re-entered at 1:09 p.m.

Resolution PW20250624.1017

Moved By: Councillor Dale Hedrick

to table to allow Administration time to gather more information.

Carried

8.3 Request for Encroachment License on Road Plan 8022065 within the County Right-of-Way adjacent to SE 31-58-9-W4 (Roll #9831101) and portion of Lot 1, Block 1 8320424 (Roll #9831102)

Resolution PW20250624.1018

Moved By: Councillor Maxine Fodness

to enter into an Encroachment License with the landowners for the portion of the paige wire fence that encroaches on Road Plan 8022065 adjacent to SE 31-58-9-W4 (Roll #9831101) and a portion along Lot 1, Block 1, Plan 8320424 (Roll #9831102) and further that, the cost of the encroachment agreement application in the amount of \$500.00 is to be paid by the landowner.

Carried

8.4 Hamlet of Mallaig - Drainage

Resolution PW20250624.1019

Moved By: Councillor Darrell Younghans

to complete the grading and back sloping of the existing drainage channel along Railway Avenue in the Hamlet of Mallaig for a total estimate of \$20,177.10.

Carried

8.5 Haying in the 30's Cancer support Society Annual Event Requests – August 2-3, 2025

Resolution PW20250624.1020

Moved By: Councillor Louis Dechaine

to approve the following requests for the Haying in the 30's 2025 event being held the August long weekend:

- to provide 10 waste bins to the Haying in the 30s fund raiser and to pay the cost of disposal at the landfill.
- to approve the Haying in the 30s fund raiser to use the Mallaig transfer station for overflow parking/camping and to direct Staff to fence off the landfill site at the Mallaig transfer station prior to the event.
- to approve the request for “3 loads” or 36T of delivered gravel to the Haying in the 30's site prior to their event

and further that the County of St. Paul make a public acknowledgement for the 360 Organization for their part in the tipping/ disposal of waste bins for the event.

Carried

8.6 Elk Point Allied Arts Gravel Request

Resolution PW20250624.1021

Moved By: Councillor Kevin Wirsta

to approve the delivery of 25 tonne of gravel to the Elk Point Allied Arts parking lot at no cost.

Carried

8.7 Laurier Lake Blue Bird Beach Association – Fireworks Request

Resolution PW20250624.1022

Moved By: Councillor Dale Hedrick

to provide a Letter of Authorization to the Laurier Lake Blue Bird Association to host a fireworks display off of the Environmental Reserve located in SE 22-54-4-W4 the Sunday night of the upcoming August long weekend, pending favorable weather conditions.

Carried

8.8 Town of Smoky Lake Heritage Day Parade – August 2, 2025

Resolution PW20250624.1023

Moved By: Councillor Maxine Fodness

to file as information.

Carried

8.9 * Stoney Lake Mowing Request

Resolution PW20250624.1024

Moved By: Councillor Kevin Wirsta

to approve the request to have the back area at the Stoney Lake Rodeo grounds mowed prior to the upcoming Rodeo event being held July 5-6,

2025, and further that, this area be put on the annual mowing list moving forward.

Carried

8.10 * Lafond Ball Diamond Usage Request

Resolution PW20250624.1025

Moved By: Councillor Dale Hedrick

to approve the use of the Lafond Ball Diamond by residents throughout the summer months, at their own discretion and risk.

Carried

9. Adjournment

Business on the agenda being concluded, Chairman G. Ockerman adjourned the meeting.

Time: 1:35 p.m.

Reeve

Chief Administrative Officer



Request for Decision

Public Works Meeting July 22, 2025

4.1 – Closed Session

Request

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

On June 11, 2025, Alberta's Freedom of Information and Protection of Privacy Act (FOIP) was repealed and replaced with two new pieces of legislation: the Access to Information Act (ATIA) and the Protection of Privacy Act (POPA).

Sections commonly utilized by the County of St. Paul Council:

Part 1 Freedom of Information Division 2 of the ATIA:

- Section 20: Disclosure harmful to personal privacy
- Section 26: Disclosure harmful to Intergovernmental relations
- Section 32: Privileged Information (i.e. Legal privilege)

Budget/Financial – \$

Legislation/Bylaw/Policy Consideration –

Section 197(2) of the MGA - Councils and council committees may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act. *(section has not been updated to reflect FOIP changes in the latest edition of the MGA – May 15, 2025)*

Economic Development Implications –

Alternatives

Recommendation

to move into closed session as per Division 2, Sections 20 & 26 of the Access to Information Act (ATIA).

Submitted by: Betty Richard, Executive Assistant



Request for Decision

Public Works Meeting July 22, 2025

7.1 – Director of Public Works Report

Request

The Director of Public Works will present their report as attached.

Budget/Financial – N/A

Legislation/Bylaw/Policy Consideration – N/A

Economic Development Implications –

Alternatives

Recommendation

To file the Director of Public Works Report as presented.

Submitted by: Scott Jeffery, Director of Public Works



Request for Decision

Public Works Meeting July 22, 2025

7.2 - Director of Community Services Report

Request

The Director of Community Services will present their report at the meeting.

Budget/Financial –

Legislation/Bylaw/Policy Consideration – N/A

Economic Development Implications –

Alternatives

Recommendation

Motion to accept the Director of Community Services Report as presented.

Submitted by: Jason Storch, Director of Community Services



Request for Decision

Public Works Meeting July 22, 2025

7.3 – Regional FCSS Director Report

Request

The Regional FCSS Director has submitted the attached report.

Budget/Financial –

Legislation/Bylaw/Policy Consideration – N/A

Economic Development Implications –

Alternatives

Recommendation

Motion to accept the Regional FCSS Director's report as presented.

Submitted by: Betty Richard, Executive Assistant



Request for Decision

Public Works Meeting July 22, 2025

8.1 – 2025 Q2 Operational Update

Request

The 2nd quarter update of the 2025 Strategic & Operational Plans is being brought forth to Council for approval.

Council is encouraged to look at the update tandem with the [2025 Operational Plan](#). The Operational Plan lists the tactics noted for each department's strategy; while the strategies are repeated in this document, the tactics are not. In looking at the two documents side by side, you will see how the updates listed here align to the tactics of the Operation Plan.

Budget/Financial – \$

Legislation/Bylaw/Policy Consideration –

Economic Development Implications –

Alternatives

Recommendation

To approve the 2025 Q2 Update for publication.

Submitted by: Emma Schreiner Vonk, Communications Coordinator



Request for Decision

Public Works Meeting July 22, 2025

8.2 – ADM-1 Cellular Phones Policy

Request

Policy ADM-1 Cellular Phones was reviewed by the Policy Committee on July 10 and is being presented for Council approval.

Items 1.1, 1.2, and 4.2 were amended to provide clarity.

Item 2.1 has been amended to provide the Reeve with the option of receiving the standard cell phone allowance.

3.0 Cell Phone Allowance has been amended by removing the dollar values from the policy and replacing the rates with:

- Foreman, supervisors, managers, and directors will be set at the same rate as Council, reviewed annually.
- Standard monthly cell phone allowance for other employees will be 50% of that rate.

Budget/Financial – \$

Legislation/Bylaw/Policy Consideration –

Economic Development Implications –

Alternatives

Do not approve the policy.

Approve the policy as per the recommendations of the Policy Committee.

Recommendation

Approve ADM-1 Cellular Phones Policy as per the recommendations of the Policy Committee.

Submitted by: Phyllis Corbiere, Director of Corporate Services



ADM-1 Cellular Phones Policy

Department: Administration

POLICY OBJECTIVE:

The County of St. Paul desires to establish standards to govern the purchase, usage, maintenance, administration, and invoicing of cellular communication devices and to ensure that proper equipment is allocated in a fiscally responsible manner.

POLICY STATEMENTS:

1.0 Employee Eligibility

- 1.1 Senior management and management staff have job duties that require the frequent need for a cell phone. At the Chief Administrative Officer's discretion, senior managers and managers may be provided with a County-owned cell phone and the County shall pay the ~~required~~ monthly invoice.
- 1.2 Senior managers and managers may elect to ~~carry a~~ use their personal cell phone to conduct business on behalf of the County. Those carrying personal phones will receive a monthly phone allowance.
- 1.3 Non-supervisory employees who require frequent need for a cell phone are required to use a personal cell phone and will receive a bi-weekly or monthly allowance unless the Chief Administrative Officer or their designee authorizes the provision of a County-owned cell phone.

2.0 Elected Official Eligibility

- 2.1 The Reeve may be provided with a County-owned cell phone, and the County shall pay the monthly invoice, ~~or the Reeve may elect to receive the standard phone allowance.~~
- 2.2 All other elected officials will receive a standard cell phone allowance, which shall be determined annually at the County's organizational meeting.

3.0 Cell Phone Allowance

- 3.1 The Chief Administrative Officer or their designee may provide an allowance to an employee whose job duties necessitate the need for ~~a greater number of minutes and/or data capacity on their individual phone plan and~~ extensive use of their personal phone to conduct County business. No further reimbursement for cell phone costs is available to employees who receive a cell phone allowance. The monthly allowance ~~amount shall be \$40.00~~ for employees using their personal cell phones to conduct County business, will be 50% of the cell phone allowance set by Council at the Organizational Meeting.
- 3.2 For Foreman, supervisors, managers, and directors, a monthly cell phone allowance, consistent with the cell phone allowance set by Council at the annual Organizational Meeting, ~~allowance of \$80~~ shall be provided to those employees using their personal phone to conduct County business.

COUNTY OF ST. PAUL NO. 19

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- 3.3 The approved cell phone allowance will be paid monthly or bi-weekly as part of the employee's paycheck and will be subject to all applicable payroll taxes. This allowance does not constitute an increase to base pay and will not be included in the calculation of percentage increases to base pay for salary increases, promotions, or any other related compensation.

4.0 Employee Responsibilities

- 4.1 Seniors managers and managers receiving a County-owned phone will be obligated to enter into a cell phone contract with a provider of the County's choosing.
- 4.2 Employees and elected officials receiving a cell phone allowance must retain an active cell phone contract ~~if the cell phone allowance is in place~~. Employees and elected officials may choose the cellular service provider and plan design of their choice.
- 4.3 Use of the phone in any manner contrary to provincial or federal laws will constitute misuse and will result in immediate termination of the cell phone allowance or the revoking of a County-owned cell phone.
- 4.4 Employees who are required to answer their cell phone while operating equipment or driving shall use Bluetooth Wireless Technology.
- 4.5 Employees who are deemed eligible to carry a County-owned cell phone or receive a cell phone allowance shall be available on-call as required. If management is unable to regularly contact an eligible employee who is expected to be available, this may result in the discontinuation of the cell phone allowance or revoking of the County-owned cell phone.
- 4.6 Eligible employees and elected officials shall be required to sign a County of St. Paul Cell Phone Allowance Agreement or a County of St. Paul Cell Phone User Agreement.

5.0 Lost or Damaged Cell Phones

- 5.1 The employee's immediate supervisor must be notified immediately if a County-owned cell phone has been lost or damaged.
- 5.2 The repairing or replacement of a County-owned cell phone that has been lost or damaged shall be determined at the discretion of the employee's immediate supervisor. The supervisor may determine that the employee is no longer permitted to carry a County-owned cell phone.

Related Policies

Council Approval: March 30, 2011
Amended: March 10, 2015
Amended: October 10, 2017
Amended: May 12, 2020
Amended:



Request for Decision

Public Works Meeting July 22, 2025

8.3 – ADM-5 Council Office Equipment Policy

Request

ADM-5 Council Office Equipment Policy was discussed at the Policy Meeting on July 10 and is being presented for Council approval. The policy was amended to include a definition for Councillors, to remove the reference to fax machines and to include the current process for paying for internet service.

Budget/Financial – \$

Legislation/Bylaw/Policy Consideration –

Economic Development Implications –

Alternatives

Do not approve the policy.

Approve the policy as recommended by the Policy Committee.

Recommendation

Administration is recommending approving Policy ADM-5 Council Office Equipment Policy as recommended by the Policy Committee.

Submitted by: Phyllis Corbiere, Director of Corporate Services



ADM-5 Council Office Equipment Policy

Department: Administration

POLICY OBJECTIVE:

The County of St. Paul desires to establish standards for the acquisition, use, and maintenance of laptops, ~~fax machines~~, printers and other equipment or devices for Councillors.

DEFINITION:

"Councillors" means the individuals elected to Council in accordance with the *Municipal Government Act*;

POLICY STATEMENTS:

1.0 Equipment Provision

- 1.1 Councillors will be provided with a laptop/tablet and printer at the beginning of their term. The County will provide cartridges, paper, and IT support as required. Councillors will receive agendas, correspondence, and calendar information via this laptop.
- 1.2 Internet hardware and service charges will be paid by the County during the four-year term. *Payment will be made directly to the service provider on behalf of the Elected Official.*

2.0 Email Address

- 2.1 Each Councillor will be provided a county email address.

3.0 Councillor Responsibilities

- 3.1 Councillors must enter a contractual agreement with the County for a payroll deduction every month during their four-year term, which will pay half the cost of their laptop/tablet and corresponding hardware. When the term is over the equipment will become their property.
- 3.2 In the event that a Councillor does not complete their term, they will have the option of purchasing the laptop and its corresponding hardware for the remaining balance.
- 3.3 When a Councillor is leaving their position, they are required to submit their laptop to County administration for the purpose of removing all County-related programming.

Council Approval: September 14, 2010

Amended: April 8, 2014

Amended: December 14, 2021



Request for Decision

Public Works Meeting July 22, 2025

8.4 – ADM-13 Delinquent Accounts Receivable Policy

Request

ADM-13 Delinquent Accounts Receivable Policy has been amended to set out a separate process for overdue invoices that can be added to the tax roll as per section 553(1) of the Municipal Government Act, ie Fire Calls. The new process will continue to provide the 60 day and 90 day letters; however, the letter will indicate that the invoice will be added to the tax roll instead of being sent to collections if it is not paid.

Budget/Financial – \$

Legislation/Bylaw/Policy Consideration – Section 553(1) of the Municipal Government Act

Economic Development Implications –

Alternatives

Approve Policy ADM-13 as recommended by the Policy Committee.

Do not approve Policy ADM-13.

Recommendation

Approve Policy ADM-13 Delinquent Accounts Receivable Policy, as recommended by the Policy Committee.

Submitted by: Phyllis Corbiere, Director of Corporate Services



ADM-13 Delinquent Accounts Receivable Policy

Department: Administration

POLICY OBJECTIVE:

The County of St. Paul desires to provide a process for managing overdue Accounts Receivable.

DEFINITION:

“Suspended” means to stop something from being active, either temporarily or permanently.

POLICY STATEMENTS:

1.0 General Guidelines

- 1.1 County Administration will print an Aged Accounts Receivable Report monthly that will show what Accounts Receivable Invoices are outstanding – 30, 60, 90 and over 90 days.
- 1.2 Penalties will be calculated for outstanding invoices over 30 days at a rate of 2.5% per month.
- 1.3 Monthly statements ~~are generated but~~ will ~~only~~ be sent to customers who have outstanding accounts over 60 days, including the amount of the original invoice, plus accumulated penalties. ~~Outstanding~~ penalties less than \$10 may be written off as per ADM-23 Cancellation of Penalties.
- 1.4 Suspension of services ~~referenced below~~ will not apply to snow removal services, as this is considered an essential service. Residents requiring snow removal services will adhere to Driveway Snow Removal Policy PW-3 and prepay for the service.
- 1.5 A message will be printed on all invoices advising residents to pay from the invoice, as no statements will be issued for accounts less than 60 days in arrears.

2.0 Unpaid Invoices Sent to Collections

- 2.1 After being overdue for **60 days**, County Administration will send a ~~first reminder~~ letter to the customer indicating that if payment is not received their charging privileges for services and equipment rentals will be suspended.
- 2.2 After being overdue for **90 days**, County Administration will send a ~~second/final notice reminder letter~~ to the customer indicating that their charging account privileges have been ~~temporarily~~ suspended and that their account will be forwarded to a Collection Agency pending payment of their overdue account.

If the resident pays their outstanding invoice between the 90-day notice and 180 days in arrears, their charging privileges will be reinstated.
- 2.3 The listing of accounts 90 days overdue will be shared with appropriate County staff, in an effort to ensure the customer does not charge any further services/ rentals with the County.
- 2.4 When accounts remain unpaid after 180 days, they will be sent to the Collection Agency and placed on a “No Charge Listing”. If the Customer pays their account after it has been sent to

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collections, the customer will remain on the “No Charge Listing” for five years from the date their account is paid.

- 2.5 After the customer has been added to the “No Charge Listing”, future services/ equipment rentals must be pre-paid. In the instance where an exact amount cannot be determined, i.e. a 30 Yard Roll-Off Bin Rental, an estimate for pre-payment will be provided to the customer and full payment must be received prior to the service/equipment rental being provided. Pre-Payments must be in the form of Cash, Debit or Credit Cards.
- 2.6 At year end, Administration will review accounts deemed uncollectible by the collection agency and present a recommendation to Council to write those accounts off. Approval of write-offs will be as per Council resolution. When an outstanding account is written-off by Council, the customer will remain on the “No Charge Listing” permanently. Pre-payment of all future services/rentals will be required.

3.0 Invoices that *can* be added to the Tax Roll as per Section 553(1) of the Municipal Government Act

- 3.1 After being overdue for **60 days**, County Administration will send a ~~first reminder~~ letter to the customer indicating that if payment is not received their charging privileges for services and equipment rentals will be suspended.
- 3.2 After being overdue for **90 days**, County Administration will send a ~~second/final notice reminder letter~~ to the customer indicating that their charging account privileges have been ~~temporarily~~ suspended.

If a resident pays their outstanding invoice between the 90-day notice letter and 180 days in arrears their charging privileges will be reinstated.

- 3.3 If an invoice is outstanding ~~after 180 days~~ and is eligible to be added to the tax roll as per Section 553(1) of the Municipal Government Act, it will be added to the tax roll and deemed to be a tax imposed from the date it is added to the tax roll.

Related Policies

- Cancellation of Penalties

Council Approval: July 8, 2011
Amended: April 12, 2016
Amended: May 12, 2020
Amended: October 13, 2020
Amended: February 22, 2022
Amended: September 13, 2022
Amended: May 14, 2024



Request for Decision

Public Works Meeting July 22, 2025

8.5 – ADM-20 Council Remuneration and Expenses Policy

Request

At the February 11 Council Meeting, Council made a motion to refer policy ADM-20 to the Policy Committee for an amendment to align the policy and the motion made annually at the Organizational Meeting. Policy ADM-20 Council Remuneration and Expenses Policy was discussed at the Policy Committee Meeting on July 10 and is being presented for Council approval.

The following amendments were approved by the Policy Committee:

Item 2.5(g) “Trail rides” has been added to be included in the base salary

Item 2.11 has been removed as it is a duplicate of section 2.9

Item 4.3 remove “accommodations” as it is a duplicate of section 2.9

Item 4.10 removed – duplicate of 4.3

The committee also discussed the Definition of Public Works Meeting, which has been added as Item 1.1(o)

Budget/Financial – \$

Legislation/Bylaw/Policy Consideration –

Economic Development Implications –

Alternatives

Do not approve the policy.

Approve the policy as recommended by the Policy Committee.

Approve the policy with amendments.

Recommendation

To approve Policy ADM-20 Council Remuneration and Expenses Policy as per the recommendations of the Policy Committee.

Submitted by: Phyllis Corbiere, Director of Corporate Services



ADM-20 Council Remuneration and Expenses Policy

Department: Administration

Purpose

The County of St. Paul desires to establish fair and equitable compensation to members of Council for performing the duties of their office and reimbursement for expenses that they incur as they carry out their responsibilities.

This policy is intended to:

- (a) establish the eligibility for remuneration, benefits, and reimbursement of expenses available to members of Council when carrying out their official duties.
- (b) establish the approval process for reimbursement of costs associated with travelling to conference, conventions, training sessions or other general expenses for Councillors.

Scope

This policy applies to all Councillors.

Policy Statements

1.0 Definitions

1.1 The following terms shall be defined as follows:

- (a) “Back-Up Documentation” includes but is not limited to credit card statements, bank statements, or any other proof of purchase that provide the necessary information related to the actual purchase in the absence of a Receipt;
- (b) “Committee Meeting” means a formal gathering of a subgroup appointed at the annual Organizational Meeting.
- (c) “Conference” means a formal meeting at which individuals participate in an exchange of ideas, information, and expertise in County-related subject areas;
- (d) “Convention” means an assembly, usually of Members of a professional group or delegates, whose primary purpose is to elect officers, report progress, and obtain approval for future activities;
- (e) “Council Appointment List” means the list of boards, committees, or other organizations to which Council appoints a Council member as a representative;
- (f) “Council Meeting” means a regularly scheduled meeting of Council;
- (g) “Councillors” means the individuals elected to Council in accordance with the *Municipal Government Act*;

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- (h) “County” means the County of St. Paul No. 19;
- (i) “Course” means an instruction period dealing with specific subject matter, which is attended in person or on-line;
- (j) “Deputy Reeve” means the individual elected by Council at the annual organizational meeting to serve a one-year term and who will serve as [Acting](#) Reeve in the Reeve’s absence;
- (k) “Legislative Budget” means the annual budget available to Councillors for general Council expenses including remuneration, travel, meals, mileage, and other expenses related to Councillors duties;
- (l) “Meeting” means a gathering that Councillors attend where matters within the jurisdiction of County Council are discussed and direction is given to administration or where County business is discussed;
- (m) “Municipal Business” means all activities without limitations undertaken by Councillors in the course of carrying out their duties, that provide benefit to the County;
- (n) “Presentation” means information being conveyed from a speaker to an audience.
- (o) “Public Works Meeting” means a regularly scheduled meeting of Council, which may contain predominantly Public Works related items and will include a report from the Director of Public Works.
- (p) “Receipt” means an itemized receipt provided by the vendor detailing individual products and services purchased by product description, unit price, subtotal, taxes, and extended total;
- (q) “Reeve” means the Chief Elected Official elected in accordance with Section 150(1) of the Act; and
- (r) “Training and Development” means the process of enhancing a Councillor’s ability to perform their governance role.
- (s) “Virtual Meeting” means a real-time interaction that takes place over the Internet using integrated audio and video, chat tools and application sharing.

2.0 Council Remuneration

- 2.1 Councillors shall receive remuneration for their activities as elected officials in four distinct ways via base ~~salary~~ [honouraria](#), meeting rate, out-of-County ~~meeting~~ rate, and travel time [for overnight](#).

Base ~~Honouraria~~ [Salary](#)

- 2.2 ~~Honouraria~~ [Salary](#) shall be paid in accordance with Revenue Canada’s provisions for Elected Officials.
- 2.3 ~~Honourarium amounts~~ [Base Salaries](#) shall be determined annually by Council resolution for the Reeve, Deputy Reeve, and Councillors at the County Organizational meeting in October or November. Councillors shall be compensated this base ~~honorarium~~ amount monthly for the performance of the duties [listed in 2.5](#).

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- 2.4 Councillors are not eligible to claim mileage for carrying out duties covered under the base [honoraria salary](#), which are listed below.
- 2.5 The following duties are included in the base [honoraria salary](#) when undertaken within the corporate boundaries of the County:
- (a) Liaison work within the Councillor's division when responding to public concerns from residents, clubs, organizations and businesses;
 - (b) Preparation for Council and Committee meetings;
 - (c) Informal meetings with the Chief Administrative Officer to discuss County business;
 - (d) Meetings with residents and community groups within the divisional boundaries. For the Reeve or the Deputy Reeve acting on behalf of the Reeve, the divisional boundaries shall be the County corporate boundaries;
 - (e) Attendance or speaking at social functions including but not limited to holiday parties, social committee functions, potlucks, and celebrations;
 - (f) Attendance or speaking at public events that are hosted by the County;
 - (g) Attendance or speaking at, including but not limited to, banquets, ceremonies, community events, festivals, fundraisers, grand openings, graduations, luncheons, new equipment arrival, open houses, parades, ribbon cuttings, rodeos, sports tournaments, trade shows, [trail rides](#) and other similar events;
 - (h) Project interviews with consultants;
 - (i) Meetings with the media;
 - (j) Meetings attended as an ex-officio member; and
 - (k) Cheque or agreement signings;
 - (l) Annual General Meetings or Organizational Meeting when they are held on the same day as the regular scheduled Board meetings;
- 2.6 The following duties are included in the base [honoraria salary](#) when undertaken within or outside the Corporate Boundaries of the County
- (a) Any trade shows, open house, speeches, meet and greets, held prior to Opening Ceremonies of a Conference.
 - (b) Golf tournaments, including accommodations, and meals.

Meeting Rate

- 2.7 A Meeting rate shall be determined annually by Council resolution at the Organizational Meeting in October or November. The following [Meetings](#) shall be eligible for Councillors to claim the Meeting rate, whether being held in person or virtually:
- (a) Regularly scheduled Council meetings and Public Works meetings;

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- (b) Special Council meetings;
- (c) Organizational meetings of Council as required by the Municipal Government Act;
- (d) Committee meetings;
- (e) Meetings when formally invited in writing by the Chief Administrative Officer;
- (f) Emergency meetings to deal with a disaster;
- (g) Conference, Convention, or Course;
- (h) Budget meetings;
- (i) Strategic Planning meetings;
- (j) Meetings with federal, provincial, municipal or Indigenous government representatives;
- (k) Meetings with industry or business;
- (l) Zone Meetings for the Rural Municipalities of Alberta (RMA) or the Federation of Canadian Municipalities (FCM);
- (m) Meetings related to special projects that the County is working on;
- (n) Meetings attended as ex-officio member where appointed by Council to attend; and
- (o) When Council assembles as a whole and there is more than one type of presentation.
- (p) Any other meetings if attendance has been approved in advance by a majority vote of Council, except for those items included in section 2.6 above.

Out-of-County Meeting Rates

- 2.8 An out-of-County Meeting rate shall be determined annually at the Organizational Meeting.
- 2.9 Councillors shall receive an out-of-County meeting rate when travelling 170 kilometres or more, one-way, from their personal residence to attend a Conference, Convention, Course, or Meeting.
- 2.10 All out-of-County travel must be approved in advance by a majority of Council, by policy, or by invitation from the Chief Administrative Officer.

~~Travel Time~~ Duplicate of Out-of-County Meeting Rates

- ~~2.11 Councillors shall receive compensation for travel time when travelling 170 kilometres or more, one-way, at a rate to be determined annually at the County Organizational Meeting.~~

Travel Time for Overnight

- 2.11 Councillors shall receive compensation for travel time at a rate determined annually at the Organizational Meeting:
 - ½ day each way – up to 340 km one way
 - 1 day each way – over 340 km one way

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3.0 Reporting

- 3.1 Councillors shall provide reports at the monthly Council Meeting on any Committee Meetings, Conferences or Conventions that are being claimed.

4.0 Travel and General Expenses

- 4.1 Councillors shall establish meal rates for breakfast, lunch, and dinner annually by Council resolution at the Organizational Meeting in October or November.
- 4.2 Mileage rates will be determined using the Canada Revenue Agency's Automobile Allowance Rates.
- 4.3 Councillors shall be reimbursed for direct expenses incurred while undertaking County business including meals, accommodations, transportation costs, and parking while carrying out Municipal Business. *duplicate of 4.13
- 4.4 When travel is authorized by Council, the method of transportation will normally be the most direct and economical.
- 4.5 Vehicle mileage claims are paid for the specific purpose of reimbursing Councillors for the actual cost of using their vehicles for Municipal Business.
- 4.6 Travel within the County limits is eligible for mileage reimbursement only when a Councillor is attending a Conference, Convention, Course or Meeting.
- 4.7 Councillors shall be reimbursed for the cost of a rental car and fuel when this is the most economical method of local transportation while away on Municipal Business.
- 4.8 If the County is purchasing tickets to events, spots will be filled using the following order: 1) Councillors 2) staff and 3) spouses.
- 4.9 The County shall not pay for spousal or guest expenses associated with Councillor travel for Municipal Business. This includes airfare, registrations, meals, tickets to events, and other similar expenses. Where the County prepays for spousal or guest expenses, the Councillor shall reimburse the County.
- 4.10 ~~Councillors are entitled to reimbursement for personal meals incurred during out-of-County Municipal Business trips at the rates set annually at the County Organizational Meeting.~~ Duplicate of 4.3
- 4.11 Alcoholic beverages shall not be expensed under any circumstances.
- 4.12 County staff may reserve accommodations for Councillors and shall notify Councillors of the booking. Councillors are responsible for providing adequate notice should they no longer require the accommodations. In the event a Councillor does not provide adequate notice, the Councillor shall reimburse the County for any costs incurred for the reserved accommodations.
- 4.13 If accommodations are not reserved and paid for by County staff, Councillors shall provide receipts to be reimbursed for accommodation costs.
- 4.14 Councillors providing their own private accommodations shall be entitled to an allowance at a rate set annually at the County Organizational Meeting.

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5.0 Statement of Council Fees

- 5.1 Councillors shall submit a monthly Statement of Council Fees outlining all Meetings, out-of-County Meetings, and Conferences attended and all mileage and expenses incurred.
- 5.2 All items claimed must be accompanied by Receipt. If a Receipt is lost, the Councillor is responsible for providing Back-Up Documentation demonstrating proof of purchase. If no Back-Up Documentation can be provided, the Councillor will not be reimbursed for the expense.
- 5.3 Any portion of an expense described in this policy which is paid for by a third party shall not be claimed for reimbursement from the County.
- 5.4 Monthly Statement of Council Fees shall be published publicly online every month.
- 5.5 Council will review Statement of Council Fees monthly and a majority vote is required for an expense claim to be processed.

Council Approval: March 13, 2012

Amended: December 11, 2018

Amended: May 10, 2022

Amended: September 13, 2022

Related Policies:

- ADM-5 Council Office Equipment Policy
- HR-7 Conference and Education Policy



Request for Decision

Public Works Meeting July 22, 2025

8.6 – HR-7 Conference and Education Policy

Request

HR-7 Conference and Education Policy was discussed at the Policy Meeting on July 10 and is being presented for Council approval.

Item 1.4 of the policy has been amended to provide clarity around the two additional conferences to be approved for elected officials.

Agricultural Fieldman position has been removed, and Supervisor and Foreman of Waste and Agricultural Services positions have been added.

RUSA Conference has been removed as it no longer exists.

ARMAA, LGAA and AMHSA have been added under each Director position, with the intent being attendance rotated among the Directors, while maintaining appropriate coverage in the office.

Budget/Financial – \$

Legislation/Bylaw/Policy Consideration –

Economic Development Implications –

Alternatives

Do not approve the policy.

Approve the policy as recommended by the policy committee.

Recommendation

To approve Policy HR-7 Conference and Education Policy as recommended by the Policy Committee.

Submitted by: Phyllis Corbiere, Director of Corporate Services



HR-7 Conference and Education Attendance Policy

Department: Human Resources

Policy Objective:

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

Scope:

This policy applies to employees of the County, whether they work onsite, offsite or remotely.

1.0 Annual Attendance Approval

1.1 The Council of the County of St. Paul approves the annual attendance of Reeve and Council members at the following conferences/Meetings/Seminars:

- (i) RMA Spring and Fall Conventions;
- (ii) RMRF and Brownlee Law Seminars
- (iii) AAAP Zone Meeting
- (iv) RMA Zone Meetings
- (v) Provincial Agriculture Service Board Tour and Provincial Conference;

1.2 The Council of the County of St. Paul approves attendance of Reeve and Council at the following educational courses:

- (i) Elected Officials Education Program (EOEP) courses can only be taken once, and approval will cease upon completion of the certificate.

1.3 The Council of the County of St. Paul approves attendance of Reeve and Council at training required for committees or as required by the MGA, ie – ARB, SDAB, Emergency Management, ICS 100.

1.4 Any request to attend conferences or other professional development opportunities not listed above or approved and paid for at the ~~Council~~ committee level, must be brought before Council at a Meeting prior to the conference for approval. Two ~~additional~~ conferences ~~will~~ ~~may~~ be approved during each calendar year.

~~Additional professional development opportunities will may be considered based on merit and cost, however~~ The onus will be on the elected official to demonstrate the benefits of attending the conference.

1.5 The Council of the County of St. Paul approves annual attendance of members at large for the following conferences and education courses:

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FCSS Conference

Agricultural Service Board Provincial Tour and Conferences

Assessment Review Board Training

Subdivision and Development Appeal Board Training

1.7 The Council of the County of St. Paul approves the annual attendance of employees at the following conferences and educational courses:

(a) Chief Administrative Officer:

- (i) Alberta Rural Municipal Administrators' Association (ARMAA)
- (ii) RMA Spring and Fall Conventions
- (iii) Administrator's Mountain Refresher Conference (SLGM) OR Local Government Administration Association Conference (LGAA)
- (iv) Canadian Association of Municipal Administrators OR International City/County Management Association (choose one or the other each year) *Within North America only.
- (v) Government Finance Officers Association (GFOA)
- (vi) Alberta Municipal Health and Safety Association (AMHSA)

(b) Director of Community Services:

- (i) Administrator's Mountain Refresher Conference, SLGM
- (ii) Alberta Association of Recreation Facility Personnel Conference
- (iii) Alberta CARE Conference, Spring and Fall
- (iv) Alberta Fire Chiefs Association Conference
- (v) Alberta Recycling Management Authority Conference
- (vi) Alberta Rural Municipal Administrators' Association Conference (ARMAA) OR Local Government Administration Association Conference (LGAA)
- (vii) Compost Council of Canada Conference, when it's in western Canada
- (viii) Provincial Agricultural Service Board Conference
- (ix) Regional Agricultural Service Board Conference
- (x) Solid Waste Association of North America (SWANA) Northern Lights Chapter Conference, when it's in Western Canada
- (xi) Alberta Municipal Health and Safety Association (AMSHA)

(c) Director of Corporate Services:

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- (i) Alberta Rural Municipal Administrators Association Conference (ARMAA) **OR Local Government Administration Association Conference (LGAA)**
- (ii) Alberta Municipal Clerks' Conference and Fall Workshop
- (iii) Administrator's Mountain Refresher Conference – SLGM
- (iv) RMA Insurance RiskPro Symposium
- (v) Government Finance Officers of Alberta Conference.
- (vi) **Alberta Municipal Health and Safety Association (AMSHA)**
- (d) Director of Public Works:
 - (i) Alberta Municipal Supervisors Association
 - (ii) Alberta Sand and Gravel Conference
 - (iii) **Alberta Water and Wastewater Operators Association Conference**
 - (iv) **Alberta Rural Municipal Administrators Association Conference (ARMAA) OR Local Government Administration Association Conference (LGAA)**
 - (v) **Alberta Municipal Health and Safety Association (AMSHA)**
- (e) Public Works Managers and Supervisors
 - (i) Alberta Municipal Supervisors Association Conventions
 - (ii) Alberta Sand and Gravel Conferences
- (f) Director of Regional Occupational Health and Safety (~~may attend up to a maximum of three~~):
 - (i) Alberta Emergency Management Agency Summit
 - (ii) Disaster Services Conference
 - (iii) ~~Rural Utilities and Safety Association Conference~~ No longer exists, replace with **Alberta Municipal Health and Safety Association Conference (AMHSA)**
 - (iv) Alberta Health and Safety Conference
 - (v) Western Conference on Safety
 - (vi) Canadian Society of Safety Engineers (CSSE) Conference; or
 - (vii) Association of Safety Partnerships (AASP) Conference
 - (ix) Alberta Construction Safety Association (ACSA)
 - (x) **Energy Safety Association Conference**
- (g) ~~Agricultural Fieldman~~

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- ~~_____ (i) Provincial Agricultural Service Board Conference;~~
- ~~_____ (ii) Regional Agricultural Service Board Conference;~~
- ~~_____ (iii) Alberta Association of Agricultural Fieldmen In-Service Training; and~~
- ~~_____ (iv) Provincial Agricultural Service Board Summer Tour Conference~~
- (g) **Manager Supervisor** of Waste & Agricultural Services
 - (i) Provincial Agricultural Service Board Conference
 - (ii) Regional Agricultural Service Board Conference
 - (iii) Alberta Association of Agricultural Fieldmen In-Service Training
 - (iv) Solid Waste Association of North America (SWANA) Northern Lights Chapter Conference when it's in Western Canada
 - (v) Alberta CARE Conference, Spring and Fall
- (h) **Foreman of Waste & Agricultural Services**
 - (i) Provincial Agricultural Service Board Conference
 - (ii) Regional Agricultural Service Board Conference
 - (iii) Alberta Association of Agricultural Fieldmen In-Service Training
 - (iv) Solid Waste Association of North America (SWANA) Northern Lights Chapter Conference when it's in Western Canada
 - (v) Alberta CARE Conference, Spring and Fall
- (i) Assessment Review Board Clerk and Members:
 - (i) Training as required by statute
- (j) Certified Water Operators:
 - (i) Western Canada Water & Wastewater Operators Association
 - (ii) Alberta Water and Wastewater Operators Association
 - (iii) Rural Utilities and Safety Association Conference
- (k) Communications Coordinator
 - (i) Annual Municipal Communications Conference
- (l) Occupational Health and Safety Coordinator ~~(may attend up to a maximum of two):~~
 - (i) Alberta Emergency Management Agency Summit
 - (ii) Alberta Health and Safety Conference
 - (iii) Western Conference on Safety

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- (iv) Energy Safety Canada Conference
- ~~(iv) Rural Utilities and Safety Association Conference.~~ No longer exists replace with Alberta Municipal Health and Safety Association Conference
- (m) Executive Assistant:
 - (i) Alberta Municipal Clerks' Conference and Fall Workshop
 - (ii) CAMA – Executive Assistants in Local Government National Conference and Professional Development Webinars
- (n) Finance Officer:
 - (i) Canadian Association of Government Finance Officers
 - (ii) Government Finance Officers of Alberta
 - (ii) Infrastructure Asset Management Alberta Workshops
- (o) ~~FOIP~~ ATIA Coordinator:
 - (i) Access and Privacy Conference
- (p) IT/GIS Coordinator:
 - (i) GIS Training
 - (ii) Infrastructure Asset Management Alberta Workshops
 - (iii) MISA Prairies Conference
- (q) Joint Health and Safety Committee Members (once during the term on the committee)
 - (i) ~~Rural Utilities and Safety Association Conference~~ Alberta Municipal Health and Safety Association Conference
- (r) Library Board Secretary/Treasurer:
 - (i) Northern Lights Library Conference
 - (ii) Regional Library Conference
- (s) Parks Foreman:
 - (i) Alberta Recreation and Parks Association Conference.
- (t) Payroll Technician:
 - (i) Government Finance Officers of Alberta
 - (ii) Canadian Payroll Association Conference
 - (iii) Local Authorities' Pension Plan Training.
- (u) Planning and Development Staff:



- (i) Alberta Development Officers' Association
- (ii) Community Planning Association of Alberta Conference
- (iii) Alberta Professional Planners Institute (APPI) Conference
- (v) Subdivision and Development Appeal Board Members and Clerk:
 - (i) Training as required by statute
- (w) Taxation and Assessment Technician:
 - (i) Alberta Assessors' Association Conference
 - (ii) Alberta Property Tax Seminar
 - (iii) Alberta Municipal Taxation Professionals Association Conference

2.0 Additional Conferences and Educational Opportunities

- 2.1 The Chief Administrative Officer may authorize staff to attend conferences, workshops, or activities related to their positions if such activities occur prior to Council having had an opportunity to consider the matter at a Council meeting. When this occurs, the Chief Administrative Officer shall report such attendances to Council at the following regular Council meeting for ratification.
- 2.2 The County may provide financial support for course fees to employees who wish to follow educational programs relevant to their work. The employees will be required to present a request to the Chief Administrative Officer outlining in detail the program to be followed and related costs thereof.

3.0 Conditions

- 3.1 If reasonable, County-owned vehicles shall be used for transportation to and from conferences, seminars, workshops, or other educational sessions.
- 3.2 If any employee is required to attend mandatory professional development on a weekend or holiday, they will be provided with time in lieu based on the number of hours worked as per the County Overtime and Overtime Agreements Policy.
- 3.3 Registration fees may be paid for by the County with the authorization of Council.
- 3.4 Upon completion of any course funded by the County, the final grades must be submitted to their immediate supervisor.
- 3.5 If the County requires any additional training or training is required by law (for example, drivers' testing, drivers' medical, air brake endorsement, etc.), the County will cover the costs of training and testing for employees at the discretion of the Chief Administrative Officer or their supervisor.
- 3.6 Any full-time permanent or seasonal employee participating in any courses that have been paid for by the County must remain with the County after course completion for a period of twelve (12) months. If an employee terminates their employment prior to the one-year period, the training or tuition fee shall be reimbursed to the County.

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4.0 Travel

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

Related Policies

- Professional Training and Development Policy
- Driving and Vehicle Use Policy
- Overtime and Overtime Agreements Policy
- Hotel and Conference Registration Policy

Council Approval: September 14, 2010

Amended: October 10, 2017

Amended: May 12, 2020

Amended: December 14, 2021

Amended: March 14, 2023

Amended: February 13, 2024



Request for Decision

Public Works Meeting July 22, 2025

8.7 – HR-10 County Functions Policy

Request

HR-10 County Functions Policy was discussed at the Policy Meeting on July 10 and is being presented for Council approval.

The name of the policy is being changed from County Functions Policy to Social Committee Policy.

Amendments have been made to update the policy and clarify the wording in item 1.4 as it relates to fees for family members over 18 years of age.

1.5 has been removed from the policy and added to HR-11 Service Awards Policy.

Budget/Financial – \$

Legislation/Bylaw/Policy Consideration –

Economic Development Implications –

Alternatives

Do not approve Policy HR-10.

Approve Policy HR-10 County Functions Policy as recommended by the Policy Committee.

Recommendation

Approve Policy HR-10 County Functions Policy as recommended by the Policy Committee.

Submitted by: Phyllis Corbiere, Director of Corporate Services

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HR-10 County Social Committee Functions Policy

Department: Human Resources

POLICY OBJECTIVE:

The County of St. Paul desires to establish a ~~the County of St. Paul~~ Social Committee to administer County functions.

POLICY STATEMENTS:

1.0 General Matters

- 1.1 A Social Committee will be appointed annually in January to administer County functions. The Committee will consist of a ~~maximum~~ **minimum** of six (6) ~~people~~ **volunteers** from both the Administration and Public Works Staff.
- 1.2 **A budget will be set annually by County Council.**
- 1.3 County functions to be organized **by the committee** include:
 - a) 4H Beef on a Bun ~~June~~
 - b) Staff Barbeque/**Golf** ~~June~~
 - c) **LRA** Rodeo Supper ~~August/September~~
 - d) **Staff** Christmas Party ~~November/December~~
- 1.4 ~~Any family members other than the employee, their spouse or partner, and children under the age of eighteen (18) will pay a fee to be determined by the Social Committee from time to time to attend the Staff Barbeque or Christmas Party.~~ **A fee determined by the Social Committee will be charged for any family members, other than the employee's spouse or partner and children under the age of eighteen, attending the Staff Barbeque or Christmas Party.**
- 1.5 ~~Retiree and long service awards will be presented annually at the Christmas Party.~~ **Moved to policy HR-11**

Related Policies:

- **Service Awards Policy**

Council Approval: September 14, 2010

Amended: December 8, 2015

Amended:



Request for Decision

Public Works Meeting July 22, 2025

8.8 – HR-11 Service Awards Policy

Request

HR-11 Service Awards Policy has been updated to add that Retiree and long service awards will be presented annually at the Christmas Party, which is item 1.5 that was removed from HR-10 County Functions Policy.

A statement referencing the amount of the Long Service Awards has also been struck out as the values of the service award are set out in the policy.

The amendments were approved by the Policy Committee at the July 10th Policy Committee meeting.

Budget/Financial – \$

Legislation/Bylaw/Policy Consideration –

Economic Development Implications –

Alternatives

Do not approve the amended policy.

Approve the policy as amended.

Recommendation

Approve Policy HR-11 as amended, as recommended by the Policy Committee.

Submitted by: Phyllis Corbiere, Director of Corporate Services



HR-11 Service Awards Policy

Department: Human Resources

Purpose

The County of St. Paul (the County) recognizes that its employees are its most valuable resource and wishes to ensure that the contributions and commitment made by employees are acknowledged in ways that reflect the underlying values of public service and that recognition practices are sustained. The intent of this policy is to provide guidelines to determine when awards can be given to employees from the County in appreciation for their service.

Scope

This Policy applies to all permanent full-time, permanent part-time, and seasonal employees. Individuals serving the County on a contract basis do not have employee status and will not be considered for service awards.

Policy Definitions

Management means the director of a department to which the employee reports into.

Policy Statements

General Matters

The County will acknowledge employees with five (5) or more years of service and those that are retiring with the County.

It is the responsibility of the County Chief Administrative Officer (CAO), to ensure that the County's management is aware of this Policy and communicates it to their respective staff. Any administrative procedures, processes, or forms required to support this Policy are the responsibility of the County administration as delegated by the CAO.

The terms, conditions, and eligible years of service awards are subject to review annually; and amendments or changes may be made from time to time based on the sole discretion of the CAO.

Long Service Awards

All commencement dates for which service awards shall begin January 1st and end December 31st. An employee will qualify for a service award if their fifth or multiple-of-fifth anniversary date occurs on or before December 31st of that year.

- For the purpose of service awards, any approved leave of absence, with or without pay, will not be considered a break in service provided there is no resignation.

COUNTY OF ST. PAUL NO. 19

Our Mission - To create desirable rural experiences



- No changes shall be made to existing service calculations that have been made prior to this policy being in effect.
- Long service awards will be awarded to eligible employees at the completion of each five-year phase of continuous employment.
- ~~The amount of the awarded long service award will be determined through administrative procedures as determined from time to time by the Chief Administrative Officer (CAO), or as delegated by the CAO.~~ The amount of the award is set out below.
- The award will be paid on the employee's last cheque of the year and will be in alignment with the Canada Revenue Agency (CRA) rules, guidelines, and definitions.

The cash service awards will be allocated as follows:

- a) 5 Years – \$50
- b) 10 Years – \$100
- c) 15 Years – \$150
- d) 20 Years – \$300
- e) 25 Years – \$500
- f) 30 Years – \$1,000
- g) 35 Years – \$1,500
- h) 40 Years - \$2,000

Retirement Recognition

The amount of the retirement gift will be decided through administrative procedures as determined from time-to-time by the CAO, or as delegated by the CAO.

- The award will be paid on the employee's last cheque of the year and will be in alignment with Canada Revenue Agency (CRA) rules, guidelines and definitions.

The cash retirement awards for all employees will be valued as follows:

- a) 5-9 years - \$200
- b) 10-14 years - \$300
- c) 15-19 years - \$400
- d) 20-24 years - \$500
- e) 25-29 years - \$600
- f) 30-34 years - \$700
- g) 35-39 years - \$800
- h) 40+ years - \$1,000

Coordinating Responsibility

The Payroll Technician will provide the CAO, Director of Public Works and the Entertainment Committee with a list of employees who are eligible for service awards or retirement gifts by October of each calendar year.

Retiree and long service awards will be presented annually at the Christmas Party.

COUNTY OF ST. PAUL NO. 19

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Related Policies:

- [HR-10 County Functions Policy](#)

Council Approval: September 14, 2010

Amended: April 8, 2014

Amended: December 8, 2015

Amended: July 6, 2018

Amended: December 10, 2019

Amended: June 8, 2021

Amended: February 13, 2024



Request for Decision

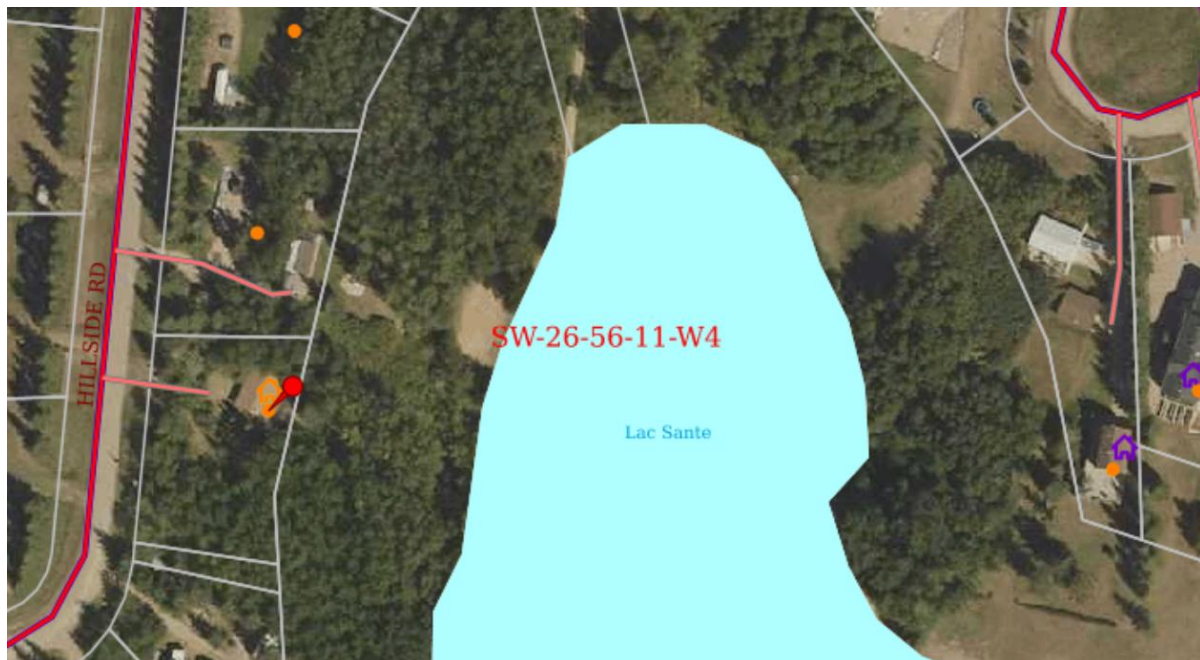
Public Works Meeting July 22, 2025

8.9 – Encroachment – # 316 - 56415 Range Rd 112

Request

Councillor Fodness asked that consideration for an encroachment be brought forward on behalf of the landowner of 316 56415 Range Rd 112 located in SW 26-56-11 W4. As they were clearing trees within their own lot, they mistakenly removed 8-10 scrubby poplars in an area of about 34' x 45' from the adjacent Environmental Reserve.

The landowner has requested permission to plant grass in the area instead of replanting trees.



Budget/Financial – \$

Legislation/Bylaw/Policy Consideration –

Economic Development Implications –

Alternatives

To approve the planting of grass to remedy the removal of the trees.



To approve some other form a mitigation for the removal of the trees.

Recommendation

Council to provide direction.

Submitted by: Jason Wallsmith, CAO



Request for Decision

Public Works Meeting July 22, 2025

8.10 – Haying in the 30's Sunday Pancake Breakfast

Request

The Haying in the 30's Cancer Support Society has submitted their annual attached request for Councils participation in their upcoming Sunday Pancake Breakfast being held on August 3, 2025.

They are asking interested Council members and/or Administrative staff to be there by 7:30 a.m. to prepare, cook and serve pancakes in collaboration with the Town of St. Paul. Breakfast is scheduled for 9:30 a.m. following the interfaith service.

Ideally, they would like to have six (6) County representatives to assist in collaboration with the Town of St. Paul. Administration has communicated to the organization that due to the late submission of the request, Administration will let them know the Council decision immediately following Council's decision after the July 22 Public Works meeting

Council has consistently supported this request for several years.

Budget/Financial – \$

Legislation/Bylaw/Policy Consideration –

Economic Development Implications –

Alternatives

To approve any interested Council members and/or Administrative staff to attend the Haying in the 30's event being held on Sunday August 3, 2025, to prepare, cook and serve the pancake breakfast, in collaboration with the Town of St. Paul.

To file as information.

Recommendation

To approve the attendance of any interested Council members and/or Administrative staff for the Haying in the 30's event being held on Sunday August 3, 2025, to prepare, cook and serve the pancake breakfast, in collaboration with the Town of St. Paul.

Submitted by: Betty Richard, Executive Assistant



**HAYING IN THE 30'S CANCER SUPPORT SOCIETY
BOX 35 MALLAIG, ALBERTA T0A 2K0**

July 2, 2025

To: Maureen Miller / Ron Boisvert - Town of St. Paul
Scott Jeffery / Jason Wallsmith – County of St Paul

From: Yolande Theroux
Haying in the 30's Cancer Support Society

Re: Sunday Pancake Breakfast – August 3, 2025

On behalf of Haying in the 30's, I would like to thank you for your past support in helping to make our annual event a success. We at Haying in the 30's are hoping that the Town of St. Paul can collaborate with the County of St Paul to help out our organization again this year with the Pancake breakfast on Sunday August 3, 2025. We would supply the pancake mix, all that is required is that you would be able to mix the batter, cook, and help serve the breakfast to the public.

Breakfast is scheduled for 9:30 am. following the interfaith service. We would require a minimum of 8 people, feel free to bring more the more the better. We would ask that you be there for 7:30 am, to prepare and cook the pancakes, this should allow for ample time.

It would also be appreciated if you could help in serving the breakfast to the public, only 4 individuals would be required for serving.

I would appreciate a reply as to your decision before July 16, 2025, if possible.

Thank you again for your continuing support. Without everyone's help, we would never be able to put on such an event, but with everyone's help we can make a difference.

Should you have any questions or concerns feel free to reach out to me at the number below.

Yolande Theroux
Haying in the 30's Cancer Support Society
780-210-9523



Request for Decision

Public Works Meeting July 22, 2025

8.11 – 10th Annual Mallaig Cabrini Park Challenge Cup 2025

Request

The Mallaig and District Museum will be holding their 10th Annual Antique Tractor and Car Show on August 23, 2025. They have submitted a request to the County to support their show by providing \$1,000 in sponsorship for their T-shirts that they give to each participant. Letter of request is attached.

Council has provided sponsorship for the Tractor Show in 2016 and 2017 with a \$1,500 donation and sponsorship in 2018, 2019, 2021 - 2024 with a \$1,000 donation.

Budget/Financial – \$1,000

Legislation/Bylaw/Policy Consideration –

Economic Development Implications –

Alternatives

To approve the request to sponsor the Mallaig Cabrini Park Challenge Cup 2025 being held on August 23, 2025, with \$1,000.

To deny the request for financial sponsorship for the Mallaig Cabrini Park Challenge Cup 2025 being held on August 23, 2025.

Recommendation

To provide the Mallaig and District Museum with \$1,000 for their Annual Cabrini Park Challenge Cup 2025 – Antique Tractor and Car Show being held on August 23, 2025.

Submitted by: Betty Richard, Executive Assistant

JULY 7, 2025

**10th Annual Cabrini Park Challenge Cup 2025
Antique Tractor & Car Show**

Saturday August 23, 2025, Mallaig

Dear Sir,

The Mallaig and District Museum Society would like to thank-you for your support of \$1000.00 in the past and your support again this year, to help with promoting our show and the T-shirts we supply to the participants of our Annual Tractor and Car Show. The County Logo has been a well received addition to the print on the shirts. Thank you for your consideration.

For more information please call Raymond Amyotte @ 780-635-3804 or Laurier Dechaine @780-635-3057 or 780-210-3056 or Henri Amyotte @780-210-0581

Saturday Breakfast 9:00 a.m. at the Museum

Saturday 9:00 a.m. - 12:00 p.m. --Registrations @ Mallaig Cabrini Park
3:00 p.m. --Prizes

Yours truly,



Raymond Amyotte
(President)
Mallaig and District Museum



Request for Decision

Public Works Meeting July 22, 2025

8.12 – Public Works Meeting August 26, 2025

Request

CAO Jason Wallsmith will be away at the annual ARMAA Conference for the August 26, 2025 regularly scheduled Public Works Meeting.

Administration requests guidance from Council regarding whether the August Public Works meeting should be cancelled, rescheduled or proceed as scheduled.

Budget/Financial – \$

Legislation/Bylaw/Policy Consideration –

Economic Development Implications –

Alternatives

To cancel the August 26, 2025 regularly scheduled Public Works meeting.

To reschedule the August 26, 2025 regularly scheduled Public Works meeting.

To proceed with the August 26, 2025 Public Works meeting as scheduled.

Recommendation

Council to provide direction.

Submitted by: Betty Richard, Executive Assistant



Request for Decision

Public Works Meeting

8.13 – Rodeo Parade 2025 – Invitation to Participate

Request

The St. Paul Agricultural Society has extended the attached invitation for Reeve Ockerman to participate in the 2025 Rodeo Parade, scheduled for Saturday, August 30, 2025, beginning at 10:00 a.m.

The Ag Society is requesting confirmation of attendance as soon as possible.

Budget/Financial – \$

Legislation/Bylaw/Policy Consideration –

Economic Development Implications –

Alternatives

To approve the request to have the Reeve Ockerman partake in the 2025 Rodeo Parade.

To deny the request to have Reeve Ockerman partake in the 2025 Rodeo Parade.

Recommendation

Council to provide direction.

Submitted by: Jason Wallsmith, CAO



St. Paul Agricultural Society
Box 1203 St. Paul, AB T0A 3A0
Ph: 780-645-4373 Fax: 780-645-2989
Website: stpaulagsociety.com
Email: stpaulrodeoparade@gmail.com

July 17, 2025

Glen Ockerman, Reeve
County of St. Paul
5015 – 49 ave
St. Paul, Alberta T0A 3A4

Dear Glen,

RE: Rodeo Parade – Saturday August 30th, 2025

The St. Paul Ag Society respectfully invites you to participate in the annual rodeo parade, which will be held on **Saturday August 30th at 10:00 am**. The parade will assemble at the St. Paul Soccer Fields and proceed west to the Recreation Centre. We request that you be in the assembly area no later than 9:30 am.

This year, the Ag Society has not designated a theme but rather leaves the option open to parade participants to choose their own theme

Please take note that there is absolutely no candy or articles thrown from any vehicle. Should you decide to distribute something, we kindly ask that you have walkers. Thank you for your cooperation.

Please confirm your attendance by completing the registration form and advise if you will require a vehicle, at your earliest convenience. We look forward to your parade participation.

Sincerely,

Rhea Labrie
AG Member Volunteer



Request for Decision

Public Works Meeting July 22, 2025

8.14 – St. Paul Rode Mile Race Sponsorship Opportunity

Request

The St. Paul Athletic Parents Association is currently fundraising to replace the bus that is used for the students attending the St. Regional High School for all the various school programs which require transportation. EG. Sporting events, tournaments, college /university tours, field trips.

With the return of the Rodeo Mile Race scheduled for August 30, 2025, the Athletic Parents Association is offering a sponsorship opportunity for this event, with proceeds going toward the replacement of their current bus.

With their attached request, they have submitted different levels of sponsorship available for Council to consider, ranging from \$100-\$1,000.

In 2024, the St. Paul Athletic Parents Association submitted this request for Council's consideration; Council subsequently received it as information.

Budget/Financial – \$

Legislation/Bylaw/Policy Consideration –

Economic Development Implications –

Alternatives

To approve sponsoring the Rodeo Mile event being held on August 30, 2025, at the Level of Sponsorship of Council's choosing.

To deny the request for sponsorship.

To accept as information.

Recommendation

Council to provide direction.

Submitted by: Betty Richard, Executive Assistant



ATHLETIC PARENTS ASSOCIATION

SPREGPARENT@GMAIL.COM

St. Paul Athletic Parent Association
Regional High School
4701 44 Street
St. Paul Alberta, T0A 3A3

July 7, 2025

County of St. Paul
5015-49 Ave
St. Paul, AB T0A 3A4

RE: ST. PAUL RODEO MILE

To: County of St. Paul

The St. Paul Athletic Parents Association (SPAPA) is an organization that operates to make athletics attainable to all students. We are in the process of purchasing a newer bus ensuring travel opportunities for local athletes, including those not from our school. This new bus will also benefit all students attending the Regional High School as it allows enhanced learning opportunities and experiences beyond the classroom.

We are excited to continue the tradition of the St. Paul Rodeo Mile. The race will be held on Saturday, August 30th, 2025. This event is safe and fun and we encourage people of all skills and abilities to participate. It promotes active lifestyles, builds community, is a key fundraiser, while creating awareness of the need for a new bus. Many spectators line the main street of St. Paul to witness this exciting race that takes place immediately prior to the annual St. Paul Rodeo Parade.

All funds raised will go towards expanding student experiences through local travel as nearly all High School Students have used the bus at least once during their three years at Regional. The bus is utilized for sporting events, college and university tours, educational field trips, Skills Canada competitions, Science Club, Outdoor club and allows for offsite opportunities to enhance the classroom learning experience.

Your support would be greatly appreciated. Platinum, Gold and Silver sponsors will have their logo branded on the official race t-shirt. We welcome donations of any amount and every donor will be acknowledged at the event and in our post-event communications.

Sincerely,

Melissa Mahe
St. Paul Regional High School
Cell (780) 614-4949
mahemeli@sperd.ca



ATHLETIC PARENTS ASSOCIATION

SPREGPARENT@GMAIL.COM

2025 St Paul Rodeo Mile

Level of Sponsorship	Donation	Registrations	T-shirt Logo	Recognition
Platinum	\$1000	8 registrations 8 T-shirts	Prominent Logo Large Logo	<ul style="list-style-type: none"> • Bring your banner • First Choice of Sign Location <ul style="list-style-type: none"> ◦ Start Line ◦ Finish Line ◦ On side by side • Acknowledged on Site • Recognized on Social Media
Gold	\$500	4 registration 4 T-shirts	Middle of T-shirt Medium Logo	<ul style="list-style-type: none"> • Bring your banner • Next Choice of Sign Location • Acknowledged on Site • Recognized on Social Media
Silver	\$250	2 registrations 2 T-shirts	Smaller Logo Bottom of shirt	<ul style="list-style-type: none"> • Bring your own banner • Choice of sign location • Acknowledged on Site • Recognized on Social Media
Bronze	\$100			<ul style="list-style-type: none"> • Bring your own banner • Place of sign at the race • Acknowledged on Site • Recognized on Social Media